Chart Room Rules & Regulations

Have a safe and enjoyable day.
If you have any questions please call (513) 521-7275.

Updated 09/03/10

RESERVATIONS
Person reserving the room must be at least 18 years or older. Person signing contract assumes responsibility for their group and condition of the room after group has left the premises. Payments must be received by stated due date or reservations are subject to cancellation. Acceptable methods of payment include: cash (in person), check ($30.00 fee will be charged to all returned checks), money order or credit card (Visa, MasterCard, or American Express). The room is reserved for the exclusive use of the reserving group. The room may not be opened to the public and collection of fees is prohibited.

REFUNDS & RESCHEDULING
Reservation fees are refundable if reserving group gives written notice at least 30 days prior to reservation date or another group rebooks the Chart room. Reservations will not be canceled until written notice is received. All refunds are subject to a $25.00 processing fee. A group may reschedule their date at no charge with 30 days prior notice.

ALCOHOLIC BEVERAGES
As a licensed permit holder the Hamilton County Park District must uphold the Ohio State Liquor Laws. **Consequently all alcoholic beverages consumed on premise must be purchased in advance through Guest Services with the Hamilton County Park District (513) 521-7275.** *Purchased alcohol must stay within the Chart Room and all other alcohol is strictly prohibited from being brought into the facility*. It is the client's responsibility to inform the guests of this.

DELIVERIES & DECORATIONS
Deliveries must be made during period of occupancy with a member of reserving group present. All equipment, containers, etc. must be removed from the premises **before** final departure. Only tape may be used to affix decorations to Chart room interior and tables, and, all tape must be removed at the end of the event by reserving group. Signs are prohibited in the Hamilton County Park District including the entrances. **Helium Balloons are prohibited in the room due to potential damage of the ceiling fan**.

SOUND
Noise or amplified sound must not disturb or interfere with any other activity outside of the immediate area, without written permission from the Director. No outside amplified sound is permitted at Lake Isabella Boathouse.

CONSERVATION, FIRES & FIREWOOD
Cutting or chopping of trees, limbs and vegetation, collection of natural materials, and molesting of wildlife is **strictly prohibited**. Fires are permitted in grills only. Please do not burn any garbage or any/ other materials that will emit excess sparks. Do not leave a fire unattended and make sure fire is completely out before leaving the area.

CHECK-IN & SET-UP
If the boathouse is open upon arrival, please notify the attendant inside. The reserving guest is provided with a lock box information sheet. The lock box information will provide instructions to open the lock box and access the keys to the building upon your designated arrival time. (If necessary, you may contact Guest Services at 513-521-7275, Monday - Friday, 8:00am to 4:30pm, or Ranger Headquarters at 513-521-3980, after 4:30pm & weekends for your code.) The reserving group is responsible for room set-up. 10–36inch square tables & 40 chairs are provided.

CHECK-OUT & CLEAN-UP
If the boathouse is open upon departure, please notify the attendant inside. The reserving party will be held responsible for any damage to the area and for clean up. All garbage must be placed in provided receptacles and all decorations taken down. Person/ Group reserving the lodge will be invoiced for any damages or excessive litter. Follow provided departure instructions for Lock Box.

PARKING
Parking is restricted to the lots in the area. Drive and turn around at the facility is for loading and unloading only. This is a fire lane; no parking is permitted.

MOTOR VEHICLE PERMITS
All vehicles entering the Hamilton County Park District must have a valid motor vehicle permit displayed. Motor vehicle permits are available for attendees to purchase on the day of the event. Groups reserving a Picnic Area/Shelter or Lodges may pre-purchase annual or daily permits. Advance purchases must allow up to 2 weeks for preparation and delivery by mail to the contract holder. All permits must be distributed by the contract holder to attendees prior to the day of the event.

FISHING & SWIMMING
Swimming is prohibited at all facilities. Fishing is permitted with the purchase of a fishing permit from the Boathouse.

SMOKING POLICY / PARK DISTRICT BY-LAWS
All public indoor spaces are "non-smoking." All Park District By-Laws and regulations apply to the area. Park Rangers may terminate, upon just cause, any occupancy at anytime without a refund.

EMERGENCY
In case of Emergency please dial 911. For non-emergency response by Rangers, call (513) 825-2280. If you have any questions after office hours, please call (513) 521-3980.

QUESTIONS:
If you have any questions about the above guidelines for the Chart Room, please call Guest Services at (513) 521-7275 and someone can assist you.