

## Terms

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### CUYAHOGA FALLS PARKS AND RECREATION LODGE RENTAL POLICIES

IT IS YOUR RESPONSIBILITY TO CONFIRM THE RESERVATION DETAILS FOR ACCURACY AND TO FOLLOW ALL RULES, REGULATIONS, AND DISCLAIMERS BELOW.

#### 1. ALCOHOL.

Alcohol is prohibited in all Parks and Recreation lodges, including Lions Park Lodge, Galt Park Lodge, and Northampton Town Hall, due to their location within city parks. Please refer to Cuyahoga Falls City Codified Ordinances Section 565.04 (a) (17).

#### 2. SMOKING.

Smoking, vaping, and e-cigarettes are prohibited in all Parks and Recreation buildings.

#### 3. LIABILITY.

The City and its employees shall be freed from any liability for damages to persons or property resulting from the issuance of this permit.

#### 4. RESPONSIBLE PERSON IN CHARGE.

The holder of this permit must be at least 18 years old and will be financially responsible for the condition of the facility, all equipment therein, and the conduct of the group. Losses, damages, injuries, etc., shall be reported to the Parks and Recreation office. The holder of this permit shall have the permit on his or her person (a physical or digital copy) during use of the facility.

#### 5. LODGE RESERVATION SET UP.

All lodges use standard set ups; customized set ups will not be accepted.

#### 6. CLEAN UP.

Waste materials are to be placed in receptacles provided. Chairs, tables, and other equipment are to be left in the condition found and wiped clean. Table and chair set ups must be left as they were found.

#### 7. DECORATIONS.

**Decorations are not allowed on any walls.** All traces of decorations must be removed by permittee upon completion of the event. Please reference policy #12 for a list of prohibited items. Any evidence that prohibited items were present at the lodge may result in loss of your deposit.

## 8. OPENING AND CLOSING.

Keys and security codes must be obtained from the Cuyahoga Falls Parks and Recreation main office (2310 Second St, Cuyahoga Falls) the business day before the rental. The security code is only valid for the facility, date, and time frame listed on the invoice. Keys must be returned to the drop box outside the Cuyahoga Falls Parks and Recreation main office before the next business day. Failure to return the key will result in the loss of your key deposit.

## 9. REFUNDS/KEY DEPOSIT.

Reservations cancelled six (6) months or more in advance will receive a 90% refund of the daily fee. Those cancelled less than six (6) months in advance will receive a 50% refund of the daily fee. **Key deposit will be refunded in full unless: the key is not returned by the next business day, property damage occurred (including but not limited to anything leftover from decorations), extra time was used, excessive cleaning was necessary, or if the building was left unsecured.**

Reservations cancelled within two (2) weeks of the rental date may forfeit a refund of the daily fee. Key deposits will be refunded in full regardless of when reservation is cancelled.

## 10. YOUTH GROUPS.

In addition to the adult permit holder, another adult must be present during youth group use of facilities. For events attended primarily by teenagers, an off-duty Cuyahoga Falls police officer must be secured and paid for by the permit holder, and be present at the event from one-half hour before the event until one-half hour after the event.

## 11. PURPOSE.

These facilities may not be used for money-making activities used for personal or business profit.

## 12. PROHIBITED ITEMS.

The following items are prohibited for all rentals (inside and outside): **wall decorations**, confetti, glitter, silly string, uncontained candles/flames, fireworks, sparklers, pyrotechnics, powder cannons, unsecured helium balloons, inflatables, petting zoos. Entertainment companies and food trucks are not permitted without prior written permission from the Cuyahoga Falls Parks and Recreation Department. Any evidence that prohibited items were present at the lodge may result in loss of your deposit.

## 13. HOLIDAY SURCHARGES.

All city holidays in addition to holidays determined by the Cuyahoga Falls Parks and Recreation Department will be charged an additional fee for all rentals. Please contact the main office at 330-971-8225 for more information.