Cushwa Education Building Guidelines

Timeframes: May- September 8:00 AM – 8:00 PM
October – April 8:00 AM – 5:00 PM
5-hour minimum for all reservations

Facility Access: Doors will be unlocked for the timeframe reserved on your permit. The facility is ONLY usable for the duration listed on your rental permit.

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.

Mill Creek MetroParks provides:

- **Accommodations**:
  - Classroom with capacity of 40 guests
  - Five 5' round tables with seating for 40
  - Heated No Air Conditioning
  - Access to the Anthony J. Fox Foundation Children's Garden (open to the public)
  - Short distance to Fellows Riverside Gardens (open to the public)
- **Alcohol**: **Alcoholic beverages are prohibited**
- **Kitchen**: Small sink only
- **Inflatables**: No inflatables are permitted
- **Food Trucks**: permitted
- **Restroom**: Access to outdoor restrooms (open to public)
- **Garbage:** Trash bins, with two liners
- **Public Parking**
- Available to rent no less than fourteen (14) days in advance, and no more than one-year-to-date, Tuesday – Sunday, except *Juneteenth, Independence Day, Veterans Day, Thanksgiving, Day after Thanksgiving, Christmas Eve, Christmas, and 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 may 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 of facility cost and security deposit**
    - **30-60 days before reserved date 50% refund facility cost and security deposit**
    - **Less than 30 days before reserved date no facility cost full security deposit**
- Security Deposits will be processed within 7-14 business days after your event

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 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 7-14 days after 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:

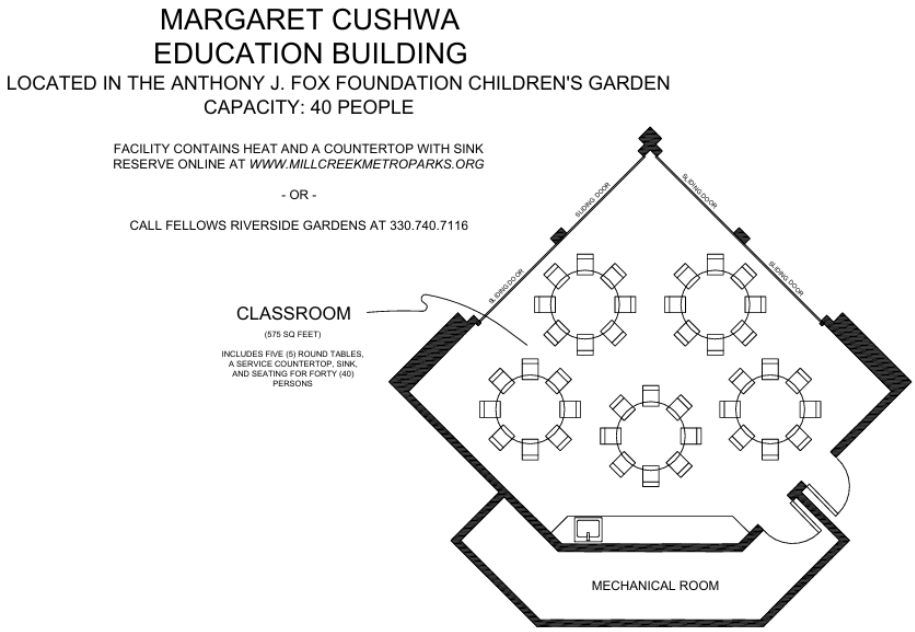
- **The Reservation time frame is ONLY for the hours reserved as listed on your permit.** This includes time for preparing and setting up for the event, as well as cleaning up after the event. All Permit Holders and Guests must depart from the facility no later than the time indicated on your permit.
- 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 collecting 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, helium 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
- 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/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.
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:



Contact Information:
8am to 5pm: 330.702.3000 option 1
After 5pm 330.740.7111
MetroParks Police (Emergency Only): 330.744.3848