

## Classroom A Guidelines



Timeframes:

A 3-hour minimum rental applies which including set up and clean up

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### Mill Creek MetroParks provides:

- Accommodations:
  - Classroom with capacity of 45 guests
  - six 8' rectangular tables with seating for 45. Four 8' rectangular buffet tables.
  - air conditioning
  - Seasonal access to nearby public barns is as follows. April & May 8:30a.m. to 3:30p.m. and June- October 8:30a.m. to 6p.m.
- Facility Access: Doors will be unlocked for the times listed on your permit. The facility is ONLY usable for the duration listed on your rental permit. Please review the Rules, Regulations and Security Deposit information prior to your rental.
- Alcohol: **Alcoholic beverages are prohibited**
- Kitchen: small sink
- Inflatables: No inflatables are allowed
- Food Trucks: use of food trucks is permitted at select facilities. Additional permit required.
- Restroom: Access to indoor restrooms
- Trash bins, with two liners
- Parking: **150 public spaces**
- Available to rent up to fourteen (14) days in advance, and no more than one-year-to-date, any day in the year except Thanksgiving, Christmas Eve, Christmas Day, New Year's Day and during the Canfield Fair.

### Transfers | Changes | Cancellations

- Mill Creek MetroParks is not responsible for inclement weather; customer is responsible for making alternative plans
- Reservations may be transferred to another date or to another facility up to 14 days in advance of date reserved
- Your receipt number must be provided to us to make a transfer, change, or cancellation
- 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
- Refunds will be processed within 7-14 business 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
- Security Deposits will be processed within 7-14. days after your event

**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.

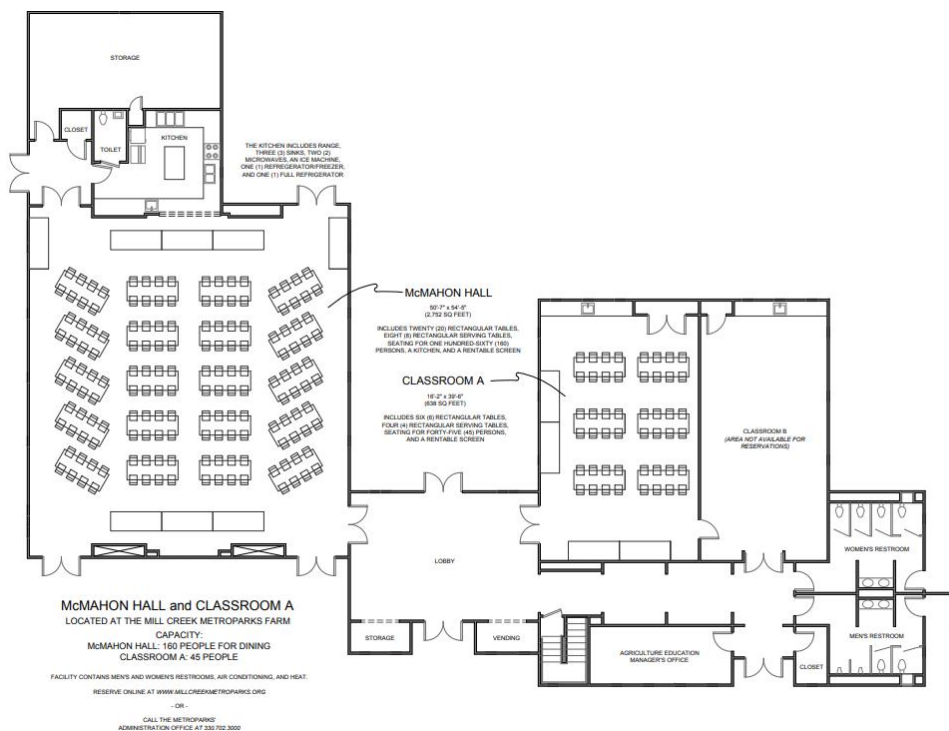
**SECURITY DEPOSIT GUIDELINES:**

- **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 is prohibited.
- Alcoholic beverages of any kind are not allowed
- 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, water balloons, silly string, glitter, and tape with strong adhesion ability is not permitted**
- Candles must be in glass container
- 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
- Countertop and sink must be left clean. Faucets and lights must be turned off.

## 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 at <https://www.millcreekmetroparks.org/contact/about/park-rules-regulations/>
- ☐ 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 security deposit, and the responsible party could be additionally billed
- ☐ Rental is for interior room only, and does not include use of the pavilion.
- ☐ 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 the entire reservation time frame, or when the Permit Holder decides to cancel the reservation due to the unforeseeable conditions.

**Address/Directions: 7574 Columbiana-Canfield Rd. Canfield, Ohio**



## Contact Information:

**8am to 5pm: 330-702-3000 option 1**

**Janitor after 5pm- 234-264-9996**

**MetroParks Police (Emergency Only): 330.744.3848**