



# Fernbank Lodge Rules & Regulations

Have a safe and enjoyable day.

If you have any questions please call (513) 521-7275.

01/02/09

## RESERVATIONS

Person reserving the lodge must be at least 18 years or older. Person signing the contract assumes responsibility for their group and condition of the lodge after the group has left. Payments must be received by stated due date or reservations are subject to cancellation. Visa, MasterCard, American Express, Checks (\$30.00 fee will be charged to all returned checks) or Cash are accepted methods of payment. The Lodge is reserved for the exclusive use of the reserving group. Lodges 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 lodge. Reservations are not 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

Beer, Liquor and Wine are permitted by reserving groups within reserved area only.

## DELIVERIES & DECORATIONS

A mounting system for décor is provided along the western end of the interior room. No tape or pushpins are permitted to be used to affix anything to the interior or exterior walls of the building. All decorations must be removed at the end of the event. 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. The Park District will post a sign at the Lodge indicating the group that is scheduled that day. All other signs are prohibited in the Hamilton County Park District including the entrances.

## SOUND & ATTRACTIONS

Noise or amplified sound must not disturb or interfere with any other activity outside the immediate lodge area, without written permission from the Director. Outdoor amplified sound is prohibited at the Riverside lodge. If you are planning to have attractions/special equipment at your event (moon bounce, dunking tank, pony rides) certain requirements must be met. Please call for more details. The Park District does not participate or take any responsibility in the set-up or filling of any attraction.

## 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 fire unattended and make sure fire is completely out before leaving the area.

## CHECK-IN & SET-UP

The reserving guest is provided with a Lock Box information sheet. The lock box information will provide information 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 521-7275, Monday - Friday, 8:00am to 4:30pm, or Ranger Headquarters at 521-3980, after 4:30pm & weekends for your code.) The reserving group is responsible for room set-up. Tables and Chairs are provided. Fernbank lodge air conditioning thermostat is pre-set at 75°F. Temperature cannot be adjusted.

## CHECK-OUT & CLEAN-UP

The reserving party will be held responsible for any damage to 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.

## FISHING & SWIMMING

Fishing is permitted in appropriate bank fishing areas. Swimming is prohibited in Fernbank Park.

## 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 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 Fernbank Lodge, please call Guest Services at (513) 521-7275 and someone can assist you.