

Rental Facility Guidelines

Pioneer Pavilion



Mill Creek MetroParks provides:

- Unique 2-floor banquet hall, with seating for a maximum attendance of 96
 - Upstairs has nine (9) round tables with seating for 72, four (4) rectangular buffet tables
 - Lower level has six (6) square tables (cannot be moved) with seating for 24, three (3) rectangular buffet tables
 - Patio with six (6) 16' picnic tables
- Full kitchen with sink, stove/oven, refrigerator, microwave
- Ceiling fans, no air-conditioning
- Alcoholic beverages are permitted to be served, not sold.
- Restrooms within building ;barrier-free restroom accessible from patio
- Small lawn area
- Public parking for 39 vehicles
- Available to rent any day in the year except Christmas Eve, Christmas Day, New Year's Day, your choice of hours between 7 a.m. and 12 midnight (10 pm for Classroom A)

Room photos are online at: <http://www.millcreekmetroparks.org/visit/places/reserve/indoor-facilities/>

You are agreeing to, and are responsible for:

- ☐ Using the facility only during the time for which you have paid, which includes setup/decorating, deliveries, cooking, and cleanup.
 - The attendant will unlock the doors a few minutes prior to the time you have rented, and remain on the premises during your event; the attendant will also lock the doors at the end of the time you have rented.
- ☐ Anything brought in to facility MUST arrive during the rental time and MUST be removed by end of rental time.
- ☐ Adhering to the maximum attendance limits as listed above.
- ☐ The conduct of your guests, and making them aware of the *prohibited* items listed below:
 - Smoking, gambling, disorderly conduct, boisterous or profane language
 - Helium balloons, tacks, nails, confetti, water balloons, chalk, silly string, glitter
 - Products which produce smoke indoors
 - Music that is played loud enough to disturb or be offensive to other MetroParks visitors
 - Ticket sales or admission fees, sale of food, beverage, article, privilege, service, or subscription
 - Soliciting donations or collections for any purpose
 - Children & teenage groups are not permitted to use a facility without being adequately chaperoned during the entire event.
 - Pets or animals
- ☐ Leaving the facility, grounds, and parking lot in the condition you found it; clean and undamaged
- ☐ Putting all trash in appropriate bins
- ☐ Turning off faucets, stove, and lights
- ☐ Call 330.740.7107 in advance if you're considering bringing any items that have to be installed or erected (for example: grills, canopies, play equipment, rented equipment, etc.) to obtain information on what is allowable and what may require special permission.

Agreement

- ☐ At the time of payment, you are agreeing to be bound by these guidelines, and by the General Rules and Regulations of Mill Creek MetroParks which can be found on our website.
- ☐ Failure to abide by these rules and regulations, and failure to use MetroParks' facilities in a responsible manner could cause your permit to be revoked with forfeiture of the reservation fee, and the responsible party will be billed.

Transfers | Changes | Cancellations

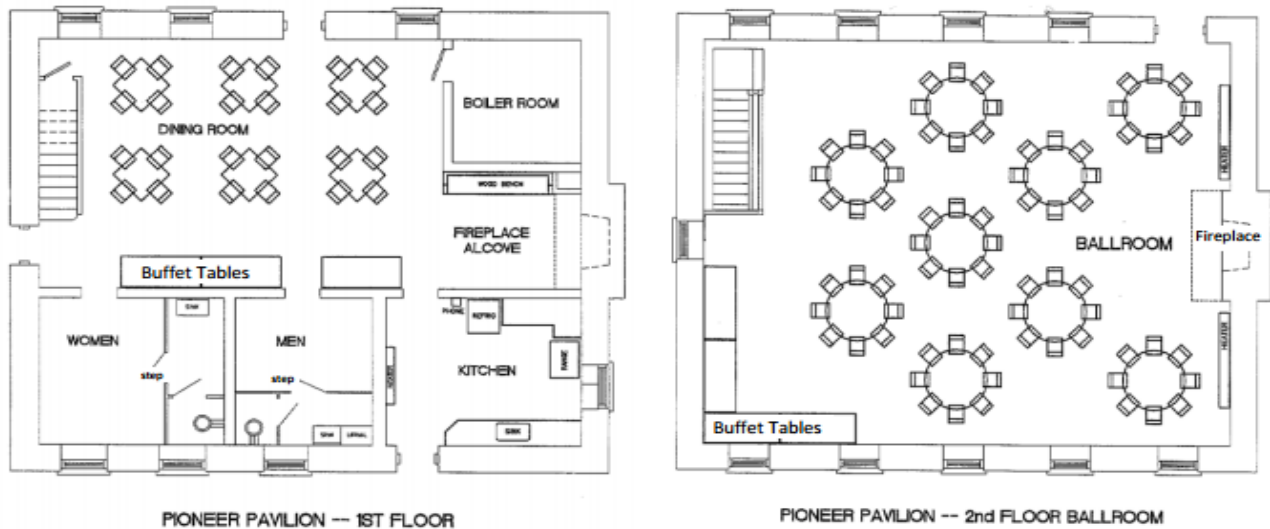
- Your receipt number must be provided to us in order to make a transfer, change, or cancellation.
- Reservations may be transferred to another date or to another facility up to 10 days in advance of date reserved.
- An original reservation may be transferred a maximum of two (2) times, after that, it will be treated as a cancellation.
- Timeslot may be changed up to 72 hours in advance of date reserved.
- When cancelling a reservation that has been transferred, the refund schedule is based on the original date reserved, not the transferred date.
- Refunds will be processed within 5 working days after the cancellation is received, according to the cancellation schedule below.
 - Prior to 60 days before reserved date 85% refund
 - 30-60 days before reserved date 50% refund
 - Less than 30 days before reserved date no refund

Address/Directions

Pioneer Pavilion is located between the west and south sides of Youngstown, on Old Furnace Road. There is no physical address, but 900 Old Furnace Road will get you close. GPS Coordinates are +41.082615, -80.68008

For a printable map, visit our website at <http://www.millcreekmetroparks.org/visit/publications/visitor-guide-and-maps/>

Table layout



Received: _____

Date _____

MetroParks Police 330.744.3848

Facilities Manager 330.740.7107, Tues-Sat 10am-5pm; Sunday 12pm-5pm

Administrative Office 330.702.3000, M-F 8am-4:30pm

3/27/17