



Mill Creek MetroParks – Fellows Riverside Gardens D.D. and Velma Davis Education & Visitor Center

Your cooperation in the proper use and preservation of Mill Creek MetroParks is requested.

GENERAL POLICIES FOR RESERVATIONS

Catered events must use a caterer from the MetroParks' **Preferred Caterers List**. The Visitor Services Manager must be notified as to the choice of caterer prior to planning the room setup for the event.

No ticket sales or admittance charge is permitted on the premises. Gambling in any form is prohibited.

Smoking is prohibited within the building and on the terraces and front and back entry areas.

A rental permit does *not* grant exclusive use of the public parking lot (capacity is 187 vehicles).

The use of alcoholic beverages in the parking area or anywhere on the grounds is prohibited. The sale of alcohol is prohibited. The possession and consumption of alcoholic beverages by persons under the age of 21 is prohibited at all times. **Bartenders or anyone serving alcohol must be hired through a caterer from the MetroParks' Preferred Caterers List in order to assure correct certification and liability coverage.**

Disorderly or drunken conduct and boisterous or profane language will not be tolerated.

Food and beverages are not permitted outside of the designated rental area.

Throwing of confetti, rice or similar items is not permitted in the Davis Center or on the premises of the Gardens. Bubbles may be used **OUTDOORS ONLY**.

Parties held by children or teenage groups must be attended **by not less than two adult chaperones for each twenty-five children or teenagers in attendance**. Chaperones must be parents of the children or teenagers. If the group is affiliated with a recognized youth organization (YMCA, Boy/Girl Scouts, Church, School, etc.), the chaperones may be the adult sponsors or leaders of the group.

Rental groups have the exclusive use of the reserved area for the time that it has been rented but *in no situation past the departure time of midnight*. **The catered event itself must end no later than 11:00 p.m. Departure time should be no later than midnight.**

Departure time is defined as the time that the Davis Center has been cleared of all decorations and trash from the event, the kitchen has been cleaned by the caterer if there has been use of the kitchen, all parties have departed, and the building is locked down. Use of the facility beyond the designated time will result in additional charges at \$200 per hour (1 hour minimum charge).

Property or decorations left behind after a rental will go into the Lost and Found for two (2) weeks. If the items are not picked up during that time, they will be donated to Goodwill or another local charity.

The set-up of MetroParks tables and chairs by MetroParks staff will take place prior to arrival time on the day of a rental. Once a rental has begun, the moving or set up and take down of tables and chairs will not be permitted. Rented tables and chairs will not be set up or taken down by MetroParks staff.

The Davis Center should not be damaged in any way. No nails, tacks, tape or other adhesives are to be used in decorating the reserved area. Attachment of anything to the walls, ceiling, floors, etc. is prohibited.

The indoor use of anything that produces smoke (i.e. smoke machine, fogger, incense, etc.) is prohibited. Wish lanterns, sparklers or fireworks of any kind are not permitted anywhere in Fellows Riverside Gardens.

In compliance with Section F-307.3 of the Local Fire Code: "The use of candles shall be secured on non-combustible holders and shall be protected by non-combustible holders, domes or containers. Candles shall not be placed directly or indirectly under any smoke or heat-detecting device located in the hall. **NO OTHER TYPE OF OPEN FLAME SHALL BE USED.**"

Audio-visual equipment (Slide or overhead projector, TV or VCR) is available if reserved in advance.

After 5:00 p.m., all rentals include the service of one or more MetroParks' Police officers depending on the size of the group. All parties intending to hire police officers for security during a daytime rental or additional security for an evening rental must hire off-duty Mill Creek MetroParks Police for this purpose.

Violation of the Policies of Mill Creek MetroParks or any of these regulations, including the maximum attendance regulation, will result in immediate revocation of the reservation and eviction of all guests.

RESERVATIONS

Details concerning reservations should be discussed with the Visitor Services Manager, as fees are not entirely refundable. See cancellation policies below.

Reservations must be made at least one week in advance of the reserved date. Reservations may be made no more than two (2) years in advance for all areas available for rent.

Payment for the reservation must be made in full at the time the reservation is made. Reservations may be made by phone 330-740-7116 or in person at the D.D. and Velma Davis Education and Visitor Center with cash, check, Visa, MasterCard, Discover or money order.

The Davis Center is closed on New Year's Eve, New Year's Day, Thanksgiving, Christmas, and on Mondays *with the exception of* Memorial Day, Labor Day or a Monday Independence Day. On Mondays when the Davis Center is closed, the Auditorium may be rented for events starting at 4:00 p.m.

No reservation will be accepted for groups in excess of the maximum capacity for a designated rental area nor will more than the maximum capacity of people be allowed into a scheduled event.

Anyone making a reservation must be 21 years of age or older. Adult supervision must be maintained throughout the rental period for events consisting of primarily children or teenagers.

Reservations may be transferred, with a permit number, up to ten (10) days prior to the date of the reservation. **An original reservation may be transferred a maximum of two (2) times, after that, it will be treated as a cancellation.**

Non-profit organizations that are United Way Agencies or are exempt from Federal income tax under section 501 (c)(3) of the Internal Revenue Code and **provide proof of this status or eligibility at the time of reservation** are automatically eligible for a 50% discount of the rental fee. Each non-profit organization is permitted up to two re-requests per calendar year for no more than one day's use.

CANCELLATIONS

The permit number of a reservation must be given to MetroParks staff at the time of cancellation in order to process a refund.

When canceling any reservation, (Auditorium, Garden Café, Radius Room, Classroom, Gazebo or Kidston Pavilion), refunds will be based on the following schedule:

- | | |
|---|-------------------|
| • Cancellations made prior to sixty (60) days before the reserved date | 85% refund |
| • Cancellations made within thirty to sixty (30-60) days before the reserved date | 50% refund |
| • Cancellations made less than thirty (30) days before the reserved date | NO REFUND |

When canceling a reservation that has been transferred, the refund schedule is based on the original date of the reservation, not the transferred date.

Refunds will be processed and mailed to the permit holder within five (5) working days after the cancellation is received by the MetroParks Business Office.

I have read, understand, and agree to abide by these policies as set forth by the Board of Park Commissioners of the Mill Creek MetroParks.

Signature: _____ Date: _____

These policies are subject to change at the discretion of Mill Creek MetroParks.

All MetroParks employees are paid for their service. Tips are not accepted. Please report any lack of service or discourtesy on the part of any MetroParks employee to the Executive Director of Mill Creek MetroParks.

Mill Creek MetroParks – Fellows Riverside Gardens

D.D. and Velma Davis Education & Visitor Center

DANIEL L. ROSSI AUDITORIUM

The Lower Level of the Davis Center includes several areas available for private parties, professional and public meetings. These may be used for dining events, lectures, seminars, and other similar functions.

The maximum banquet capacity for the Auditorium is approximately 150 people.

The maximum banquet capacity for the Auditorium plus Radius Room is 220 people.

Rental of the Auditorium includes exclusive use of the Rossi Auditorium, the surrounding lobby area, and the Courtyard Terrace (White Garden) for the duration of the scheduled reservation.

Rental of the Auditorium plus Radius Room have exclusive use of the Rossi Auditorium, the surrounding lobby area, Radius Room, and Courtyard Terrace (White Garden) for the duration of the scheduled reservation. No other public use of the lower level including the Kidston Classroom or Mill Creek Park Museum will be scheduled during this reservation.

These areas may be reserved for a time period between 9:00 a.m. and 11:00 p.m. on days when the Davis Center is available.

Rental includes use of kitchen by a caterer selected from the MetroParks' **Preferred Caterers List**, and set-up of MetroParks tables and chairs by MetroParks staff.

For rentals after 5:00 p.m., dedicated security staff will be scheduled. Large events include the scheduling of one Mill Creek MetroParks Police Officer.

All activities taking place in the Auditorium or Auditorium plus Radius Room such as room set-up, including the location and placement of tables and chairs, delivery of food, beverages, decorations and rental items must be coordinated with the Visitor Services Manager.

With this rental, weddings may take place within the area(s) of exclusive use as long as the ceremony requires no additional setup or takedown once guests have arrived. Ceremonies may only take place within the scheduled reservation hours.

Consumption of alcohol, food, and other beverages is permitted only in the areas of exclusive use as described.

A ceiling-mounted projection screen is available for use with this rental.

CANCELLATIONS

The permit number of a reservation must be given to MetroParks staff at the time of cancellation in order to process a refund.

When canceling any reservation of the Auditorium or Auditorium plus Radius Room, refunds will be based on the following schedule:

- | | |
|---|-------------------|
| • Cancellations made prior to sixty (60) days before the reserved date | 85% refund |
| • Cancellations made within thirty to sixty (30-60) days before the reserved date | 50% refund |
| • Cancellations made less than thirty (30) days before the reserved date | NO REFUND |

When canceling a reservation that has been transferred, the refund schedule is based on the original date of the reservation, not the transferred date.

Mill Creek MetroParks – Fellows Riverside Gardens

D.D. and Velma Davis Education & Visitor Center

RADIUS ROOM

The Radius Room is available for private parties, professional, and public meetings. The Radius Room may be used for dining events, lectures, seminars, and other similar functions.

The capacity of the Radius Room is:
Lecture seating – 60
Classroom – 32
Banquet – 48

This area may be reserved for a time period between 9:00 a.m. and 11:00 p.m. on days when the Davis Center is available. The rental rate includes up to three hours or less.

This rental includes use of the lower level kitchen by a caterer selected from the MetroParks' ***Preferred Caterers List***, set up of MetroParks tables and chairs by MetroParks staff, as well as dedicated security personnel if the reservation is after 5:00 p.m.

All activities taking place in the Radius Room such as room set-up, including the location and placement of tables and chairs, delivery of food, beverages, decorations and rental items must be coordinated with the Visitor Services Manager.

Groups renting the Radius Room have exclusive use of this space for the duration of the scheduled reservation.

With this rental, consumption of alcohol, food, and other beverages is permitted only in the Radius Room.

With this rental, weddings may take place within the Radius Room as long as the ceremony requires no additional setup or takedown once guests have arrived.

For lectures or programs planning to show slides or other media, a projection screen is available.

CANCELLATIONS

The permit number of a reservation must be given to the Davis Center at the time of cancellation in order to process a refund.

When canceling any reservation of the Radius Room, refunds will be based on the following schedule:

- | | |
|---|-------------------|
| • Cancellations made prior to sixty (60) days before the reserved date | 85% refund |
| • Cancellations made within thirty to sixty (30-60) days before the reserved date | 50% refund |
| • Cancellations made less than thirty (30) days before the reserved date | NO REFUND |

When canceling a reservation that has been transferred, the refund schedule is based on the original date of the reservation, not the transferred date.

**Mill Creek MetroParks – Fellows Riverside Gardens
D.D. and Velma Davis Education & Visitor Center**

GARDEN CAFÉ

The Garden Café is available for private parties, professional, and public meetings, such as showers, rehearsal dinners, small wedding receptions, graduation parties and cocktail parties, etc.

The capacity of the Garden Café for a sit-down event is 48 people.

This area may be reserved for a time period between 5:00 p.m. and 11:00 p.m. on days when the Davis Center is available.

This rental includes use of the lower level kitchen by a caterer selected from the MetroParks' **Preferred Caterers List**; set up of MetroParks tables and chairs by MetroParks staff; dedicated security personnel; and access to the Café for set up after 5:00 p.m. All activities taking place in the Café such as room set-up, including the location and placement of tables and

chairs, delivery of food, beverages and decorations and rental items must be coordinated with the Visitor Services Manager. **Existing seating (tables and chairs) will remain in the Garden Café.** Banquet tables may be set up for buffets, beverage tables, etc., but no furniture may be removed.

Groups renting the Garden Café have exclusive use of this space for the duration of the scheduled reservation.

With this rental, consumption of alcohol, food, and other beverages is permitted only in the Garden Café and surrounding Café Terrace.

With this rental, weddings may take place within the Garden Café as long as the ceremony requires no additional setup or takedown once guests have arrived.

CANCELLATIONS

The permit number of a reservation must be given to the Davis Center at the time of cancellation in order to process a refund.

When canceling any reservation of the Garden Café, refunds will be based on the following schedule:

- | | |
|---|-------------------|
| • Cancellations made prior to sixty (60) days before the reserved date | 85% refund |
| • Cancellations made within thirty to sixty (30-60) days before the reserved date | 50% refund |
| • Cancellations made less than thirty (30) days before the reserved date | NO REFUND |

When canceling a reservation that has been transferred, the refund schedule is based on the original date of the reservation, not the transferred date.

**Mill Creek MetroParks – Fellows Riverside Gardens
D.D. and Velma Davis Education & Visitor Center**

CLASSROOMS

The **Tyler Classroom** (Garden Level) and **Kidston Classroom** (Lower Level) may be used for meetings, lectures, seminars, and other similar functions. Either may be available for rental for dressing or other bridal party preparations.

**The capacity of the Tyler Classroom:
Lecture seating – 48
Classroom – 24**

**The capacity of the Kidston Classroom:
Lecture seating – 64
Classroom – 32**

The Classrooms may be reserved for any time period between 9:00 a.m. and 11:00 p.m. on days when the Davis Center is available. The rental rate is based on a three (3) hour time period.

Light snacks, box lunches, and beverages may be served in the Classrooms. **These rooms are not intended to accommodate full-service/buffet meal functions.**

Groups renting the Classrooms have exclusive use of these spaces for the duration of the scheduled reservation.

Rental includes the set-up of MetroParks eight-foot long tables and folding chairs by staff; dedicated security personnel after 5:00 p.m., and a projection screen. All activities taking place in the Classrooms such as room set-up, including the location and placement of tables and chairs, delivery of food, beverages and decorations must be coordinated with the Visitor Services Manager.

Depending on availability, garden clubs that are members of the Garden Forum of Greater Youngstown may use a classroom free of charge during daylight hours while security personnel are on duty. Classroom use by these clubs, extending past dark, will receive a 50% discount on the rental rates as indicated.

CANCELLATIONS

The permit number of a reservation must be given to the Davis Center at the time of cancellation in order to process a refund.

When canceling any reservation of the Classroom(s), refunds will be based on the following schedule:

- **Cancellations made prior to sixty (60) days before the reserved date** **85% refund**
- **Cancellations made within thirty to sixty (30-60) days before the reserved date** **50% refund**
- **Cancellations made less than thirty (30) days before the reserved date** **NO REFUND**

When canceling a reservation that has been transferred, the refund schedule is based on the original date of the reservation, not the transferred date.

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GAZEBO AND KIDSTON PAVILION

The **Gazebo** and **Kidston Pavilion** are available for outdoor ceremonies including weddings, vow renewals and commitments. Memorial ceremonies may be held provided cremated remains are not scattered anywhere in the Gardens.

Please read the following rules and regulations very carefully BEFORE applying for a permit. *The responsible individual assumes responsibility for their party's compliance with the MetroParks' rules and regulations at Fellows Riverside Gardens.*

Interested parties are encouraged to visit the site(s) prior to submitting any application.

The following items are **NOT PERMITTED BEFORE, DURING OR AFTER** a ceremony:

- Aisle cloths of any kind are not permitted on lawn areas.
- Rice, birdseed, confetti, or rose petals are not to be thrown.
- Balloons, fireworks, wish lanterns or butterflies are not to be released.
- Possession or consumption of alcohol is prohibited in the Gardens including the adjacent parking lot.
- Signs are not permitted.
- Food or beverages are not permitted.

CEREMONY PERMIT AND SCHEDULE: The permit fee grants a two-hour reservation (10:00 a.m.-Noon, Noon-2:00 p.m., 2:00 p.m.-4:00 p.m., or 4:00 p.m.-6:00 p.m.) for either the Gazebo or the Kidston Pavilion. Ceremonies may take place April 1-October 31. It is suggested that all ceremonies be performed at 10:30 a.m., 12:30 p.m., 2:30 p.m. or 4:30 p.m.

Ceremonies are limited to a maximum of 100 participants. Security staff on duty may request to see your permit or personal information contained on your permit for verification. The number of permits for any one day may be limited.

EXCEPTIONS: Ceremonies may be permitted outside of the April-October period after 2:00 p.m. with permission of the Garden's Visitor Services Manager at 330.740.7116.

REHEARSALS: A rehearsal may be held without further permit during the week prior to the ceremony provided it does not interfere with scheduled

MetroParks events or other ceremonies taking place in the Gardens. Please call the Fellows Riverside Gardens to confirm availability.

DECORATIONS: Highlighting the area with decorations is permitted as long as they are **freestanding**, able to be hand-carried across lawn areas, may be set up and torn down during the two-hour time period, allowing time for the ceremony to take place. **At no time may streamers, banners, garland, etc. be attached in any way to any structure in Fellows Riverside Gardens.**

ACCOMMODATION: Fellows Riverside Gardens exists for the enjoyment and education of every visitor and remains open to the public while outdoor ceremonies are taking place. As a public facility, the MetroParks cannot guarantee complete privacy nor allow ceremony guests to disrupt or disturb the activities of other visitors. Ceremony guests and photographers must observe common courtesies and not block entrances, walkways, drinking fountains, restrooms or access through the parking lot.

Reasonable accommodation of limousines will be made although reservation of parking spaces is not possible. "No Parking" areas must be kept clear at all times. Security personnel will direct you to appropriate parking.

The Kidston Classroom or Tyler Classroom inside the Davis Center may be available for rental for dressing or other bridal party preparation. The restrooms are not available for these activities.

SEATING: The Gazebo can accommodate approximately eighteen guests on its built-in benches. The Kidston Pavilion can accommodate approximately sixteen guests on its built-in benches. Guests are encouraged to stand during the ceremony as rented chairs are permitted only on the paved or bricked surfaces and must be set up and removed during the two-hour time period, allowing time for the ceremony to take place. Both the Gazebo and the Kidston Pavilion are accessible to guests using wheelchairs.

MUSIC: Musical accompaniment is encouraged. Electricity, however, is limited but available in the

Gazebo and the Pavilion. Amplification of music beyond the reasonable limits of your ceremony is prohibited. Instruments must be hand-carried, set up, and disassembled in the same manner and time frame as decorations and chairs.

PHOTOGRAPHY: Commercial photography is permitted in the Gardens from March through November at no charge and on an as-available basis.

NO PHOTOGRAPHY IS PERMITTED IN THE DAVIS CENTER UNDER THIS PERMIT.

Each group must vacate the Gazebo or the Kidston Pavilion by the conclusion of its reserved period.

Once a group vacates a site for any reason after the ceremony, the reservation for that site is ended.

APPLICATION: Reservations must be made at least one week in advance of the reserved date and reserved no more than two (2) years in advance. Payment for the reservation must be made in full at the time the reservation is made. Reservations may be made by phone 330.740.7116 or in person at the D.D. and Velma Davis Education and Visitor Center with cash, check, Visa, MasterCard, Discover or money order.

There is a \$180 permit fee for Mahoning County residents. Residents outside of Mahoning County must pay \$240 for the permit to have a ceremony in Fellows Riverside Gardens. Cash, check, Visa, MasterCard, Discover or money order are accepted.

CANCELLATION OR TRANSFER:

Reservations may be transferred, with a permit number, up to ten (10) days prior to the date of the reservation. An original reservation may be transferred a maximum of two (2) times, after that, it will be treated as a cancellation.

When canceling any reservation of the Gazebo or Kidston Pavilion, refunds will be based on the following schedule:

• Cancellations made prior to sixty (60) days before the reserved date	85% refund
• Cancellations made within thirty to sixty (30-60) days before the reserved date	50% refund
• Cancellations made less than thirty (30) days before the reserved date	NO REFUND

When canceling a reservation that has been transferred, the refund schedule is based on the original date of the reservation, not the transferred date.

FELLOWS RIVERSIDE GARDENS IS NOT RESPONSIBLE FOR INCLEMENT WEATHER AND PROVIDES NO INDOOR AREAS FOR CEREMONIES UNDER THIS PERMIT.
Applicants are responsible for alternative plans.

I have read, understand, and agree to abide by these stipulations as set forth by the Board of Park Commissioners of Mill Creek MetroParks.

Signature: _____

Date: _____

Mill Creek MetroParks – Fees and Charges

Fellows Riverside Gardens

	MAHONING COUNTY RESIDENT	REGULAR
<u>GARDEN CEREMONY</u>		
Gazebo or Kidston Pavilion	\$180	\$240
<u>GARDEN TOUR</u>		
D.D. and Velma Davis Education & Visitor Center	No Charge	\$35/Group
<u>WELLER GALLERY</u>		
	20% Sales Commission	
<u>CLASSROOM</u>		
Tyler or Kidston	\$25/hour	\$30/hour
Available 9:00 a.m. to 11:00 p.m.	3 hour minimum	3 hour minimum
<u>RADIUS ROOM</u>		
Three (3) hours or less – 9:00 a.m. to 5:00 p.m.	\$240	\$310
Each additional hour	\$60	\$80
Three (3) hours or less – extending past 5:00 pm to 11:00 p.m.	\$300	\$390
Each additional hour	\$80	\$100

**Year Round – MONDAYS, TUESDAY, WEDNESDAYS, THURSDAYS
January through March – FRIDAYS, SATURDAYS, SUNDAYS**

<u>AUDITORIUM</u>		
9:00 a.m. to 5:00 p.m.	\$480	\$625
Extending past 5:00 p.m. to 11:00 p.m.	\$960	\$1,250
<u>AUDITORIUM plus RADIUS ROOM</u>		
9:00 a.m. to 5:00 p.m.	\$810	\$1,050
Extending past 5:00 p.m. to 11:00 p.m.	\$1,200	\$1,560
<u>GARDEN CAFÉ</u>		
5:00 p.m. to 11:00 p.m.	\$480	\$625

April through December – FRIDAYS, SATURDAYS, SUNDAYS

<u>AUDITORIUM</u>		
9:00 a.m. to 5:00 p.m.	\$720	\$1,050
Extending past 5:00 p.m. to 11:00 p.m.	\$1,320	\$1,720
<u>AUDITORIUM plus RADIUS ROOM</u>		
9:00 a.m. to 5:00 p.m.	\$1,110	\$1,440
Extending past 5:00 p.m. to 11:00 p.m.	\$1,800	\$2,350
<u>GARDEN CAFÉ</u>		
5:00 p.m. to 11:00 p.m.	\$660	\$860

NOTE: RESIDENT RATE IS FOR MAHONING COUNTY RESIDENTS