

# Rental Facility Guidelines

## McMahon Hall, Classroom A (Canfield)



### Mill Creek MetroParks provides:

#### McMahon Hall accommodations:

- Traditional banquet hall with air conditioning
- Full kitchen with sink, stove/oven, refrigerator, microwave, and plenty of counter space.
- Maximum attendance is 160 people for dining; seats 250 seminar-style (no tables)
  - Dining setup has twenty (20) 8' rectangular tables with chairs to seat 160, and eight (8) extra tables for buffet, displays, etc.
- Alcoholic beverages are permitted to be served, not sold.
- Available to rent up to five (5) days in advance, and no more than one-year-to-date, any day in the year except Christmas Eve, Christmas Day, New Year's Day, and during the Canfield Fair; your choice of hours between 8 a.m. and 11 p.m.

#### Classroom A accommodations:

- Maximum attendance is 45 people
  - Setup has six (6) 8' rectangular tables, with chairs to seat 45, with four (4) extra tables for displays/food
- Small sink; *no kitchen facilities*
- Alcoholic beverages are prohibited
- Available to rent up to five (5) days in advance, and no more than 3-months-to-date, any day in the year except Christmas Eve, Christmas Day, New Year's Day, and during the Canfield Fair; your choice of hours between 8 a.m. and 10 p.m.

#### General accommodations:

- This building is fully handicapped accessible, including restrooms
- Composite wood floors
- Public parking for 150 vehicles
- Farm activities are not included in rental. Call the MetroParks Farm at 330.533.7572.

### 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
  - 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

### Transfers | Changes | Cancellations

- ★ • Reservations may be transferred to another date, facility, or time up to five (5) days in advance of date reserved.

- Your receipt number must be provided to us in order to make a transfer, change, or cancellation.
- 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 30 days before reserved date 100% refund
  - 10-30 days before reserved date 85% refund
  - Less than 10 days before reserved date no refund

**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.

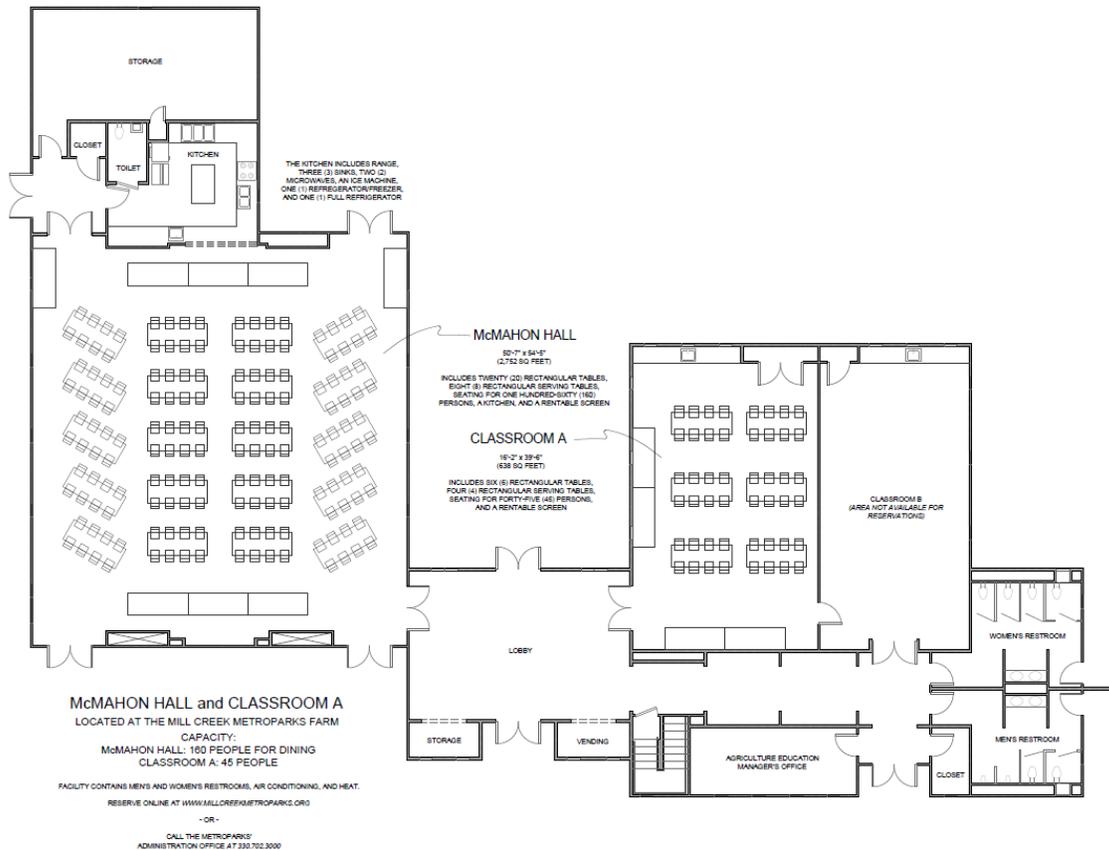
**Address/Directions**

These two facilities are at the MetroParks Farm, 7574 Columbiana-Canfield Rd. (St. Rt. 46), across from the Fairgrounds, Canfield, Ohio.

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

**Table layout**

The Facilities Manager will call you approximately one week prior to your event to discuss table arrangement; their phone number is 330.533.7572.



Received: \_\_\_\_\_

Date \_\_\_\_\_

MetroParks Police 330.744.3848  
 Agricultural Facilities Manager 330.533.7572  
 Administrative Office 330.702.3000, M-F 8am-4:30 pm