



***How do I book a rental or party?***

Anyone interested in renting an area of the MCRC can pick up a Rental Request Form (or download here) in the information racks in the building.

Rental Request Forms must be completed, signed and submitted to the Front Desk; faxed, emailed or mailed to: Rental Coordinator, MCRC, 855 Weymouth Rd., Medina, OH 44256. Email: [stomazic@medinaoh.org](mailto:stomazic@medinaoh.org) Fax:330-721-6905

Requests are typically reviewed within 2 business days (possibly longer during our busy season - Nov-April). Requests are subject to approval based on facility and staff availability. Refer to the Rental Handbook (download here) for additional policies.

***Do I need to submit a security deposit with the Rental Request Form?***

No! If the rental request is approved, a rental contract will be drawn up. Full payment for the rental

***When do I pay for my rental?***

Submit the Rental Request Form with your check. That form is requesting use of a facility area. Once the request is approved we put your information into our scheduling program and print out a rental contract noting your information and rental criteria. Once a request is granted a Rental Contract, full payment is required within 48 hours.

***Do I pay for Daily Passes when booking a room rental?***

You can pay for the daily passes at the front desk on the day of your event. You will pay for the room rental fees when signing your rental contract.

***Not all parents will be swimming. Do non-swimmers need to pay for a daily pass?***

Non-swimmers do not need to pay, but they are required to sign in at the front desk and abide by the MCRC ID policy which is to provide a photo ID for admittance to the facility.

***Do we have to pay for children under 3 year old?***

Children under 3 years of age are admitted for free.

***May we bring in our own food and drinks?***

Yes! You may bring in your own food, beverages, cake and ice cream, (alcohol is not permitted)

***Can I bring my own decorations?***

Yes, you are welcome to bring in your own decorations. Please refer to Rental Handbook for restrictions. If you prefer, we can provide decorations with our Party Packages. Please check our Party Packages options on the **Birthday Parties and Showers** page.

***May we arrive early to set up?***

We allow you 15 minutes before and after your booking time for set up and clean up. You may rent the room for an additional hour if more set up or clean up time is required. When booking the last hour of the day, everyone must leave the building by closing.