

RENTAL AGREEMENT

Activity Room & Webster Foundation Outdoor Education Area

Robert G. Teach Nature Education Center, Fruth Wetland Nature Preserve

1. RESERVATIONS: Reservations are taken up to one year in advance. Reservations are not made or confirmed until the rental fee and Rental Agreement are accepted. To rent this facility, renter must be a minimum of 21 years of age, and upon request, provide verification of age.

2. RESERVATION TIME: 8 AM – 11 PM

RESERVATION RATE (Per Day):	Per Day	Not-for-Profit, 501c3
Friday, Saturday, Sunday, and Holidays	\$350	\$250
Monday to Thursday	\$250	\$150

*Pre-approval required for any desired setup on the grounds, such as event tents, port-a-pots, inflatables, etc. An additional Special Use Permit and fee may be required. Check with Park Office for details.

3. HOURS: The reservation period is from **8:00 AM to 11:00 PM** including all cleanup and all guests and renters off park premises by 11:00 PM.
4. EARLY ENTRY RESERVATIONS: Reservations are only valid for the specific date listed on your rental agreement. However, if you have a confirmed reservation, you may request an Early Entry Reservation for the evening before your event — **from 6:00 PM to 10:00 PM** — at a reduced rate, ONLY if the facility has NOT already been rented for that day. Early Entry Reservations can only be requested **by calling our office the same week as your reservation**. Any reservations made before that time will be charged the standard full-day rental fee. Early entry reservations do not require an additional security deposit, and are non-refundable.

EARLY ENTRY RESERVATION RATE:	For the evening only	Not-for-Profit, 501c3
Thursday, Friday, Saturday, and Holidays	\$150	\$100
Sunday to Wednesday	\$100	\$100

5. SECURITY DEPOSIT: \$200. Deposit by cash only (no checks or credit card), due when picking up the key. **The full deposit will be returned if:** the facility is clean and undamaged and the renter and guests complied with the rental agreement when the key is returned to the park office.
A partial or no deposit return will occur if: damage is found or renter and/or guests did not comply with rental agreement. Repair costs and/or regulation infraction fees will be withheld from deposit. Any additional infraction fees shall be enforced by the County Prosecutor and County Law Enforcement.
6. KEY: The key can be picked Monday-Wednesday prior to the reservation date at the Seneca County Park District office during normal business hours (8:30 AM – 4 PM). Renters are only permitted to enter the facility at the time noted on the Activity Reservation Form. Entry into building prior to Reservation Hours may result in Security Deposit forfeiture. The Key should be returned Monday to Wednesday, following the reservation. Do not leave the building unattended when unlocked.
7. PARKING: Event parking is available in the main lot, containing 49 standard parking spaces and 2 handicapped spaces. A gravel drive, “Drop Off Only” area is available near the facility. For emergency purposes, vehicles should not remain in “drop off” area during event. No parking in grass.

8. OCCUPANCY: The activity room measures approximately 38' x 34' (1292 square feet) with a maximum occupancy of 86 persons. The covered south porch area measures approximately 62' x 22' (1364 square feet) with a maximum occupancy of 64 persons. Occupancy for standing room only; seating capacity is lower.
9. TABLES & CHAIRS: 18 – 6'x18" rectangle conference tables, 10 – 8'x30" rectangle tables, 120 folding chairs. Tables and chairs are for inside the building and on concrete porch use only. The renter is responsible for setting up and putting away tables and chairs. Removing tables and chairs from the rental area is **not** permitted, and could result in forfeiture of deposit. NO TABLES AND CHAIRS ARE PERMITTED TO BE SET UP IN THE GRASSY OR WOODED AREAS.
10. DECORATIONS: No candles or other decorations with open or enclosed flames permitted. Decorations may not be affixed (stapled, nailed, screwed, etc.) to walls, building, or fixtures. Only clear tape can be used to secure decorations to chairs and tables. Fog machines, sidewalk chalk, glitter, bird seed, rice, confetti, nails, and staples are not permitted.
11. SALE OF FOOD/BEVERAGES/OTHER ITEMS: The renter is not permitted to sell items of any kind unless it is a nonprofit organization with 501 (C)(3) status and is selling or auctioning for the purposes of raising funds to benefit the community or a charitable organization. Prior authorization is required.
12. KITCHEN: There is NO kitchen. However, a standard size refrigerator, 6' counter space, and a small double-sink are available for use in the Activity Room. Please remember that if warm drinks are put in the refrigerator, it may take a long time for the drinks to get cold. The Seneca County Park District does **not** provide catering.
13. ALCOHOLIC BEVERAGES: The renter must disclose if alcohol will be present and pay the \$200 security deposit as included in item #5 (See SECURITY DEPOSIT). Alcoholic beverages may be consumed, but not sold. Alcoholic beverages are permitted **inside** the Activity Room and **on** the concrete area of the Outdoor Education Area (South porch) only. There is **no alcohol permitted in the rest of the park**, all park rules and regulations apply. The renter is responsible for adhering to Ohio Liquor Laws. Beer kegs are **not** permitted.
14. SMOKING/CONTROLLED SUBSTANCES: The Park District is a tobacco and smoke/vape free district. Marijuana is considered a controlled substance and is not permitted anywhere on park property.
15. CLEAN-UP: Clean-up is the renter's responsibility. This includes counters, 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 as they are not provided. Mops, brooms, and dust pans are located in the building. Trash bags are provided and must be tied and placed in the dumpster located outside.
16. REFUND POLICY: A cancellation notice must be made in writing by the same person who signed the rental agreement. All refunds are subject to a \$40 processing fee. If paid by credit card, the credit card fees are nonrefundable since those charges are kept by the credit card processor, not the park district. All refunds are issued by check.
 - a. A cancellation notice received more than 90 days prior to the event date is subject to a full refund (minus the above mentioned \$40 processing fee and credit card processing fee).
 - b. A cancellation notice received 90 days or less prior to the event date forfeits the rental cost.

Please sign in acknowledgement of understanding, after reading the REFUND POLICY:

Renter's Signature

17. CONTACT INFORMATION: If there is a problem with the facility, contact the Park office during normal business hours at 419-447-8091. Or call 567-804-9128 after normal business hours for assistance. In cases of emergency, **call 911** for medical, fire, and law enforcement response.

ACKNOWLEDGEMENT: Renter agrees to occupy and use the rented area 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 rented area and related park facilities and agrees to release the Seneca County Park District and its agents, employees, and volunteers and their heirs, executors, and assigns from liability.

_____ Name of Renter (print)	_____ Signature of Renter	_____ Date
_____ Address	_____ Telephone Number	_____ Email
_____ Reservation Date	_____ # in attendance	_____ Type/Name of Event

Alcohol will be present at event: ☐ Yes ☐ No

Effective 8/12/2025