**Wick Recreation Center Guidelines**

Timeframes:
8 a.m. - 2:00 p.m. with ½ hour clean-up, must exit no later than 2:30 p.m.
4:30 - 10:30 p.m. with ½ hour clean-up, must exit no later than 11 p.m.
8 a.m. - 10:30 p.m. with½ hour clean-up, must exit no later than 11 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.

**Please review the Rules, Regulations and Security Deposit information prior to your rental.**

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**Mill Creek MetroParks provides:**

- **Accommodations:**
- Interior Room: Eight 72" round tables; 8 people per table (75-person capacity); two 6' rectangular buffet tables. **Facility tables may not be moved once the hall is set up. No tables may be removed or taken outside for use.**
- **No additional tables, chairs or tents permitted**
- Facility is air conditioned
- Patio: 6 round tables; 4 people per table (24-person capacity)
- The rental includes access to the interior room and patio only. Use of playgrounds, splash pads (open to the public from 10:00 AM to 7:00 PM), and courts/fields are not included in the rental.
- Kitchen: no access to a kitchen
- Restroom: Access to indoor public restrooms
- Fireplace: Includes use of gas log fireplace
- Alcohol: **Alcoholic beverages are prohibited**
- Inflatables: **No inflatables are allowed**
- Trash bins(6), with one liner- Renters must gather and take all trash to the trash receptacle or dumpster on site. The trash receptacle is located on the concrete beside the sand volleyball courts. The dumpster is located in the lower parking lot across from the baseball fields
- Food Trucks: Are not permitted
- Available to rent no less than fourteen (14) days in advance, and no more than one-year-to-date, any day in the year except Thanksgiving, Christmas Eve, Christmas Day, or New Year's Day

**Transfers I Changes I Cancellations**

- Mill Creek MetroParks is not responsible for inclement weather; customers are responsible for making alternative plans
- Reservations can be changed, 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 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 business 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 damage, expenses, losses, including theft and loss caused by any person who attends, or provides goods and services 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 120 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 120 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:**

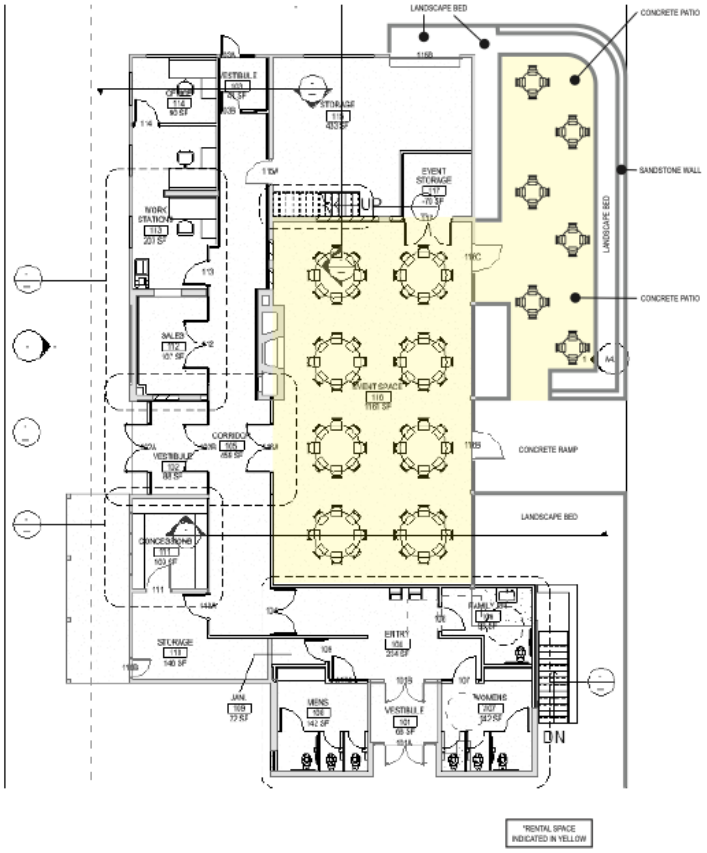
- **The Reservation time frame is ONLY for the hours reserved as indicated above.** This includes time for preparing and setting up for the event, as well as cleaning up after the event. All Permit Holders and Guests must depart from the facility no later than the time indicated above
- The Permit Holder 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 eve1y 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 permitted**
- 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

- Renters must gather and take all trash to the trash receptacle or dumpster on site. The trash receptacle is located on the concrete beside the sand volleyball courts. The dumpster is located in the lower parking lot across from the baseball fields
- Facility must be left as it was found. Check the entire facility for problems and report any problems immediately to Park Staff

## 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/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 party responsible could be additionally billed
- ❑ Rental is for interior room and patio only. Does not include rental of the playgrounds, splash pads, or courts/fields

**Address/Directions:** 1861 McCollum Rd., Youngstown, OH 44509




Contact Information:

**8am - 5pm**: (330)740-7114 ext 106

**Weekends and After 5pm:** (330)740-7111

**MetroParks Police (Emergency <u>Only</u>)**: 330.744.3848

6/11/2026