

## Canal Winchester Community Center Rental FAQ's

### **Where is the Community Center located?**

- Our address is 45 East Waterloo Street, Canal Winchester, Ohio 43110. We are in the same building as the new city hall offices, in the old Bob McDorman building.
- The entrance is in the back of the building, on the far West side; the door says "Community Center" above it.

### **What is included in a rental?**

- Rental of the facility comes with 13 round tables (5' diameter), 15 banquet tables (12'x2.5'), and 120 chairs; a fully equipped kitchen with a stove/oven, refrigerator/freezer, dishwasher, and ice machine; and a TV with HDMI hookup.
- We do not have a preferred catering list. You are welcome to bring in caterers, or use the kitchen to store or prepare food. Please note that alcohol is prohibited on the premises.
- ALL setup and teardown must be completed DURING the time you booked. If you feel you will need additional time to setup or clean up, you must schedule that into your rental time when you book the facility.

### **What is the cost of renting the Community Center?**

- For addresses within Canal Winchester corporation limits, the cost is \$50 an hour. For addresses outside of corporation limits, the cost is \$80 an hour. There is also a \$100 deposit for all renters that will be returned to you as long as all rental procedures were followed.
- To check if you are within corporation limits before creating your account, visit the Franklin County or Fairfield County auditors' websites. Otherwise, the booking software will automatically calculate your rate based on your address.

### **How do I book the facility?**

- All booking and payment is done online. To book the facility, please visit <https://www.canalwinchesterohio.gov/329/Rental>. Once you create your account and select your date and time, a request will be sent over to the Community Center for approval. After the rental has been approved you will receive an invoice and will then be able to pay your deposit and rental fee through your online account.
- If you are using a mobile device and are having trouble viewing your shopping cart or other features of the rental software, try turning your phone sideways, or try using a computer or tablet. Sometimes features are not easily accessible through our mobile site.

### **When is payment due?**

- Deposits are due upon booking approval, and the rest of the rental fee is due 10 business days before your event.
- Once payment is fully completed, you will receive a passcode in your email a few days before your event. You will use this passcode to unlock the building the day of your rental. Please know that your passcode will NOT be active until the exact start time you have scheduled. You will not have access to the building any earlier than the time you booked online.