

HANCOCK PARK DISTRICT

Rental Agreement for the Activity Barn at Litzenberg Memorial Woods

1. **RESERVATIONS:** Reservations are taken up to one year in advance unless dates are scheduled consecutively. In this event, the first date scheduled must be one year to the day. Reservations are not made or confirmed until the rental fee and Rental Agreement are accepted.
2. **RENTAL FEE:** The Activity Barn at Litzenberg Memorial Woods can be rented for \$150. It offers a rustic setting with attached kitchen and restrooms.
3. **HOURS:** The rental period is from 6:00 a.m. to 12:00 midnight. Arrangements for earlier arrival need to be confirmed through the Hancock Park District office. Renters wanting to reserve the Activity Barn on the day prior to their confirmed reservations for the purpose of decorating or related uses may do so for a flat fee of \$40 and not more than 7 days prior to their requested reservation date if the facility hasn't been rented the day before. The facility would be available beginning at 6:00pm. If earlier use is desired, then the facility would be available at noon for a flat fee of \$80. Reservations can be made up to 7 days prior to the reservation date. Reservations made beyond 7 days are subject to the standard rental fee.
4. **SECURITY DEPOSIT:** A \$50 security deposit by cash or check is due when picking up the key. The security deposit will be returned if the facility is clean and undamaged and when the key is brought back.
5. **KEY:** The key can be picked up a few days prior to the reservation date at the Hancock Park District office during normal business hours. Renters are only permitted to enter the facility at the time noted on the Activity Reservation Form. The key can be returned within one week after the reservation. The main entrance and exit is located through the breezeway near the restrooms. Do not leave the Activity Barn unattended when unlocked.
6. **PARKING:** A small parking area is available in front of the Activity Barn. It may be used for the purpose of unloading and loading supplies. The main parking area is located at the end of the entrance drive. It is unlawful to park a vehicle anywhere other than in clearly marked and designated parking spaces.
7. **OCCUPANCY:** Local fire code allows for a maximum of 99 persons.
8. **TABLES AND CHAIRS:** The Activity Barn has 13 - 8' rectangle tables and 99 folding chairs for inside use only. The renter is responsible for setting up tables and chairs and putting them away.
9. **DECORATIONS:** Chair and table decorations using clear tape, table centerpieces, and flame enclosing globe candles are permitted. Decorations may not be affixed to the walls, building, or fixtures. Decorative lights are permitted as long as the manner in which they are hung does not leave permanent marks of any kind. Fog machines, sidewalk chalk, glitter, bird seed, rice, and confetti are not permitted.
10. **HEATERS:** Portable heaters are not permitted in the Activity Barn. They can burn the wood floor and are considered a potential fire hazard. The unauthorized use of a portable heater is a minor misdemeanor and subject to a \$150-\$300 fine per Ohio Revised Code 1545.09 and 1545.99.
11. **KITCHEN:** The kitchen is for warming purposes only. It is equipped with a refrigerator/freezer combination, one microwave, and sink. Please remember that if warm drinks are put in the refrigerator, it may take a long time for drinks to get cold. The Hancock Park District does not provide catering.

- 12. ALCOHOLIC BEVERAGES: Alcohol is not permitted in the Activity Barn. All other park regulations apply.
- 13. SMOKING: The Activity Barn is a non-smoking facility. Smoking is not permitted inside.
- 14. CLEAN-UP: Clean-up is the renter's responsibility. This includes kitchen, tables, chairs, and floor. Spills and accidents resulting in vomit, urine, feces, etc. is the renter's responsibility to clean-up. The renter is responsible for picking up litter and for sweeping and mopping floors where residue appears. Bring dish towels, rags, paper towels, and cleaning agents. They are not provided. Mops, brooms, and dust pans are located in the closet. Trash bags are provided and must be tied and placed in the trash receptacles located outside the kitchen door.
- 15. REFUND POLICY: A cancellation notice must be made in writing by the person who signed the rental agreement. A cancellation notice received more than six months prior to the event date is subject to a full refund or it can be rescheduled one time within a year from the date that the original reservation was made, not the event date. A cancellation notice received less than six months prior to the event date is subject to a full refund, but only when the date has been reserved by another paying customer for the full rental fee with no opportunity to reschedule. All refunds are subject to a \$30 processing fee.

Please sign after reading the Refund Policy: _____
Renter's Signature

16. CONTACT INFORMATION: If there is a problem with the facility, contact the Hancock Park District office during normal business hours at 419-425-7275 or the Service Ranger at 419-412-4924 during non-business hours. When calling the Service Ranger's pager, you will hear three beeps. Enter the phone number you are calling from, hang up, and someone will call you back shortly.

ACKNOWLEDGEMENT: Renter agrees to occupy and use the Activity Barn in a responsible manner and comply with all applicable local, state, and federal laws. Renter agrees to waive all claims or causes of action arising from the use of the Activity Barn and agrees to release the Hancock Park District and its agents, employees, and volunteers and their heirs, executors, and assigns from liability.

Name of Responsible Person (print)	Signature of Responsible Person	Date
------------------------------------	---------------------------------	------

Type or Name of Event	Reservation Date	Telephone Number
-----------------------	------------------	------------------

Effective: 1/18/17