

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

10 a.m. – 9 p.m. must exit facility no later than 9 p.m.



All reservations become final fourteen (14) days prior to the scheduled event date. No changes, date transfers, room changes, time adjustments, or other modifications will be permitted within fourteen (14) days of the reserved date. No exceptions will be granted except as required by law or approved by management in extraordinary circumstances.

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 change transferred to another date or to another facility no less than 14 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 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 DEPOSIT-The refundable security deposit of \$100.00 is due in addition to facilities cost at the time 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 damage, 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

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.

<https://www.millcreekmetroparks.org/park-rules-regulations/>

Address/Directions

6685 Kirk Road, Austintown; adjacent to the MetroParks Bikeway

Contact Information:

8am-5pm: 330.702.3000 option 1

After 5pm:(330)740-7111

MetroParks Police 330.744.3848

6/11/2026