

# Rental Facility Guidelines – Picnic Pavilions

## Kirk Road Pavilion (adjacent to the MetroParks Bikeway)



Rain or Shine (no refund due to weather)

Rentable from May through September

9 a.m. – 8:30 p.m. with ½ hour clean-up, must exit facility no later than 9 p.m.

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### Mill Creek MetroParks provides:

#### Pavilion accommodations:

Shelter, picnic tables with attached benches to seat 48  
Electricity  
Grill – Bring your own charcoal

#### Additional Accommodations(*open to the public*):

Restrooms-outhouse style  
Lawn Area  
Fountain and Jug Filler Spout  
Trash Bins  
MetroParks Bikeway  
Public Parking(44 spaces)

#### 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 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 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 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 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 are not permitted**
- 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

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 MetroPark 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**

6685 Kirk Road, Austintown; adjacent to the MetroParks Bikeway

GPS: 41.068974, -80.788235

For a printable map, visit our website at

<http://www.millcreekmetroparks.org/visit/publications/visitor-guide-and-maps/>

**Contact Information:**

**8am-5pm: 330.702.3000 option 1**

**After 5pm: 330.518.0681**

**MetroParks Police 330.744.3848**

06/03/19

2/11/2020