

MILL CREEK METROPARKS — RENTAL FACILITY GUIDELINES

Birch Hill Cabin . . . Bears Den Cabin . . . Old Log Cabin

Administration/Reservation Office: 330-702-3000; 7574 Columbiana-Canfield Rd.; P.O. Box 596, Canfield, OH 44406. Open Monday through Friday, 8 am - 4:30 pm.

WE ARE UNIQUE: Because of the generosity of the taxpayers of Mahoning County, Mill Creek MetroParks is able to offer a variety of unique rental facilities to the community. You can be confident that our team of staff members will make every effort to provide facilities which are environmentally safe, which will enhance memorable events, as well as be offered with economic responsibility to the taxpayers. Our responsibility to the taxpayers means that the rules for the use of our facilities may be quite different from those in the private sector, and it is imperative that you read our policies carefully. It is strongly suggested that you personally tour a facility prior to making your reservation. Facilities may be used for your private event only during the time for which you have paid.

AVAILABILITY:

Reservations may be made no more than one-year-to-date of the desired date. All reservations must be made at least 72 hours in advance. Available to rent any day in the year between 6 a.m. & midnight either by 1/2-day or full-day. (1/2-day is for either 6 a.m. to 2 p.m. OR 4 p.m. to midnight)

AGREEMENT: At the time of payment, you are agreeing to be bound by these guidelines by the General Rules and Regulations of the Mill Creek MetroParks. A reasonable amount of clean-up by permit holder is expected by the end of the rental time.

Basically, leave the facility and grounds in the condition that you found it. MetroParks staff will inspect the facility after you vacate, before the next rental group arrives. The permit holder is responsible for damages or incidents which may occur during their event. Fees may be assessed for damages.

PAYMENT: In fairness to everyone wishing to reserve a facility, full payment must be made at the time a reservation is made. All reservations may be made by phone with Visa/Mastercard, or in person at the Administration Office. At 8 a.m., customers waiting outside our office are served first over telephone reservations; customers phoning or arriving after 8 a.m. will be taken according to the order in which they are received.

DISCOUNT: Residents of Mahoning County receive a discount from the Regular rate. Discounts are available for frequent renters (more than four per year), and up to twice per year for IRS designated 501(c)(3) organizations. (See fee schedule and discount policies).

INVITATIONS: Facilities may be used for your private event only during the time for which you have paid. Please plan your invitations with this in mind (i.e., if you've paid for 4 p.m. to midnight – do not invite your guests to arrive at 4 p.m. because you've had no time to set-up.).

Deliveries, and set-up & clean-up must be completed within the hours for which you have paid.

If you have rented consecutive days, you may not leave items overnight in the cabins.

Please do not put MetroParks phone numbers on your invitation.

TRANSFERS . . .CHANGES . . . ADDITIONAL HOURS:

For confidentiality & permission reasons, your permit number must be provided to us in order to make a transfer or change.

Timeslot may be changed up to 72 hours in advance of date reserved. Reservations may be transferred to another date or to another facility up to 10 days in advance of date reserved. An original reservation may be transferred a maximum of two (2) times, after that, it will be treated as a cancellation. When cancelling a reservation that has been transferred, the refund schedule is based on the original date reserved, not the transferred date.

Every facility has an attendance limit; exceeding this limit will reduce the function of the space, could become a safety issue, and could cause your permit to be revoked with forfeiture of the reservation fee.

ATTENDANCE/SEATING LIMITS:

Birch Hill Cabin: 50

Bears Den Cabin: 36

Old Log Cabin: 25-30

PARKING:

Birch Hill Cabin: 26 spaces

Bears Den Cabin: 9 spaces

Old Log Cabin: 10 spaces

AMENITIES for these indoor facilities:

Birch Hill Cabin: electricity, heat, air-conditioning, kitchen (water, stove, refrigerator), gas-log fireplace, restrooms within building, 6 round tables, chairs, grill, deck with picnic table

Bears Den Cabin: electricity, heat, water, stove, wood-burning fireplace, outdoor unheated restrooms, 4 wooden tables, bench seats

Old Log Cabin: electricity, heat, kitchen (water, stove, refrigerator), wood-burning fireplace, indoor restroom, 2 wooden tables, bench seats

KEY:

Your permit and key will be mailed to you approximately 1 week prior to your reserved date. After your event, please deposit the key in the key slot at the cabin door.

CANCELLATIONS:

For confidentiality & permission reasons, your permit number must be provided to us in order to make a cancellation. When cancelling a reservation that has been

transferred, the refund schedule is based on the original date reserved, not the transferred date.

prior to 30 days before reserved date 100% refund
10-30 days before reserved date 85% refund
less than 10 days before reserved date no refund

Refunds will be processed within 5 working days after the cancellation is received.

TEENAGE GROUPS: Reservations must be made by an adult at least 21 years old. Children & teenage groups must be adequately chaperoned during the entire event. The permit holder is responsible for damages.

ALCOHOL: Alcoholic beverages are not permitted in these cabins.

PROHIBITED (including but not limited to):
smoking, gambling, disorderly conduct, boisterous or profane language, use of tacks or nails, confetti or rice, use of products which produce smoke indoors, ticket sales or admission fees, music that is played loud enough to disturb or be offensive to other MetroParks visitors

Please call us well in advance of your rental date if you have any questions or concerns.

Please report any lack of service or discourtesy on the part of any MetroParks employees to the Executive Director.

Visit our website at www.millcreekmetroparks.org.

Thank you for your cooperation in the proper use and preservation of your MetroParks!

2/20/08