SCHMID HALL RULES AND REGULATIONS

Welcome to Schmid Hall in Orr Park. Schmid Hall was newly renovated in 2009 at a cost of nearly $400,000. Over half of the cost was donated by Smith Dairy Products Company and the Schmid Family, with the balance paid by the City of Orrville.

Schmid Hall can accommodate approximately 160 people at tables with chairs. It does not have table service, coffeemaker, garbage disposal, or a telephone. Schmid Hall is open from 6 am to 12 midnight.
Address: 501 Hall Street

Instructions to Lock Down Panic Device
-- From inside of door looking out
-- Insert hex key into locking device (black keyhole)
-- Push in panic bar
-- Turn key ¼ turn to right and remove hex key
-- Panic bar will be in the unlock position
-- Reverse procedure to lock door

Help us keep this facility clean and well-maintained by following the simple rules and regulations listed below:

- Schmid Hall is a non-smoking facility
- Alcoholic beverages are not permitted in Orr Park or Schmid Hall
- No decorations, banners, signs, etc., shall be attached to any walls. No tape or tacks shall be used, except tacks may be used on tack squares located on the wall.
- Decorations, including piñatas, shall not be hung from the ceiling
- No rice or confetti shall be used
- Lighted candles or open flames inside the Hall are prohibited
- There shall be no live bands or live music in Schmid Hall

Upon completion of your rental, the facilities should be cleaned up as follows:

- Any equipment, supplies or special items brought by the applicant shall be removed
- All paper, garbage, trash, debris, etc., shall be collected and disposed of properly. Garbage shall be bagged and transferred to the dumpster outside the Hall. Recyclables shall be placed in recyclable containers located within the facility.
- Coffee grounds shall not be placed in sinks.
- All items in the kitchen area shall be returned to an orderly condition
- All counter tops, stove top, and microwave shall be wiped clean
- Sinks shall be rinsed and all spills shall be cleaned
- Tables and chairs shall be wiped off to remove all food and spills and returned to their proper location
- All floors shall be swept and mopped if necessary. Carpets shall be vacuumed if necessary.
- Doors may be unlocked during the meeting or event. Doors shall be locked at the end of the meeting or event and light switches turned off.

A renter shall receive one key set to access Schmid Hall. If you fail to return the keys to the City Hall offices within two (2) business days of your rental date, you will be invoiced $25.00 and may be prevented from using Schmid Hall at a later date.

Organization groups with minors (under the age of 18) and all events for minors must be adequately chaperoned by an adult(s).

The City shall not be liable for any loss, damage, injury or illness incurred by any user of the facility. The City of Orrville shall not be liable to any organization, agency or individual using the facility nor to any other person, firm or corporation for any loss or damage suffered during the use of said premises used of any building, structure or due to latent or patent defects in the premises and fixtures thereon and the entity using the facility expressly agrees to indemnify and save harmless the City of Orrville from any and all claims resulting from the use of the same. I understand that I am responsible for any and all damages caused by my/our use of the facility and that I will be invoiced by the City of Orrville for any damages that occur.

By signing below, I agree to abide by the above rules and regulations.

_____
Signature Date

_____
Printed Name

CITY USE ONLY
Rental Date _____
City Employee _____
Date _____ Key No.___