

CITY OF AVON LAKE RECREATION DEPARTMENT
LAKE HOUSE & FOLGER HOME – RENTAL RULES AND REGULATIONS

Phone: 440-930-4130 Email: alrec@avonlake.org

Veterans' Park is home to both the Lake House and Folger Home. Both facilities are available for rent throughout the year and are great for wedding showers, baby showers, family reunions, meetings, and other private events. Veterans' Park is located at 32756 Lake Road, Avon Lake, Ohio 44012.

The Lake House accommodates up to 85 guests with tables and chairs, has a small warming kitchen with electric range, microwave and refrigerator, pulldown projection screen, patio with charcoal grill, and fantastic Lake Erie views. The facility currently has seating for up to 72 guests and 2 8' tables that can be used for serving tables and/or gift tables. The number of tables and chairs may vary.

The historic Folger Home accommodates up to 48 guests with tables and chairs, has a small galley style kitchen with electric range, microwave and refrigerator, wraparound porch with rocking chairs, and fantastic Lake Erie views. The facility comes with privacy chains that can be hooked up at the entrances of the wraparound porch to keep the porch private during your event. The chains can be found in the main room of the facility.

The applicant shall not admit to the premises a larger number of people than the seating capacity will accommodate or can safely move in or about the permitted space. Facility rental does not include any of the public park space. Tents and/or other apparatuses to accommodate additional guests is prohibited. Exceeding the capacity is dangerous and unlawful.

The following information is for rental of the Lake House and Folger Home for private parties. Residents and Non-Residents 21 years and older may apply to rent the facilities. The permit holder must be present for the duration of the event, physical possess the permit, and must produce the permit for inspection upon demand.

To request use of either facility an application must be completed and submitted to the Avon Lake Recreation Department. Applications are accepted no more than 1 year in advance of the event date. Scheduling shall be on a first-come, first-served basis and shall be done according to availability. City functions take precedence. Please be advised this is an application only, not a reservation. A Recreation staff member will contact the applicant once the application has been reviewed.

All necessary information for renting either facility; including the application and Rules and Regulations, are available at the Recreation Department and online at www.avonlake.org.

Avon Lake residents must provide 2 forms of identification as proof of residency. The City reserves the right to require additional information if deemed necessary. Valid forms of identification/residency include the following. Documentation must be presented at the time the application is submitted and can be shown in-person at the Recreation Department or emailed to alrec@avonlake.org.

- Valid driver's license or state issued ID
- Property Tax Receipt
- Posted mail with name of applicant
- Current utility bill

- Lease agreement or mortgage statement
- Insurance card
- Bank or credit card statement
- Insurance policy or bill

Non-Avon Lake Residents must provide a valid driver’s license or state issued ID. The City reserves the right to require additional information if deemed necessary.

The following information must be included on the application:

- Date of event
- Time of event including set-up and clean-up times
- Purpose of event
- Number of people expected
- Will food be served
- Will alcohol be served – must include times alcohol will be served

The applicant shall comply and cause all guest to comply with all applicable city, state, and federal statutes, laws, ordinances, rules, and regulations; including but not limited to, those pertaining to occupancy, fire, safety, and alcohol use. The applicant is responsible for the conduct of all guests.

POLICE SECURITY/SERVING ALCOHOLIC BEVERAGES

All events offering alcohol require police security. The City reserves the right to require police security for any event at the applicant’s expense. Police security must be on duty anytime alcohol is being consumed. The start and end times of the event and/or when alcohol will be served must be included on the application. Alcohol consumption is limited to the confines of the facility and must comply with State of Ohio liquor laws. It is the applicant’s responsibility to make sure anyone consuming alcohol is 21 years of age or older. If you have any questions about your responsibility, you should consult an attorney. Police security will be set up by the Avon Lake Recreation Department. Payment is cash only and is payable directly to the police security the day of the event. Current Rates: \$45 per hour w/ a 3 hour minimum and \$55 per hour on all holidays. Rates are subject to change without notice.

RENTAL FEES & SECURITY DEPOSIT

The Lake House and Folger Home are available for rent weekdays, weekends, and holidays from 9:00 am to 11:00 pm with a minimum rental of 4 hours.

When completing the application be sure to include any set-up and clean-up time you may need within your scheduled time. If renting for the whole day set-up and clean-up for your event must be included within the hours of 9:00 am to 11:00 pm. Applicant may not access the facility before or after the time indicated on the permit.

Any person or group must relinquish the facilities at its scheduled time. Even if arriving late, the time of the event will not be extended beyond the time indicated on the permit. Use of the facility for less than the scheduled time shall not entitle applicant to a refund of any portion of the rental fee. Cancellation due to “no-show” will not receive a refund.

The security deposit must be submitted with the application. The application will not be considered without payment. The balance of the rental fee is due no later than 30-days prior to the event. Cancellation of any permit must be made in writing and received by the Avon Lake Recreation Department at least 30 days prior to the event. Refunds will only be issued for cancellation requests received at least 30 days in advance of the event. Refunds will not be issued for rental fees and/or the deposit for any written cancellation request made less than 30 days prior to the event. Applications may be submitted no more than 1 year in advance of the event date.

RENTAL FEES

Weekday: Monday – Thursday

Resident/Avon Lake Business

\$150 first 3 hours, \$50 each additional hour, \$350 all day 9:00 am – 11:00 pm, \$200 security deposit

Non-Resident

\$250 first 3 hours, \$75 each additional hour, \$450 all day 9:00 am – 11:00 pm, \$200 security deposit

Weekend: Friday – Sunday & Holiday

Resident/Avon Lake Business

\$450 all day 9:00 am – 11:00 pm, \$200 security deposit

Non-Resident

\$600 all day 9:00 am – 11:00 pm, \$200 security deposit

All fees are to be paid to the City of Avon Lake and can be paid online, over the phone, or in-person by credit/debit card, cash or check. Cash and check accepted in-person only. Checks are to be made payable to the City of Avon Lake.

Advance approval by the Recreation Director or designee is required if the event will involve admission fees or fundraising.

CAPACITY

The maximum capacity; guests with tables and chairs – Lake House – 85, Folger Home – 48. Exceeding the capacity is dangerous and unlawful.

ACCESS

A key to access the facility may be picked up by the applicant on the day of their event at the Recreation Department, 150 Avon Belden Road. The Recreation Department is open Monday through Friday from 8:00 am to 4:30 pm. If the reservation is on a weekend or holiday a key to access the facility may be picked up on the last business day prior to the reservation. The access is only to be used to gain access to the facility on the date and times listed on the permit. Early access is not permitted. The permit holder may not drop off supplies and/or decorations earlier than the rental time. Accessing the facility early or staying later than the permitted time will cause forfeiture of the security deposit.

TABLES AND CHAIRS

Folding tables and chairs are available for use at no additional charge. Lake House: set-up and takedown of tables and chairs is the responsibility of the permit holder. Folger Home: tables and chairs are typically kept set-up. All interior furnishings or equipment provided by the City shall be kept inside and used only for the purpose intended. All exterior furnishings or equipment provided by the City shall be kept outside and used only for the purpose intended. The number of tables and chairs may vary from what's included in this document.

Applicants wishing to bring in additional tables and chairs, furniture, or other special equipment must include such items on the rental application. Applicants may not bring in any furniture or other special equipment without prior approval. All furniture or special equipment permitted must be removed immediately after the event concludes and cannot remain overnight.

WI-FI

Both facilities have access to public WI-FI. The password is posted at each facility.

THERMOSTAT & TEMPERATURE

Facility doors must be kept closed during the rental to prevent any issues with the HVAC systems. Keeping doors closed will help keep the temperature at a comfortable level for the duration of the event. In addition, it will help alleviate bugs and animals from coming into the facility, especially during the summer months. The thermostat is programmed remotely to always be at 71 degrees. If there are any issues with the HVAC system and/or temperature please call the Avon Lake Police Non-Emergency Phone Number at 440-933-4567.

PARKING

Parking is free and open to the public. There are small public parking lots available in front of each facility. Additional parking is available at the Old Firehouse Community Center located directly across the street from Veterans' Park and the RTA Commuter Parking Lot located just west of Veterans' Park on the south side of Lake Road. Public parking lots are open to the public at all times and not closed off or reserved during rentals.

COFFEE MAKER

The Lake House has a 60-cup commercial coffee maker. The Folger Home has a 30-cup commercial coffee maker. Coffee, cups, creamer, sugar and other supplies are not provided. Using coffee that is ground specifically for use in a percolator-type coffeemaker is recommended. These commercial coffee makers do not use filters.

CATERING

- A. Catering is not provided as part of the rental agreement and, if desired, a private caterer may be obtained by the applicant. Dishes and linens are not provided.
- B. Caterers may only access the facility during the times listed on the permit.

- C. The warming kitchens include an electric range, microwave and refrigerator. The kitchen is for warming food only; cooking is prohibited. All hot food shall be prepared off-site. The use of sternos with warming trays is permissible.
- D. Electric roasters, crock pots, and coffee makers may be connected, provided that an accumulated overload is not created.
- E. The applicant must remove all food from the facility at the end of the event. All trash must be placed in trash bags and deposited into the trash receptacle located behind each facility. Trash bags will be provided.

FOOD TRUCKS & MOBILE FOOD UNITS

Food trucks are a fun way to cater an event, whether it is for a private event (wedding showers, baby showers, family reunions, meetings, and other private events) or a public function. Mobile food units (food trucks, carts, or food trailers) are licensed and regulated by the Health Department and Ohio Fire Code. To help ensure public safety, the City has an ordinance requiring all mobile food units operating within Avon Lake to be registered. They are required to fill out a registration form with the Avon Lake Fire Department to be sure the unit has been licensed and inspected by the Health Department, has performed the required annual safety inspections for gas usage and has obtained the required insurance.

Steps to obtain a mobile food unit permit/registration

Mobile food unit operators (food truck or food cart) must register with the City to conduct business at special events or private parties. Below are the details to register and obtain a permit. For additional questions please call the Fire Department at 440-933-8305.

1. Fill out the Mobile Food Unit Permit/Registration.
2. A copy of the following documents must be included to complete the registration:
 - 1) Certificate of insurance evidencing commercial liability coverage in the minimum amount of one million dollars (\$1,000,000).
 - 2) Mobile food operator's license – both sides.
 - 3) Certification of gas testing (if propane use applies).
 - 4) Vendor's permit (if any items being sold are considered taxable).
 - 5) If there is more than one unit or truck involved, each original license must be presented.
3. There will be a charge of \$25 for the first unit (vehicle) and \$5 for each additional unit. This can be paid with a credit/debit card.
4. A copy of the completed application will be recorded with the Fire Department to refer to when performing inspections.
5. The Mobile Food Unit Permit expires on the same date as their Mobile Food License issued by their perspective County Health Agency.

For any questions or a list of current approved trucks please call the Fire Department at 440-933-8305 or visit www.avonlake.org/fire/food-truck-registration.

The permit holder must notify the Avon Lake Fire Department in writing one week in advance of all times and locations within the City at which food or beverage will be dispensed from the mobile food unit. To do so please send an email to fireprevention@avonlakefire.org.

FACILITY PROTECTION/DECORATIONS

In order to avoid permanent damage, decorating must adhere to the following guidelines:

- A. Music/entertainment must be included on the application and is subject to approval by the Recreation Director or designee.
- B. All decorations must be of a type that will not damage or deface the premises. The use of nails, tape, glue, tacks, putty, Command Strips or similar items is prohibited. Backdrops must be freestanding. No decorations are to be hung from walls, exit signs, lights, appliances, sprinkler heads, fixtures, etc. Decorations must be removed immediately after the event.
- C. Power strips are prohibited. Power strips may overload the circuits which may cause electrical issues. Please do not overload the outlets.
- D. Open flames, candles, smoke machines, etc. are prohibited.
- E. Bounce houses, inflatable apparatuses, climbing walls, etc. are prohibited.
- F. Pets and animals are prohibited unless permissible by federal or state laws.
- G. Applicants wishing to bring in additional tables and chairs, furniture, or other special equipment must be included on the application and is subject to approval by the Recreation Director or designee.
- H. No Smoking or Vaping – Veterans’ Park is non-smoking. No smoking or vaping is permitted anywhere in the either facility or the park.

The City is not responsible for any damage or loss to any property that an individual or group brings into the facility to display, exhibit or use, regardless of the cause, nor shall the City be liable to any person or group for any loss caused by theft.

No Assignment – Any right, privilege or permit granted to any person(s) or organizations(s) to use a facility, or any part thereof, is personal and exclusive, and shall not be transferable to any other person(s) or groups.

Concurrent Use – The City of Avon Lake reserves the right to allow the concurrent use of other areas of Veterans’ Park not being used by applicant.

Gambling – Ohio law prohibits the use of the Lake House and Folger Home for gambling purposes. If you have any questions regarding whether your activity constitutes gambling, you should consult an attorney.

Temporary Liquor Permit – State of Ohio liquor control laws contain special provisions through which nonprofit organizations may obtain temporary liquor permits to sell or serve alcoholic beverages. Applications for temporary liquor permits are available through the Ohio Division of Liquor Control at www.liquorcontrol.ohio.gov. The sale of alcoholic beverages at either facility is prohibited unless an appropriate permit has properly been obtained and presented prior to the event date.

Indemnity – The applicant shall indemnify, defend and hold harmless the City of Avon Lake, its officials, directors, agents, representatives, employees and insurers from all claims, damages, losses, costs and expenses which they may suffer or incur as a result of renting the Lake House and/or Folger Home.

The applicant assumes responsibility for all costs related to damage of the facility or equipment resulting from use, abuse, or neglect.

TRASH

Trash receptacles are located throughout both facilities. Extra trash bags should be included at the bottom of each receptacle and/or in the kitchen under the sink. At the end of your event, all trash bags must be removed from inside the facility and placed in the larger trash receptacles located outside the rear of each facility. A key for the outside trash receptacle is on the key chain provided by the Recreation Department.

SECURITY DEPOSIT

The purpose of the security deposit is to reserve the facility for a specific date and time period; as well as, to cover damages that may occur during the rental. The security deposit shall be forfeited to the City for any of the following:

- Cancellation of the rental for failure to pay the rental fee in a timely manner
- Cancellation of the rental within 30 days
- Damage to the facility or its contents
- Failure to clean the facility or return the facility to its original condition
- Failure to abide by the terms and conditions of all policies and procedures including entering early and/or staying past the permitted time
- Failure to return the access key in a timely manner to the Recreation Department or drop box located at the main entrance of City Hall, 150 Avon Belden Road

Condition of Premises – The applicant shall take the permitted space in the condition found at the time of the beginning of the rental and return the permitted space to the same condition at the conclusion of the event. The applicant is strongly encouraged to inspect the facility upon arrival and note any issues. Facilities are cleaned and inspected after each use. The applicant is responsible for all damages.

Applicant is responsible for clean-up of the facility. Tables, chairs, and other equipment must be returned to their original locations, and the entire facility must be returned to its original conditions. Clean-up includes removing all food, food debris, decorations, and trash. **All trash must be bagged and placed in in the larger trash receptacles located outside the rear of the facility. A key for the outside trash receptacle is on the key chain provided by the Recreation Department.**

The security deposit will be returned only to the applicant/payee and will be credited to the credit/debit card used for payment. If for some reason the security deposit is not able to be refunded to the credit/debit card or payment was received by cash or check, the refund will be issued in the form of a check. The security deposit may take two to four weeks from the event date for processing.

The person or organization to which a permit is issued is responsible for any damage to the building, equipment or grounds. The permit holder is also responsible for routine cleaning necessary to restore the premises to the condition in which they were received.

The cost of repairing any damage to the facility or its contents shall be charged directly to the permit holder or group in occupancy at the time of the damage.

No person or organization, without the prior written authorization of the Recreation Department, shall charge a fee for admission to or participation in an event at the park.

CANCELLATION AND TERMINATION

- A. Cancellation of any permit must be made in writing and received by the Avon Lake Recreation Department at least 30 days prior to the event. Refunds will only be issued for cancellation requests received at least 30 days in advance of the event. Refunds will not be issued for rental fees and/or the deposit for any written cancellation request made less than 30 days prior to the event.
- B. If the Lake House, Folger Home, or any part thereof is destroyed or damaged and, in the City's opinion, rendered unusable, or if either facility otherwise becomes unavailable prior to applicant's event, then applicant's permit shall terminate, and the applicant hereby waives any claim for damages or compensation as a result of such termination. In this event, the rental fee and security deposit will be returned to the applicant.
- C. If the applicant fails to pay any sum due to the City of Avon Lake, or fails to comply with any part of these Rules and Regulations and any other City regulation, the City of Avon Lake shall be entitled to terminate or revoke the applicant's permit without notice. It shall be unlawful for any person without a permit to occupy the area designated as reserved by a permit.
- D. The City reserves the right to cancel a permit if the continuation of the permit may result in either destruction of property, injury to persons, breach of the peace, or the maintenance of a nuisance. Any scheduled permit can be canceled prior to the rental date or terminated in progress by the City, at the City's sole discretion, if an emergency situation occurs requiring the facility be used as an emergency shelter. If such a situation occurs, a full refund of all fees shall be granted to all parties involved without any further liability being incurred by the City for loss of use or inconvenience. The Mayor shall determine when such an emergency situation exists.