

## McMahon Hall, Classroom A (Canfield) – Facility Guidelines

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Mill Creek MetroParks provides:

### McMahon Hall accommodations:

- Traditional banquet hall with air conditioning
- Full kitchen with sink, stove/oven, refrigerator, microwave, and plenty of counter space.
- Maximum attendance is 160 people for dining: seats 200 seminar-style (no tables)
  - Dining setup has twenty (20) 8' rectangular tables with chairs to seat 160, and eight (8) extra tables for buffet, displays, etc.
- Alcoholic beverages are permitted to be served, not sold.
- Available to rent up to ten (10) days in advance, and no more than one-year-to-date, any day in the year except Thanksgiving, Christmas Eve, Christmas Day, New Year's Day, and during the Canfield Fair; your choice of hours between 8 a.m. and 10:30 p.m. with ½ hour clean-up, must exit facility no later than 11 p.m.

### Classroom A accommodations:

- Maximum attendance is 45 people
  - Setup has six (6) 8' rectangular tables, with chairs to seat 45, with four (4) extra tables for displays/food
- Small sink; *no kitchen facilities*
- Alcoholic beverages are prohibited
- Available to rent up to ten (10) days in advance, and no more than one-year-to-date, any day in the year except Thanksgiving, Christmas Eve, Christmas Day, New Year's Day, and during the Canfield Fair; your choice of hours between 8 a.m. and 9:30 p.m. with ½ hour clean-up, must exit facility no later than 10 p.m.

Facility access – your permit will be **emailed** to you prior to your event, the doors will be unlocked for the time you have rented.

### General accommodations:

- This building is fully handicapped accessible, including restrooms
- Composite wood floors
- Public parking for 150 vehicles
- Farm activities are not included in rental

### Transfers | Changes | Cancellations

- Reservations may be transferred to another date, facility, or time up to ten (10) 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.
- Security Deposits will be processed 7-14 days after your event.
- 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 - 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.

**YOU ARE AGREEING TO, AND ARE RESPONSIBLE FOR:**

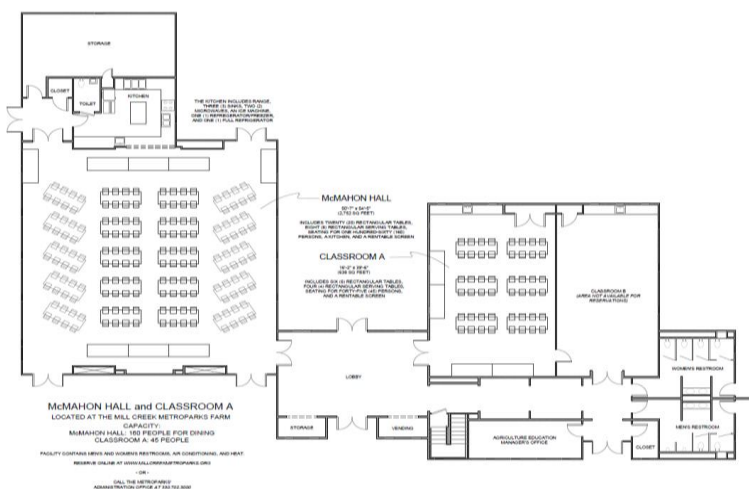
- **The Reservation time frame is ONLY for the hours reserved as indicated above.** This includes time for preparing and setting up for the event, as well as cleaning up after the event. All Permit Holders and Guests must depart from the facility no later than the time indicated above.
- The Permit Holder 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
  - Alcoholic beverages of any kind are not allowed in any open park space, including pavilions or entryways
  - 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
- 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.
- Countertops, sinks, stoves, ovens, and refrigerators must be left clean
- All faucets, stove/oven, lights, fireplace, and fans 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/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 security deposit, and the responsible party could be billed.

## Address/Directions

These two facilities are at the MetroParks Farm, 7574 Columbiana-Canfield Rd. (St. Rt. 46), across from the Fairgrounds, Canfield, Ohio. For a printable map, visit our website at <http://www.millcreekmetroparks.org/visit/publications/visitor-guide-and-maps/>



Facilities Manager (during business hours) 330.720.6230

Janitor (after business hours) 234.264.9996

Emergency only call MetroParks Police: 330.744.3848

8/5/2021