



Rental Facility Policies & Procedures

RESERVATION APPLICATION: Facilities may be rented up to 12 months in advance to the day. **Reservations are on a first-come, first-served basis (first person at the Parks & Recreation Office door will obtain the reservation.)** Reservations can be made at the Parks & Recreation Office during business hours. To reserve a park facility; a Facility Rental Application must be completed **with the total payment of all fees paid (both rate & refundable deposit fee.)**

Upon receipt of the Facility Rental Application, deposits and full rental fee; a Facility Rental Permit will be issued. The Permit Holder must be a minimum of 21 years of age, show proof of residency if desiring the resident rate, and will be solely responsible for the supervision of the event; including behavior of all participants and their prompt departure at the end of the facility use. He/she will be charged for any damages/excess cleaning to the facility and or grounds which are over the security deposit amount.

Permit holders may not assign, transfer or sublet to others the use of the facility.

Any violations will result in the forfeiture of the reservation and all fees paid.

FACILITY CAPACITY: Lodges: Heritage Barn: 180 / Silver Springs Lodge: 160
Picnic Shelters: Oak Tree Shelter: 120 / Lakeview Shelter: 90

TIME FRAME: Renter must adhere to the time frame they listed on their Rental Agreement.

Doors will be unlocked and closed at times indicated during reservation. **Failure to leave at time indicated will result in loss of security deposit.**

Heritage Barn & Silver Springs Lodge time frame permitted: 9:00am – Midnight

(An additional hour may be arranged if done so at least 7 days prior and additional fee paid)

Picnic Shelters: Oak Tree & Lakeview Shelters 9:00am - Dusk Seasonal Use: April 1 – October 31

OPENING/CLOSING PROCEDURE: The Park Facility will be opened for the renter by Park Personnel at time stated on the Facility Rental Permit. The renter will not receive a key. Once the facility is opened; the responsibility for the condition of the facility and furnishings lies solely with the renter for that period of time indicated on the Facility Rental Permit.

The facility is to be in order and vacated at the specified end time noted on the Facility Rental Permit.

All personal property of those using the facility must also be removed from the facility at end of rental time.

The facility reservation is only for the time stated on the permit. Any time spent beyond the indicated time on permit, either by the renter, guests or by their employees, (caterers, band, etc.) shall be withheld from the security deposit.

PARK RULES: All rules and regulations that are part of the Codified Ordinances of the City of Stow that regulate the City Parks apply to the use of Silver Springs Park Lodge, Heritage Barn and outdoor picnic pavilions.

City of Stow Parks close at dark. Activities are restricted to the facility only after dark.

FACILITY SET UP: FLOOR PLAN – TABLES / CHAIRS

The Stow Parks & Recreation Department provides tables and chairs and sets up according to the Floor Plan as designated by renter. The Floor Plan must be submitted to the Parks & Recreation office at least two weeks prior to the rental date.

The park staff also tears down the tables and chairs. If the renter prefers to use outside rental tables and chairs, it must be indicated on the Facility Permit. Rental chairs/tables must be removed no later than 9:00 a.m. the next day.

If renter moves exterior picnic tables, they must be returned to their original set up at end of rental.

Stow Parks & Recreation Department's property/furnishings shall not be removed from the facility.

Tables and chairs will be used for their intended purposes only. Damage to or loss of equipment will be charged to the renter.

Time Frame: When estimating the amount of time of use include the time needed for event setup/clean up within the rental time.

KITCHEN USE: Each facility kitchen has a commercial refrigerator / commercial freezer / sink / warming oven / microwave. Kitchen facilities must be cleaned after use to pre-use condition.

All Trash must be placed in trash cans with liners. All equipment must remain within the facility.

Please note: Ice, Dishes, Silverware and Serving Utensils are NOT provided.

CATERERS: Stow Parks & Recreation Department does not provide caterer recommendations.

Caterers must adhere to all rules and procedures as outlined for renter.

SMOKING: Absolutely no smoking is permitted inside any City-owned facility.

FIRES: Fires are permitted only in the designated areas. Grills must be a minimum of 50 feet from the building.

Firewood is supplied upon request at time of rental.

All fires must remain in fireplace or fire ring and be extinguished completely prior to leaving the facility.

DECORATIONS:

Do not use pins, staples, nails, screws or abrasive tape on any facility surface.

The Lodges have existing hooks that may be used for decorations. Confetti or glitter is Not Permitted.

Candles or open flames are not permitted other than in designated fireplace. Helium balloons are Not Permitted at Heritage Barn due to professional lighting system. All decorations must be removed at end of rental.

EQUIPMENT RENTAL:

Equipment not included with rental of a facility as stated in the above must be secured by the Renter and approved by the Parks and Recreation Department at least 30 days prior to the event. The Parks and Recreation Department is in no way to be included as a party in any such agreements for equipment or services and does not accept responsibility for such.

OUTDOOR AREA USAGE: TENTS / INFLATABLES / RENTAL VEHICLES / OUTSIDE STRUCTURES / FOOD TRUCKS

The addition of Inflatable equipment, tents, food trucks, outdoor grills or any outdoor structure to your rental must have prior approval by the Parks & Recreation Department. **Requests must be accompanied by a site plan that delineates the location of these amenities, and may need to be inspected.** Staked tents are NOT permitted. Frameless tents up to 10x12 feet are permitted, and must be within 50 feet of the facility. Larger tents are not permitted unless a request has been made, and approval has been granted. All outside rental equipment must be removed by you or your rental company between 7:30am - 9:00am the day after your rental date.

AMPLIFIED MUSIC/SOUND SYSTEMS:

Sound systems are not provided. Amplified audio associated with any event at an indoor facility is to be kept at a reasonable volume within the facility. The Parks and Recreation Department reserves the right to control audio level and can terminate the rental agreement if it believes the Renter's amplified sound volume is not in keeping with the intent of the established rental policies. The use of amplified music or a public address system is NOT permitted outside of the facilities.

ADULT SUPERVISION:

An Adult Guardian/Parent 21 years/older must remain in facility at all times during rental reservation with minor children.

ADMISSIONS, CONCESSIONS or SALES:

Admission may not be charged for any event or activity without prior written consent of The Director of Parks & Recreation Department. Charging for food, beverages and products is strictly prohibited except for community-based, non-profit organizations with prior approval from The Director of the Parks and Recreation Department.

PARKING:

Guests, entertainment, caterers, and all other outside entities secured by the renter must adhere to the parking rules. All vehicles and equipment shall be parked in designated parking areas only. Park roadways & entrances must be left clear at all times.

LOSS OF PROPERTY / INJURY:

The City of Stow does not assume any liability for lost or stolen property and/or personal injuries sustained during use of the premises.

FACILITY DEPARTURE:

The Lodges will not be used past 12:00 a.m. unless approved during the initial reservation process and additional fees paid. Upon request an additional hour of usage may be secured at time of rental with payment of additional: \$35.00. All guests and employees (Band, Caterers etc,) must vacate the Lodge by time stated on permit. Failure to leave by permit time will result in the loss of security deposit.

CLEAN UP / TRASH DISPOSAL:

At the conclusion of the rental you are required to return the facility to its original condition. Trash must be placed in trash bags within barrels in the facility. Park staff will remove the trash from the building. Wipe off tables and chairs as needed. Wipe down kitchen surfaces. Remove all decorations and personal property. Failure to clean the facility will lead to loss of deposit.

SECURITY DEPOSITS:

A portion or all of the security deposit will be withheld for the following violations; otherwise the Deposit will be returned by mail approximately four weeks after the rental date:

- a. Failure to clean lodge by placing all trash in provided containers.
- b. Excessive cleaning needed to restore the facility to public use.
- c. Using the lodge for a longer time than stated on permit.
- d. Damage to the building, facilities, equipment or park grounds by renter/guests/employees (band, caterer etc)
- e. Misrepresenting the type of event held or group/individual using/renting the facility.

Additional fees may be charged to renter to cover any damages or excessive cleaning beyond deposit amount.

REFUNDS: CHANGES AND CANCELLATIONS

To receive a refund, a written notice of cancellation **must be** received at least:

- More than six weeks notice for an 80% refund
- 3 to 6 weeks notice, a 60% refund, and
- Less than 3 weeks notice, no refund.

ALCOHOLIC BEVERAGES:

Alcohol is NOT PERMITTED in any public park facility or on public grounds without prior approval from the City of Stow Parks & Recreation Department. When the use of alcohol is approved, it must be done so with the application of a special ALCOHOL USE PERMIT and with payment of additional security deposit.

Approved use of Alcohol must be served and consumed in approved designated areas only.

No alcohol consumption is allowed in any outside area of facility including parking lots.