

# Rental Facility Guidelines

## Pioneer Pavilion



### Mill Creek MetroParks provides:

- Unique 2-story banquet hall, with seating for a maximum attendance of 96
  - Upstairs has nine (9) 60 inch round tables with seating for 72, four (4) rectangular buffet tables
  - Lower level has six (6) 3 ft. square tables (cannot be moved) with seating for 24, three (3) rectangular buffet tables
  - Patio with six (6) 16' picnic tables
- Full kitchen with sink, stove/oven, refrigerator, microwave
- Ceiling fans, no air-conditioning
- Alcoholic beverages are permitted to be served, not sold.
- Restrooms within building; barrier-free restroom accessible from patio
- Small lawn area
- Public parking for 39 vehicles
- Available to rent up to five (5) days in advance, and no more than one-year-to-date, any day in the year except Christmas Eve, Christmas Day, New Year's Day, your choice of hours between 8 a.m. and 11 p.m.
- Facility Access – **your keyless entry code will be mailed to you approximately one week prior to your event, and you may enter at the time for which you have paid. If you DO NOT receive your key or entry code call the Park Office at 330.702.3000, Monday-Friday, from 8 a.m. – 4:30.** A refund will not be issue for failure to contact Park Office.

### Transfers | Changes | Cancellations

- ★ • Reservations may be transferred to another date, facility, or time up to five (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 30 days before reserved date 100% refund
  - 10-30 days before reserved date 85% refund
  - Less than 10 days before reserved date no refund

### You are agreeing to, and are responsible for:

- ★  Using the facility only during the time for which you have paid, which includes setup/decorating, deliveries, cooking, and cleanup.
- Anything brought in to facility **MUST** arrive during the rental time and **MUST** be removed by end of rental time.
- Adhering to the maximum attendance limits as listed above.
- Tables and chairs cannot be moved from the room they are in.
- The conduct of your guests, and making them aware of the *prohibited* items listed below:
  - Smoking, gambling, disorderly conduct, boisterous or profane language
  - Helium balloons, tacks, nails, confetti, water balloons, chalk, silly string, glitter
  - Products which produce smoke indoors
  - Music that is played loud enough to disturb or be offensive to other MetroParks visitors
  - Ticket sales or admission fees, sale of food, beverage, article, privilege, service, or subscription
  - Soliciting donations or collections for any purpose
  - Children & teenage groups are not permitted to use a facility without being adequately chaperoned during the entire event.
  - Pets or animals
- Leaving the facility, grounds, and parking lot in the condition you found it; clean and undamaged
- Putting all trash in appropriate bins

- Turning off faucets, stove, lights, fireplaces
- Locking all doors at the end of the event
- If you're considering bringing any items that have to be installed or erected (for example: grills, canopies, play equipment, rented equipment, etc.) to obtain information on what is allowed and what may require special permission call 330.702.3000 far enough in advance or your reservation.

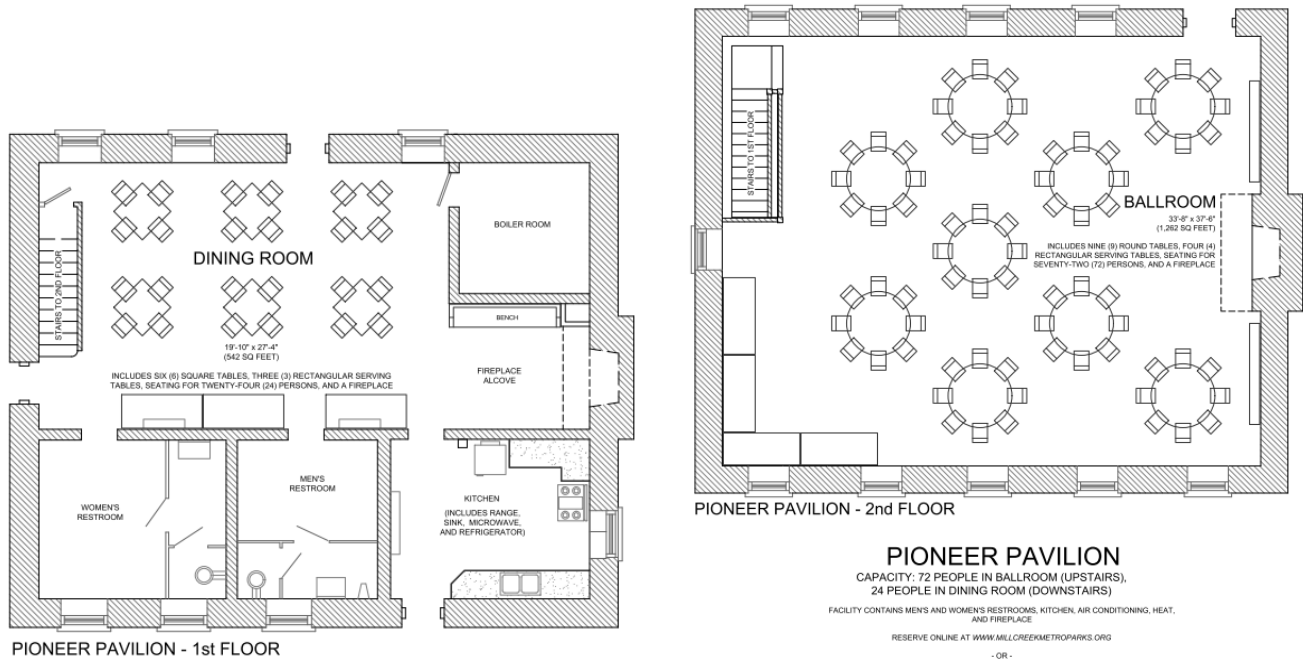
**Agreement**

- 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 <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 reservation fee, and the responsible party will be billed.

**Address/Directions**

Pioneer Pavilion is located between the west and south sides of Youngstown, on Old Furnace Road. There is no physical address, but 900 Old Furnace Road will get you close. GPS Coordinates are +41.082615, -80.68008

For a printable map, visit our website at <http://www.millcreekmetroparks.org/visit/publications/visitor-guide-and-maps/>



Received: \_\_\_\_\_

Date \_\_\_\_\_

Facilities Manager 330.720.6230  
 Maint. Department 330.885.5989  
 MetroParks Police 330.744.3848

5/1/18  
 Updated 12/11/19