

# Rossi Auditorium, Garden Café and Radius Room Guidelines



Timeframes:

**Rossi Auditorium** 9am to 5pm & 9am to 11pm **Garden Café** 5pm to 11pm **Radius Room** 3 hr minimum

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## Mill Creek MetroParks provides:

- Accommodations:
  - Rossi auditorium & Radis Room includes table and chair set up to a custom layout. Garden Café has two sets up options available and tables and chairs are not removable.
  - Outdoor Chair Service is available up to 30 days prior for ceremony, at an additional cost to the renter through the MetroParks. No outside vendor chair service will be permitted.
- Rehearsals: Rehearsals can be held with no additional fee for 30 minutes when coordinated with Fellows Riverside Gardens Staff and are available on a first come first serve basis.
- Capacity: Rossi Auditorium- 220 guests Radius Room- 48 guests Garden Café- 65 guests
- Facility Access: The facility can only be used for the time listed on your rental permit. Plan the start time of the event to be at least 1 to 2 hours into your rental time. Please review the Rules, Regulations and Security Deposit information prior to your rental. Fellows Riverside Gardens does remain open to the public for visitation on the upper level until 5pm during events.
- Accessibility: Facility is handicap accessible.
- Tents: No tents are permitted.
- Alcohol: Alcoholic beverages are permitted inside the facility only, but not permitted to be sold. All alcohol must be served by a licensed bar tender hired through the exclusive caterer.
- Food: All rentals at Fellows Riverside Gardens must use the exclusive caterer only.
- Security: Security is provided for any rental ending past 5pm. In the instance where additional security is needed, only Mill Creek MetroParks officers are to be hired. Additional security from outside companies is not allowed.
- Parking: **public spaces available in the parking lot on a first come first served basis.**
- Available to rent up to 14 days in advance, and no more than two-years-to-date.
- Prohibited items: Any decorations in the grass, bird seed, confetti, rose petals, fireworks, sparkers, releasing of butterflies or Doves, wish lanterns, loose glitter, table confetti, smoke bombs and outside balloons.
- Animals: No animals are permitted on the gardens grounds or inside the facility.

## Transfers | Changes | Cancellations

- Mill Creek MetroParks is not responsible for inclement weather; customer is responsible for making alternative plans
- Reservations may be transferred to another date or to another facility up to 30 days in advance of date reserved
- Your receipt number must be provided to us to make a transfer, change, or cancellation
- An original reservation may be transferred a maximum of two (2) times, after that, it will be treated as a cancellation

- When cancelling a reservation that has been transferred, the refund schedule is based on the original date reserved, not the transferred date
- Refunds will be processed within 7-14 business days after the cancellation is received, according to the cancellation schedule below
  - Prior to 12 months before reserved date 75% refund
  - 12 to 6 months before reserved date 50% refund
  - Less than 6 months before reserved date no refund
- Security Deposits will be processed within 7-14. days after your event

**SECURITY DEPOSIT - A refundable security deposit of \$100.00 is due at time of reservation is**

**made.** Please note that deposits are refundable provided that the Permit Holder (the individual or organization reserving the facility) leaves the facility in the same condition it was found and ensures all Reservation Rules and Regulations of the Park are followed. The permit holder agrees to be fully responsible for all damage, expenses, losses, including theft and loss caused by any person who attends, or provides goods and service connected with the use of the facility and surrounding areas and for time spent on excessive cleaning of the facility. (Beyond 2 hours) No partial deposit will be refunded. If your reservation is made via credit card, within 180 days of your event you will receive your refund back to the credit card used. If your reservation is made via cash/check or over 180 days in advance you will receive your refund via check. Checks will be issued in the name of the permit holder, mailed to the address on the permit within 7-14 days. We cannot hold cash or checks for the deposit.

**SECURITY DEPOSIT GUIDELINES:**

- **The Reservation time frame is ONLY for the hours listed on your permit.** This includes time for preparing and setting up for the event, as well as cleaning up after the event. All Permit Holders and Guests must depart from the facility no later than the time indicated on your permit.
- The Permit Holder must attend the event.
- The Permit Holder will be held financially responsible for any damage to the facility that occurs during the event that exceeds the amount of the deposit
- The Permit Holder must ensure that the number of guests does not exceed the capacity of the facility. Exceeding the capacity is a violation of the fire code and will be enforced by the MetroParks Police Department.
- Reservations must be made by an adult at least 21 years of age and party must be adequately chaperoned during the entire event. There must be at least two (2) adult chaperones for every 25 children or teenagers in attendance
- The Permit Holder shall oversee and monitor the behavior of all guests must ensure compliance with the Rules and Regulations of the Park District; examples of unacceptable behavior; rowdiness/unruly behavior, loud and excessive noise
- Ticket sales or admission fees, sale of food, beverage prohibited
- Soliciting donations or collection of money for any purpose prohibited
- Alcoholic beverages of any kind are not allowed in any open park space, including pavilions or entryways
- Smoking is prohibited inside all MetroParks facilities
- Decorations shall not be affixed in a manner that will cause damage to the Facility. No decorations are permitted in the grass or outside the rented area. The Permit Holder shall be responsible for removing all decorations and other paraphernalia after the event. Rental items left behind will be discarded after 3 days. **The use of confetti, nails, staples, tacks, water balloons, silly string, glitter, and tape is not permitted**

- Candles must be in a glass container
- No pets or animals permitted
- Facility must be left as it was found. Check the entire facility for problems and report any problems immediately to Park Staff at 330-740-7116 ext 230

### **Agreement**

- At the time of payment, you are agreeing to be bound by these guidelines, and by the General Rules and Regulations of Mill Creek MetroParks which can be found at <https://www.millcreekmetroparks.org/contact/about/park-rules-regulations/>
- Failure to abide by these rules and regulations, and failure to use MetroParks' facilities in a responsible manner could cause your permit to be revoked with forfeiture of the security deposit, and the responsible party could be additionally billed
- Rental is for the facility listed on the permit only and does not include any additional spaces.
- Mill Creek MetroParks is not responsible for reservation delays or cancellations due to disruptions of utility services, severe/inclement weather conditions, or other acts of nature; resulting in conditions where the Facility is not usable for a portion of or the entire reservation time frame, or when the Permit Holder decides to cancel the reservation due to the unforeseeable conditions.

**Address/Directions: 123 Mckinley Ave. Youngstown, Oh 44509**

### **Contact Information:**

**Fellows Riverside Gardens Staff:** 330.740.7116 ext 230  
**MetroParks Police (Emergency Only):** 330.744.3848