



FACILITY BOOKING POLICY

Philippine-American Cultural & Civic Center

1975 W. Ridgewood Drive, Parma, Ohio 44134

Booking Process & Payment

Someone will contact you regarding availability and to schedule a walk-through of the space.

All rental fees are payable at least **2 (two) weeks prior** to the reserved date. If not paid by then, PASO Foundation management has the right to offer said date to other parties and deposit will be forfeited.

No penalty for reservation cancellation beyond **60 (sixty) days** of the event.

Usage Terms

- Applicant may **not sublet the facility** to another person.
- Applicant further understands that **PASO's functions take priority** over any other private use.
- If **alcohol is to be served** in the facility, a **security guard is required** throughout the duration of the event and at the applicant's expense.

Setup & Decorations

- Applicant is **responsible for set up** of tables and chairs.
- If wall and/or ceiling decorations are necessary, **do not use staples, nails, tape, or any adhesives** to avoid causing damage to the walls and ceilings.
- **No animals/pets** are allowed inside the facility.

Cleanup Requirements

Applicant is **responsible for the cleaning of the facility** following its use:

- All trash must be **bagged and placed inside dumpster**
- Tables must be **placed in the racks in the Storage Room**
- All chairs must be **lined up (not stacked) along the walls of the Main Hall**
- Facility must be **cleaned and vacated by 12 midnight**

Liability & Damages

Applicant further understands that **any damage done to the property** resulting from applicant's and guests' use of the property will be the financial responsibility of the applicant, and the cost of repair and/or excessive cleaning will be billed and paid for by the applicant.

Applicant further agrees to **indemnify and serve harmless PASO Foundation**, its officers and board of directors, members and employees, from any and all damage and other liability arising from the use of said facilities.


Modifications

Any change to this agreement is at the discretion of PASO Foundation.

For booking inquiries, please contact:

The P.A.S.O. Foundation
Philippine-American Cultural & Civic Center
1975 W. Ridgewood Drive
Parma, Ohio 44134

 thepasofoundation@gmail.com

 thepasofoundation.org