

**Medina County Park District's
Buffalo Creek Retreat
Information, Rules, and Regulations**

Revised 2-25-21

The entire complex can be rented up to two years in advance of your activity.

Reservation rates: (Rates are 50 percent less for a government agency event or function, schools, churches, and not-for-profits.)

Entire Complex – Capacity: 240 -- There is no handicap access to the upstairs room at this time.

	In-County	Out-of-County	Key Deposit
Weekday Rates:			
Buffalo Creek Retreat – One Day: Mon. - Thurs.	\$1,000	\$1,200	\$250
Buffalo Creek Retreat – Two Days: Mon. - Thurs.	\$1,300	\$1,600	\$250
Buffalo Creek Retreat – Three Days: Mon. - Thurs.	\$1,600	\$2,000	\$250
Weekend Rates:			
Buffalo Creek Retreat – One Day: Fri., Sat., Sun., Holiday	\$1,600	\$1,800	\$250
Buffalo Creek Retreat – Two Days: Fri., Sat., Sun., Holiday	\$1,900	\$2,200	\$250
Buffalo Creek Retreat – Three Days: Fri., Sat., Sun., Holiday	\$2,200	\$2,600	\$250

COVID WAIVER AND CLEANING FEE

A COVID waiver must be signed and returned to Medina County Park District within two weeks of placing a reservation. In addition, it is your responsibility to contact, schedule, and pay Mark’s Cleaning Service to provide janitorial and professional disinfecting services at the **conclusion** of your event. The cleaning service fee is \$720.56. **You must provide the park district with a receipt of payment and proof of scheduling the cleaning service no less than two weeks prior to your reservation.** If the park district does not receive a copy of the paid receipt as required, your reservation will automatically be cancelled and no refund will be issued.

Refundable key/cleaning deposit of \$250 for all reservations

If the facility is left clean and undamaged, the key/cleaning deposit will be returned approximately three weeks following the event. The patron is responsible for any damage to Buffalo Creek Retreat’s property by any guests. Should damage occur at a cost that exceeds the key/cleaning deposit, the patron will be billed accordingly.

Payment:

Payment in full can be made by check, cash, or by credit card. A credit card payment can only be made online or in person at the park office. Please make your check payable to Medina County Park District, 6364 Deerview Lane, Medina, OH 44256.

Cancellation Policy:

Refunds will be issued, less a 20-percent processing fee, if cancellation is made 90 days or more prior to the reservation date. There are no refunds if cancellation is made less than 90 days from the reservation.

Amenities:

Downstairs -- stove, refrigerator, sink, microwave, projector/large screen, sound system, coffee maker, dance floor, stage, and surrounding grounds that feature two ponds and outdoor decks

Upstairs -- gas fireplace, stove, refrigerator, sink, microwave, coffee maker, projection screen television, and outdoor deck

Access:

8 a.m. – 11:30 p.m. (gates will close automatically at 11:30 p.m.; at this time, the gate will open for exit but not for re-entry)

Responsibilities and Regulations:

Key Pick Up and Return

The key may be picked up one to two business days prior to your event. The park district office is open Monday through Friday (closed holidays) from 8 a.m. to 4:30 p.m. At the conclusion of your event, the key may be left in the drop box provided next to the catering doors to the complex, or you may return the key in person to the park district office within two business days of your reservation. Please do not mail the key. If the key is lost, \$20 will be retained from the key/cleaning deposit for replacement.

Setup/Teardown

The patron is responsible for setup and teardown. The patron must leave the premises as it was in its original state. Cleanup is the patron's responsibility. Cleaning products will be supplied, except dishrags and dish soap. The kitchen area must be cleaned thoroughly along with tables, chairs, spills or other accidents, and all floors should be swept and vacuumed. Bring your own dish towels, rags and sponges. They are not supplied. Trash bags will be supplied; however, all trash must be deposited in the dumpster located next to the barn on the east side of the entry drive.

Kitchen/Food Service

MCPD does not provide catering. The kitchen is for warming purposes only. MCPD does not have a food preparation license. Each kitchen is equipped with a stove, refrigerator, microwave, and a sink for cleanup.

Sale of Food/Beverages/Other Items

The user may not sell items of any kind unless the patron has applied for and received a special-use permit from the park district. The patron is responsible for securing a food permit from the Medina County Health Department at (330) 723-9511 if food is to be sold.

Alcohol

Alcohol may be provided by the patron and served at private events at Buffalo Creek Retreat, as long as alcoholic beverages are kept inside the building, and the host obeys all laws. No person under age 21 may be served alcohol. The host/renter shall be solely responsible for compliance with all laws and the conduct of his/her guests.

Any nonprofit organization raising money by selling or serving alcohol (including but not limited to selling drinks by the glass, auctioning off bottles of alcohol, charging admission fees, or offering tastings) must obtain an 'F' permit from the Ohio Department of Commerce, Division of Liquor Control.

https://www.com.ohio.gov/documents/liqr_TemporaryPermits.pdf

Decorations

No tacks, tape, nails or staples are to be used to secure decorations. Stand-alone decorations are recommended. Open-flame candles are permitted for ceremonies only; for dinners/receptions, candles must be contained in enclosed candleholders. No glitter or confetti may be used anywhere at this site. The release of balloons, Chinese lanterns, etc., is prohibited on park district grounds as these items are detrimental to the environment.

Parking

Parking is permitted in designated areas only.

No Smoking

This is a non-smoking and non-vaping facility – this means all areas inside the building. Appropriate containers have been placed outside.

Security Required

Any user group of **100 or more** planning to serve alcoholic beverages **is required** to hire an off-duty, uniformed park district ranger to provide security during the event. Medina County Park District will schedule the officer. The patron agrees to pay the officer \$35 per hour (minimum of four hours) by separate cash payment directly to the ranger by the conclusion of the event.

Security **is not required** at events with **less than 100** people when alcoholic beverages are being served; however, any user group **may opt** to hire a park ranger to provide security by contacting the park office at least 30 days prior to the event.

Dance Floor and Stage

The user is not permitted to move the dance floor or the stage.

Tables and Chairs

Arrangement of the tables and chairs is the responsibility of the patron. After use, all tables and chairs must be wiped off. (Chairs in the upstairs room should be wiped off.) Standing on the tables and/or chairs is not permitted. Tables and chairs must remain indoors. The patron is responsible for providing table linens if desired.

- Upstairs room: 8 rectangular 6’ tables, 2 rectangular 4’ tables, and 48 chairs
- Downstairs room: 6 rectangular 8’ tables and 3 rectangular 6’ tables
- Reception hall: 42 round tables, 60” (5’) diameter and 248 chairs

Securing the Building After Use

It is the patron’s responsibility to secure the building before leaving. Please close and lock any windows and doors that were opened during the event and turn lights off before exiting the building.

Contacts

In the event that any problems/accidents should arise, contact:

MCPD office: (330) 722-9364 during business hours M - F, 8 a.m. - 4:30 p.m., except holidays

Non-Emergency Sheriff’s Office: (330) 725-6631 during non-business hours – ask to speak with the MCPD ranger on duty or seek out the ranger (if assigned) scheduled for your event

Maintenance concerns after hours: (330) 388-3739

Emergencies only: 911