



Cuyahoga Valley National Park Association

Cuyahoga Valley National Park Association
Destination Education - Cuyahoga Valley Environmental Education Center
Rental Guidelines

Direct all inquires to:
Reservations Coordinator
Cuyahoga Valley National Pak Association
1403 West Hines Hill Road
Peninsula, OH 44264
330-657-2909 ext. 119

Cuyahoga Valley Environmental Education Center (CVEEC) is managed by Cuyahoga Valley National Park Association (CVNPA), the non-profit friends group of Cuyahoga Valley National Park (CVNP). The facilities at CVEEC are owned and maintained by the National Park Service.

All prices include an on-call host and use of facility you have reserved and the surrounding grounds.

Site tour requests can be accommodated by reservation only with the CVNPA reservation coordinator.

The facilities are provided as is. They are cleaned and maintained for each group; if your group requires a special set-up or maintenance project, a special-care permit must be submitted and approved by the CVNPA reservation coordinator by at least 2 weeks prior to any event. An additional fee will be assessed for this service.

To Reserve the Facilities:

After arranging your dates with the CVNPA Reservations Coordinator, you will receive a contract within one week. You have two weeks to return your signed contract with the appropriate deposit. Your deposit is based on 30% of your projected cost. This deposit is **non-refundable and non-transferable**, and also serves as a guaranteed minimum fee. If kitchen facilities are being used, an additional deposit is required (see *White Pines Self-Serving Kitchen* section). Failure to send in a contract and deposit by the due date on the contract will result in cancellation of your reservation.

Proof of Liability Insurance:

CVNPA must have a copy of your organization's certificate of liability. Please have your insurance company forward a copy in the mail (CVNPA, Attn: Reservations Coordinator, 1403 West Hines Hill Road, Peninsula, OH 44264) or via fax 330-657-2328.

Liability

In signing the contract for facility rental, individuals and groups agree that the Cuyahoga Valley National Park Association, Cuyahoga Valley National Park, its directors, employees and agents are not liable and will be held harmless for any activity, bodily injury, property damages or action related to inappropriate behavior at the Cuyahoga Valley Environmental Education Center.

Cancellation:

If your group cancels an entire event, an individual meeting space, a meal, program or lodging, CVNPA will retain your full deposit. If cancellation occurs within seven days of your scheduled arrival, the penalty will increase to 50% of your estimated fees.

Minimum/Maximum Number for Food Service and Overnight Accommodations:

Maximum sleeping capacity in each dorm is 64 individuals. Rooms vary in size. Please ask for a Dorm Room Assignment sheet to insure adequate sleeping arrangements. The building capacity of each of our dining halls is 70.

Your groups must have, or pay the fee for, at least 25 full-paying individuals to secure one campus and/or to request meals, and 75 full-paying individuals to secure both campuses. Please confirm your actual attendance two weeks prior to your arrival. You will be billed for this number. Because of ordering food, please try to be as accurate as possible. Late additions to your account may not be able to have food service.

Billing:

CVNPA will bill you for the number of participants confirmed with us two weeks prior to your arrival or the actual number upon arrival, whichever is greater. The only exception is for last minute cancellations due to illness, up to a maximum of two participants. Final payment must be made within 30 days or late charges will be applied.

Check In:

Upon arrival, the leader should report to the campus you have reserved located at 3675 Oak Hill Road as stated on your contract, where your CVNPA host will greet you and let you into the facilities you are using. If you are early, please report to the CVEEC Administration Building. Groups that need to arrive earlier than 5 p.m. can do so by paying an early access fee. The earliest a group may arrive is 3:30 p.m. and arrival time must be cleared at least two weeks in advance.

Food Service:

CVNPA offers two options for food service at the Environmental Education Center. The first option is that our in-house food service staff prepares and serves family style meals from White Pines or Lipscomb Kitchen and Dining Hall. The second option is available only for the White Pines Campus. At White Pines, groups can rent the kitchen space for \$50.00 per day and can cook and serve their own meals from this kitchen and dining hall.

Standard meal times are 8:30 a.m. breakfast, 12:00 p.m. lunch, and 5:30 p.m. dinner. Any adjustments to these meal times must be approved, and an additional service charge may be incurred. Lipscomb Campus guests must have all meals prepared by the CVNPA food service staff. No outside food or beverages are allowed in the dormitories or Lipscomb dining hall. *Unless you are doing your own cooking at the White Pines Campus, your group will not have access to the kitchen and dining hall.*

White Pines Self-Serving Kitchen:

If your group is using the White Pines kitchen, you are required to provide an additional security deposit of \$100 before your arrival.

Linens:

Overnight guests are asked to provide their own linens including sheets, towels and pillows. Linens can be ordered for an additional fee. If you have asked for linens for your group, you must notify us of your final attendance count at least two weeks prior to your visit.

Pets/Animals:

No animals are permitted inside National Park Service facilities. All pets must be outdoors and on a leash at all times while in the National Park. Pets are not permitted overnight.

Open Flames/Fires:

The usage of any candles or open flames is not permitted in any building, except in established fireplaces. A responsible adult must attend to burning candles in fireplaces at all times.

All fires are restricted to fireplaces and outdoor campfire rings. Wood and kindling is provided for groups that have requested use of the fireplace/campfire ring. Please bring your own matches. Please keep fires small. No fires should be left unattended. Fires in November Lodge must be started and put out by your host.

You may NOT bring additional firewood/kindling into the National Park due to a serious threat to park forests from wood that may be infested with the emerald ash borer beetle.

Smoking:

All buildings on our campus are smoke free zones. Smoking is permitted outside only on paved surfaces. Please use the provided receptacles for ashes and cigarette butts.

Alcohol:

Alcohol is not permitted.

Quiet Hours:

In order to respect the privacy of our neighbors, on-site staff, and other guests, we ask all groups to observe quiet hours from 10:00 p.m. to 8:00 a.m. Generally, during this time all guests should be indoors and engaging in only calm and quiet activities. Quiet outdoor activities such as early morning bird hikes, or night walks, are fine; however, other outdoor activities planned during quiet hours must be pre-approved by CVNPA.

Youth Supervision:

To ensure proper supervision, we require that you maintain a minimum ratio of one adult chaperone to ten youths. Adults must be at least 18 years of age. You must also have an adult assigned to each dorm room.

Take Care Attitude:

We are fortunate these facilities within Cuyahoga Valley National Park are available to the community. Please help us keep it that way:

- Rough play or running in the dorms is not permitted.
- Writing or carving on the walls, beds, or dressers is not permitted. Also, no tape should be used on the walls (if you need to hang things on the wall, please check with CVNPA ahead of time).
- Hike only on established trails.
- Do not pick any plants and return all animals to their proper homes.
- No pets of any kind are allowed in the facilities.
- Please Note: Any damages will be billed to the responsible party.

January 2010