



Ashland County Park District

1301 Park Street, Ashland, OH 44805

419-289-3524

www.ashlandcountyparks.com

Park Commissioners: Robert DeSanto • Tom Kruse • Shane Kremser

VISITOR CENTER COMMUNITY ROOM

1301 Park Street, Ashland, Ohio 44805

THIS AGREEMENT (the "Agreement"), made as of this [redacted] day of [redacted], 20[redacted], is by and between the **ASHLAND COUNTY PARK DISTRICT** (the Provider, "The Park District") and [redacted] (the "User", and collectively, the "Parties").

WHEREAS, User wishes to use Owner's space located at **1301 Park Street, Ashland, OH 44805** for [redacted] ("the Event") (describe event)

In consideration of the mutual promises and covenants contained herein, the Parties agree as follows:

- Space Use.** The Park District hereby grants to User a limited revocable license ("the License") to reserve Ashland County Park District Community Room ("the Space"). The License permits the User to use the Space only on the Event Date, during the hours specified below, and only for the purposes set forth in the Agreement. The User and the public may use other areas of the building at the same time including the lobby, restrooms, pavilion, and outdoor space. The User agrees to be financially responsible for any damage to the Space caused by the User or guests.
- Event Date(s).** The event shall be held on [redacted] 20[redacted]. (the "Event Date"), between the hours of [redacted] and [redacted]. **In the case of wedding ceremonies, etc., rehearsal time/space should be confirmed at the time of Agreement as it does not automatically include the Event fee.**
- Fees.** The User shall pay to The Park District a total fee of \$250.00 (the "User Fee") for the use of the space. The User Fee must be paid to The Park District in full upon the execution of this Agreement. The Park District shall have no obligation under this Agreement until the User Fee is paid in full.
- Cancellations.** If the User cancels the reservation for the Event 30 days before the Event Date, the Park District shall refund the User Fee to the User. If a User cancels the reservation for the Event within 29 days of the Event, The Park District shall be entitled to retain the entire User Fee. Call the park district office at 419-289-3524 or email parks@ashlandcounty.org to cancel your reservation.
- Compliance with Laws.** Users shall not use the Space in any manner that would violate local, state, federal, or park district laws or regulations. User hereby indemnifies and shall hold

harmless The Park District, it’s employee, officers, directors, volunteers, or other agents for any damages, penalties, fines, suits, actions, or other costs (including reasonable attorneys’ fees) arising out of or in connection with the User’s use or user’s guests use, of the property or violation of any local, state, federal, or park law, rule, regulation, or ordinance related to User’s event.

- 6. **Rules and Regulations.** The User shall abide by all the attached rules, regulations, and instructions.

- 7. **Entire Agreement.** This Agreement constitutes the entire agreement between User and The Park District and supersedes any prior understanding or representation of any kind preceding the date of this Agreement. There are no other promises, conditions, understanding or other agreements, whether oral or written, relating to the subject matter of this Agreement.

IN WITNESS THEREOF, the parties have caused this Agreement to be executed the day and year first above written.

USER or Responsible Party

Signature	Print Name

Address:

Phone: Email address:

Park Representatives Signature

ACPD Community Room at Freer Field

Pay to:
Ashland County Park District
1301 Park Street
Ashland, Ohio, 44805

To resolve an immediate issue (non-emergency), you may contact Park Maintenance:
John Featheringill at 567-227-0431

Rules and Regulations

Alcohol: No person shall bring any intoxicating liquor or alcoholic beverages on park district property.

Key pick up and return: Key and Alarm Fob's for the Freer Community Room will be kept in a numbered lock box in the facility lobby. The ACPD Office Manager will call or email you with a code to access the lock box for the key/fob a day before your event. The building will NOT be unlocked for you. You may only enter the facility on your scheduled date and times. Assigned Key/Fob must be returned to the lobby drop box at the conclusion of your event.

Door/Alarm System: The front entrance doors to the building are automatically programmed to open at dawn and close at dusk. The office and community room area are protected by an alarm system. You will need to use your key fob to disarm the alarm system before entering the community room. If the key and key fob are not returned, the User will be financially responsible for the replacement cost. See a full list of steps at the end of Rules and Regulations for the proper use of the key and fob for the alarm system.

Decorations: No tacks, tape, nails, or staples are to be used to secure decorations. Stand-alone decorations are recommended. No glitter or confetti allowed at this facility. All signs and decorations must be removed before departure. The Park District will not provide decorations for the Event. All decorations provided by User must be fireproof and meet fire prevention regulations. Combustible materials, candles, smoke, or fog machines are not allowed in Space. The user will be liable for any damage caused by the placement of decorations

Trash: Place bagged trash inside of the large trash can located behind the building. Do not put any loose trash inside of the trash cans.

Vehicles: You are NOT permitted to drive your vehicle to the building. Vehicles of all types are restricted to the parking lot. Vehicles are not permitted on nature/hiking trails.

Smoking: The Space is a Smoke Free Environment. No smoking is allowed or within 20 feet of the Space.

Tables and chairs: All park district tables and chairs must remain inside of the building.

Sale, marketing of goods, gaming: We permit the sale or marketing of goods or services by private, corporate, or for-profit entities. However, said groups are independent of the Ashland County Park District and the Park District Groups are solely responsible to pay all taxes due in relation to the sale of their items on park property. Illegal gaming or wagering of any sort is strictly prohibited.

Entertainment/Music: All entertainment, including music, must not be heard from outside of the building. The user is responsible for ensuring that Music Vendor is aware of the music restriction. Music Vendor must provide any necessary extension cords and cables, and all extension cords and cables must be secured/taped down so to not pose a hazard. Noise disturbing neighboring property is not permitted. All Parties must be vacated by 10:00 pm.

Controlled Substances: The Space is a drug-free environment. Controlled substances (other than prescription medications) are prohibited. User is responsible to inform their guests of this regulation.

Key, Fob, and Alarm Use

1. **Key and fob:** Key and Alarm Fob’s for the Freer facility will be kept in a numbered lock box in the facility lobby. The Office Manager will call or email you with a code to access the key/fob.

Event Day, to unlock:

1. In the Freer lobby, locate the lock box assigned to your event and enter the code given to you by the ACPD.
2. Open the lock box to retrieve your key/fob set. Close the lock box.
3. Locate the COMMUNITY ROOM alarm panel in the lobby to the left of the entry doors.
4. Use the key fob to disarm the alarm system.
Place the fob in front of the pad labeled Community Room on “bullseye” (left middle section of the pad). There should be a green check mark that is displayed next to the screen once the system is successfully disarmed. Make sure the red lock symbol is no longer showing. If you try to enter the community room without using the fob, you will hear beeping coming from the community room alarm pad. You have 30 seconds to disarm the alarm pad (place the fob in front of the bullseye symbol of the community room pad).
If the alarm goes off, call the Maintenance number at 567-227-0431.
5. Use the key to unlock the community room doors.

2. **Conclusion of event:**

Please read the cleaning/procedure list located in the community room. Once everyone is out of the building and you are ready to leave:

1. Lock all doors entering the community room including the back door. Use the key to lock the two front doors to the community room.
2. Use the fob to arm the alarm system labeled Community Room (in the lobby). Place the fob directly in front of the “bullseye” (left middle section of the pad). This will arm the system. You will hear a beeping noise; this means that a two-minute delay alarm set is active. You will not be able to re-enter the community room after this point.
3. Place the key and fob in the key drop box.

Office use only

Lock Box/Code: _____

Key/Fob Set assigned: _____ Returned? YES NO