

VAN BUREN PARK LODGE POLICIES

This informational sheet is for anyone renting the Lodge at Van Buren Central Park. Welcome!

DIRECTIONS TO LODGE: PLEASE give those attending your event **detailed instructions** (included in this packet) on how to get to the Lodge! It is extremely important to note that one can NOT get to the lodge by entering Van Buren Central Park from the main entrance on Canton Street! The Lodge has its own entrance on Connors Road. If you are turning onto Connors Road from Van Buren Road, the entrance to the Lodge is the second park entrance on the **right**. If you are turning on to Connors Road from Canton Street, the entrance to the Lodge is the second park entrance on the **left**. We would suggest copying the sheet of directions entitled "**Directions to Van Buren Park / Pavilions "E", "F" "G", Lodge, Ballfields**" and the park map and distribute them to your guests (perhaps in your invitations?). You'll find those in this packet of information. If you need further assistance generating directions, please do not hesitate to contact the park office during business hours.

WHEN YOU ARRIVE: Park staff take the "**Arrival Time**" stated on the front of your pavilion reservation form very literally. As soon as the group's "responsible person" (listed on the front of the pavilion reservation form) first arrives at Van Buren Park the day of your event, he/she should find the Lodge Road and Lodge unlocked and ready. If not, then please enter the park at the main entrance on Canton Street and proceed to the Parks & Recreation Dept. to let the Park Attendant know that you have arrived. We would appreciate it if the "responsible person" would adhere to the scheduled arrival as closely as possible, as staff will break from their cleaning duties momentarily to unlock the "Lodge Road" & Lodge and start watching for him/her. If you have any questions, concerns, etc., please ask! The Park Attendant will be happy to help. (If you need to change your arrival time, please contact the parks and Recreation Office NO LATER than 4:00pm. the business day prior to your event.)

LODGE PARKING: We allow single file parking along the "Lodge Road" (to the left, coming from Connors Road). Please pull on to the grass just far enough so that your rear tires clear the road. If rain is forecasted the day of your event, or if it rained one or more days prior, then please be certain your guests are as careful as possible and do not pull onto or drive on the grass unnecessarily. **ANY CAR RUTS LEFT BY A GROUP DUE TO IMPROPER PARKING WILL BE CHARGED AGAINST THE GROUP'S DAMAGE DEPOSIT!** The wide area directly in front of the Lodge is for emergency vehicles, and needs to be kept free of cars. If you wish to drive up to the Lodge door to drop off supplies, you will be allowed to do so; however, please move your car to an appropriate parking area afterwards. If necessary, we will allow one or two cars to remain directly in front of the Lodge to assist in transporting any elderly or physically challenged guests. Thank you for your cooperation.

YOUR LODGE RESPONSIBILITIES: In regards to clean-up, please read the **Damage Deposit Checklist** enclosed carefully and follow its guidelines. Also, we ask that those renting the Lodge follow the additional requests listed below:

1. **Please** do not allow your caterers to pour grease, food, etc. down the drains of any sinks in the Lodge! We do not have garbage disposals in the sinks so grease, food, etc. causes clogging problems, plus is a mess to clean up. **If the Buildings and Grounds staff have to unclog sinks, the group responsible will be charged the \$25.00 per hour clean up/damage fee!** If the problem was caused by your caterer, then it is YOUR responsibility to get reimbursed by them!
2. Please be certain that the entire inside of the Lodge (main room, kitchen, entrances, bathrooms), as well as the grounds surrounding the Lodge are returned to the condition they were found in prior to your event. Please dispose of all refuse in the trash containers provided, clean off the tables and chairs, clean out the kitchen sinks, wipe up any spills in the oven or on the stove, and clean all leftover food out of the refrigerator. A broom will also be provided for your use. **If you have moved or rearranged any of the picnic tables outside, you MUST return them to their original positions before you leave!**
3. **Please do not remove any screens from the windows!** We have installed electrical outlets on the outside of the Lodge (check the two back corners of the building), so there should not be an issue getting electrical power outside.
4. Please do not use nails, tacks, staples, etc in the walls or on the posts in the lodge.
5. The small back room (facing the road) just off the kitchen area is a storage room. **Please do not allow members of your group in that room.**

THANK YOU FOR YOUR COOPERATION -- ENJOY YOUR EVENT!