

{Name}

{Payment}

{Facility / Date}

{Payment Refund}

Reservation Receipt/Contract and Rules and Regulations

There is a \$25.00 fee for any check returned for non-sufficient funds

PLEASE READ THE FOLLOWING CAREFULLY AND SIGN IN THE SPACE INDICATED BELOW

SECURITY DEPOSIT - A refundable security deposit of \$100.00 is due at time of reservation is made. Please note that deposits are refundable provided that the Permit Holder (the individual or organization reserving the facility) leaves the facility in the same condition it was found and ensures all Reservation Rules and Regulations of the Park are followed. The permit holder agrees to be fully responsible for all damages, expenses, losses, including theft and loss caused by any person who attends, or provides goods and service connected with the use of the facility and surrounding areas and for time spent on excessive cleaning of the facility. (beyond 2 hours) No partial deposit will be refunded. If your reservation is made via credit card, within 180 days of your event you will receive your refund back to the credit card used. If your reservation is made via cash/check or over 180 days in advance you will receive your refund via check. Checks will be issued in the name of the permit holder, mailed to the address on the contract within 7-14 days. We cannot hold cash or checks for the deposit.

It is understood that the Permit Holder and Guests using the above-mentioned Facility will comply with all applicable State and Local laws and all the Reservation Rules and Regulations of the Park District. The Park District reserves the right to deny use of its Facilities to any groups/organizations or individuals who fail to comply with the Rules and Regulations of the Park District. Please be aware that any violation of the Rules and Regulations of Mill Creek MetroParks may result in immediate revocation of the Reservation and eviction of all guests.

The Group/Organization/Individual (the "Permit Holder") reserving the above-mentioned Facility must sign this Receipt; thereby, agreeing to comply with all the Rules and Regulations as delineated within this Receipt. **Park Staff will notify Admin Office following your event to either issue or keep your security deposit.**

The Permit Holder is agreeing to and is responsible for:

- **The Reservation time frame is ONLY for the hours reserved as indicated above.** This includes time for preparing and setting up for the event, as well as cleaning up after the event. All Permit Holders and Guests must depart from the facility no later than the time indicated above.
- The Permit Holder must be in attendance at the above-mentioned event.
- The Permit Holder will be held financially responsible for any damage to the facility that occurs during the event that exceeds the amount of the deposit.
- The Permit Holder must ensure that the number of guests does not exceed the capacity of the facility. Exceeding the capacity is a violation of the fire code and will be enforced by the MetroParks Police Department. Permit Holders are not permitted to bring in additional tables/chairs.
- Reservations must be made by an adult at least 21 years of age and party must be adequately chaperoned during the entire event. There must be at least two (2) adult chaperones for every 25 children or teenagers in attendance.
- The Permit Holder shall oversee and monitor the behavior of all guests must ensure compliance with the Rules and Regulations of the Park District; examples of unacceptable behavior; rowdiness/unruly behavior, loud and excessive noise.
 - Ticket sales or admission fees, sale of food, beverage prohibited
 - Soliciting donations or collection of money for any purpose
 - Alcoholic beverages of any kind are not allowed in any open park space, including pavilions or entryways
 - Smoking is prohibited inside all MetroParks facilities

- Decorations shall not be affixed in a manner that will cause damage to the Facility. No decorations are permitted to be affixed to the walls. The Permit Holder shall be responsible for removing all decorations and other paraphernalia and the clearing of tables after the event. The use of confetti, nails, staples, tacks, confetti, water balloons, silly string, glitter, and tape with strong adhesion ability is not permitted.
- Candles must be under glass
- No pets or animals permitted
- All trash/garbage must be placed in garbage cans or on-site dumpsters. Trash bags/debris must not be left out as raccoons can be a problem.
- Facility must be left as it was found. Check the entire facility for problems and report any problems immediately to Park Staff.
- Countertops, sinks, stoves, ovens, and refrigerators must be left clean
- All faucets, stove/oven, lights, fireplace, and fans must be turned off

CANCELLATION POLICY:

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

Mill Creek MetroParks is not responsible for reservation delays or cancellations due to disruptions of utility services, severe/inclement weather conditions, or other acts of nature; resulting in conditions where the Facility is not usable for a portion of or the entire reservation time frame, or when the Permit Holder decides to cancel the reservation due to the unforeseeable conditions.

I, the undersigned, have read and understand the above rules and regulations and those enclosed here with, and agree to comply with same. For and in consideration of permission given to use the above described Facility of the Park District, I, the undersigned, acquit, discharge and covenant to hold harmless and agree to indemnify Mill Creek MetroParks, its Board of Park Commissioners, employees, agents, and volunteers of and from any and all action, claims, demands for damages, costs, loss of service, judgements, expenses and including, but not limited to attorney fees, on or account of, or in any way growing out of, any and all personal injury or property damage which may result to groups/organization members or individuals as a result of the aforementioned Event at the above described Facility.

Signature: Mill Creek MetroParks / Date

Signature: Permit Holder / Date