



# The City of Solon

CITY HALL

34200 Bainbridge Road  
Solon, OH 44139-2955  
Phone: (440) 248-1155  
Fax: (440) 349-6322

RULES & REGULATIONS FOR USE OF CITY HALL – Use of City Hall is subject to cancelation should a governmental need arise.

- Available to civic groups only.
- Available the 1<sup>st</sup> and 3<sup>rd</sup> Monday of the month, 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of the month, and the 1<sup>st</sup> and 2<sup>nd</sup> Wednesday of the month, 8:00 a.m. – 11:00 p.m. (No Saturdays, Sundays, or Holidays.)
- No food or beverage is allowed.
- If the form is returned by mail or email, allow 3 days for confirmation of your request.
- Reservations are not taken more than one year in advance.

PLEASE COMPLETE THE FOLLOWING INFORMATION

NAME OF ORGANIZATION: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

DAY PHONE: \_\_\_\_\_ EVENING PHONE: \_\_\_\_\_

SECOND CONTACT PERSON: \_\_\_\_\_

DAY PHONE: \_\_\_\_\_ EVENING PHONE: \_\_\_\_\_

DATE OF MEETING: \_\_\_\_\_

TIME OF MEETING: FROM: \_\_\_\_\_ TO: \_\_\_\_\_

NUMBER OF PERSONS TO ATTEND: \_\_\_\_\_

Print and complete the form then return to City Hall in person, by mail, or email at [azamcheck@solonohio.org](mailto:azamcheck@solonohio.org)

If there is any change to the information once submitted, call 440-248-1155. We also recommend calling one week in advance to confirm your arrangements.

RELEASE

The undersigned does hereby release the City of Solon, its officers, employees, and agents from any and all liability for use of the City Hall, 34200 Bainbridge Road, Solon, Ohio by

\_\_\_\_\_ on \_\_\_\_\_  
Organization Event Date

The undersigned further represents that he/she/they will use the City Hall in a safe and careful manner and in accordance with all applicable Rules & Regulations for its use.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date