



Stow Parks & Recreation Department

Stow City Hall | 3760 Darrow Road Stow, OH 44224 | 330-689-5100 | parks@stow.oh.us

Facility Rental Agreement: Lodge / Barn / Picnic Shelters

Today's Date _____

Renter Information: PLEASE PRINT

Renter's Name: _____ Home Phone: _____

Renter's Address: _____ Alt. Phone: _____

City/State/Zip: _____ Email: _____

Rental Information:

Group Name & Activity Planned: _____

Estimated Number of Guests: _____ Time Frame: Open: _____ Close: _____ Include Set up/Clean Up time needed

Resident Rate: Proof of residency is required to qualify for the Resident Rental Rate. The individual renting the facility must present a current legal Photo ID or Utility Bill indicating residence within the City of Stow. *Please Note:* The individual named as the Renter is the responsible obligated party. The security deposit will be refunded and/or damages incurred will be charged to the individual listed as the Renter.

Rental Date	Rental Facility	Weekend Rental Fees* Friday, Saturday, Sunday	Weekday Rental Fees* Monday Thursday	Security Deposit
	Leona Farris Lodge 5027 Stow Road (Capacity: 160)	Resident: \$650.00	Resident: \$155.00	\$200.00 No Alcohol
	Heritage Barn 5238 Young Road (Capacity: 180)	Non Resident: \$790.00	Non Resident: \$290.00	\$500.00 With Alcohol
	*Holiday Rates - Apply on all City designated holidays for the Leona Farris Lodge & Heritage Barn	Resident: \$700 Non Resident Rate: \$840		\$200.00 No Alcohol \$500.00 With Alcohol
	Oak Tree Picnic Shelter Silver Springs Park (Capacity: 120) Located near SOAR Playground	Resident: \$65.00	Resident: \$65.00	No Deposit
	Lakeview Picnic Shelter Silver Springs Park (Capacity: 90) Located on Hill overlooking Lake	Non Resident: \$80.00	Non Resident: \$80.00	No Alcohol Permitted

Will You Be Serving Alcohol? Check One: NO or YES If Yes Read & Sign Below

AGREEMENT FOR CONSUMPTION OF ALCOHOL

I, the undersigned renter, do agree to the following terms for consumption of alcoholic beverages inside The Leona Farris Lodge at 5027 Stow Road, Stow, Ohio 44224, or Heritage Barn at 5238 Young Road, Stow, Ohio 44224.

- A. Alcoholic beverages can only be consumed inside the facility itself and no drinks will be served or consumed out-of-doors including the area immediately surrounding The Leona Farris Lodge or Heritage Barn.
- B. The City assumes no duty of supervision in the provision of alcoholic beverages and the applicant agrees to hold the City, its agents and employees, harmless, fully indemnify and assumes any and all host liability or other liability to guests, invitees, relatives, friends or third parties who may be injured directly and proximately by the provision of alcoholic beverages, of any sort whatsoever, whether for profit, not for profit, or purely such reasons, whether the same result from intoxication or are contributed to by intoxication.
- C. An Alcohol Use Deposit in the amount of \$500.00 will be posted by me to cover the circumstances that may occur during my use of said facilities, understanding that all or part of the deposit could be retained for violation of any of the stated rules herein as well as additional charges that may be levied to cover costs of excessive cleaning or damages to the facility, equipment or grounds.

I agree to the above and the stated rules herein and, therefore, realize and have read and understand the above agreement.

Print Name _____ Signature _____

FACILITY USE AGREEMENT: City-owned tables and chairs must remain inside the rental facility at all times. Park rangers will be monitoring and enforcing this policy. If you wish to have outdoor seating, you will need to rent the necessary furnishings and ensure they are removed from the premises by 9:00 a.m. on the day following your rental.

I agree to follow the facility policies and procedures set forth by the City of Stow Parks & Recreation Department and included herein. I understand that the facility reservation stands for only the time stated on the facility agreement issued by the Stow Parks and Recreation Department. Failure to leave by stated time will result in a portion or all of the security deposit being withheld. Failure to leave the rental facility in the condition in which it was rented will result in a portion or all of the security deposit being withheld. Excessive cleaning or damage to facility or equipment will be charged in addition to loss of the security deposit.

Print Name: _____ Renter Signature: _____ Date: _____

Total Payment must be enclosed with this agreement.



City of Stow Parks & Recreation Department

3760 Darrow Rd., Stow, OH 44224 | Monday – Friday 8am-4pm | 330-689-5100 | parks@stow.oh.us

Facility Rental Policies & Procedures

Included herein as part of this agreement

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.

The Agreement 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. The agreement holder will be charged for any damages/excess cleaning to the facility and/or grounds which are over the security deposit amount. Agreement 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.

****Upon receipt of the signed Facility Rental Agreement, security deposit and full rental fee, the reservation will be secured.****

FACILITY CAPACITY:

Lodges:	Heritage Barn: 180	Leona Farris 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 programmed to be locked and unlocked at times indicated during reservation.
- When estimating the amount of time of use include the time needed for event setup/clean up within the rental time.
- **Failure to leave at time indicated will result in loss of security deposit.**

Heritage Barn & Leona Farris Lodge time frame permitted: 9:00am – Midnight

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

OPENING/CLOSING PROCEDURE: The Rental Facility will be opened for the renter at time stated on the Facility Rental Agreement. The renter will not receive a key. Once the facility doors are programmed to be 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 Agreement.

- The facility is to be in order and vacated at the specified end time noted on the Facility Rental Agreement.
- 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 agreement. Any time spent beyond the indicated time on agreement, 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 the Leona Farris Lodge, Heritage Barn and outdoor picnic pavilions.

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

FACILITY SET UP: FLOOR PLAN – TABLES / CHAIRS

- The Stow Parks & Recreation Department provides interior tables & chairs and is set up according to the Floor Plan as designated by renter. City-owned tables and chairs must remain inside the rental facility at all times.
- Stow Parks & Recreation Department's property/furnishings (including tables & chairs) 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.
- 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 Rental Agreement. *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.

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, Linens, 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: All decorations must be removed at end of rental.

- 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. Catering chaffing dish Sterno may be used.
- Helium balloons are Not Permitted at Heritage Barn due to professional lighting system.

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 facilities will not be used past 12:00 a.m. All guests and employees (Band, Caterers etc..) must vacate the facility 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 *Security Deposit will be returned to the renter's original form of payment* within five business days of rental. If payment was made by cash or check, the renter will receive their refund in the form of a check 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 (or email) 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 at the time the rental agreement is executed and all fees are paid. 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.