

Freedom Hall at Tribute Lodge • 14085 Ravenna Road, Newbury Twp.

GUIDELINES FOR USE

Welcome to **Geauga Park District's Freedom Hall at Tribute Lodge in Veterans Legacy Woods**. This facility may be reserved from 8:30 AM to 11 PM; reservations must be made by phone or in person (not online) Monday through Friday between 10 AM and 4 PM. **All reservations require a special use permit; visit our website under Reservations for fees, and under Permits to apply.**

- A keypad lock secures the lodge. Call up to seven (7) days prior to request the door access code. ACCESS IS PERMITTED ONLY THE DAY AND TIME SLOT OF YOUR RESERVATION.
- Do not adhere decorates to walls, ceilings, windows or park signs. No smoking or animals indoors.
- Alcohol is permitted indoors and on the deck, but not anywhere else in the park. Ranger presence may be required at an additional fee, to be arranged during the permitting process.

BEFORE LEAVING, • clean lodge • return furniture to original positions • secure windows/doors • carry bagged trash outside to dumpster (SW corner of parking lot) • secure building with provided passcode.

NOTE: *Clean-up at Tribute Lodge, which is the responsibility of the reservation holder, includes vacuuming all carpeted surfaces, sweeping/ utilizing a Swiffer to clean hard floor surfaces, wiping down/sanitizing all tables/surfaces used for food service, and cleaning/sanitizing restrooms.*

Amenities inside Freedom Hall

- Maximum capacity: 168 people. L-shaped community space.
- Free wifi.
- **Specify your desired layout in your permit application:**
"standard" (14) 5-ft circular tables, (112) dining chairs w/back, and a clear dance floor; or
"capacity" (21) 5-ft circular tables and (168) dining chairs w/back. (Four 8-ft tables are available upon request; specify number needed and chairs for them. No additional tables/chairs will be available the day of your event.)
- Climate control (heat or AC) at all times, managed by staff.
- Fireplace with cushioned seating area. Please bring your own clean firestarter and kindling; firewood will be provided.
- Indoor restrooms with running water and a coat room area.
- Cleanup required. Wet bar (15 ft) with 3-basin sink, handwashing sink, small refrigerator, cabinet space, ample counter space. Four usable outlets; only 2 items per outlet to avoid overloading circuit.
- The lodge does not provide an in-house sound system, tableclothes, china, glassware, pots/pans or silverware/utensils.
- A separate reservation of Tribute Lodge's kitchen space, for an additional fee, provides use of a 6-burner stove with oven, refrigerator, freezer, prep tables and coffee pot. No cooking/serving utensils or pots/pans provided.

Amenities outside

- Open/covered wooden deck overlooking a rolling landscape, accessible through double doors, with 5 bistro tables, 2 chairs each, and a garden bench. Wooden stairs lead down to the Service Branch Garden, Nature-based playground and shelter, which may be enjoyed by your guests but will remain open to the public during your event and are not part of your reservation.

Reservations must be made at least thirty (30) days in advance, and must be cancelled at least seven (7) days prior to the event to receive a fee refund. Fees are nontransferable.

In the event of an emergency, call 911. For non-emergencies or assistance, call the park office at 440-286-9516. After business hours, call Geauga County Sheriff's Office at 440-286-1234 for a ranger.

FIREPLACE OPERATION

1) Make sure the flue is open; use a flashlight to check.

2) Use paper and kindling to start.

No flammable liquids.

3) Keep the fire manageable.

Do not overfill.

4) Keep the screen in front of the fireplace at all times.

Leaving the Fire:

1) Allow the fire to burn down.

2) Coals may be left in the fireplace.

3) **Do not extinguish with water.**

4) Ensure the screen is in front of the fireplace before leaving the lodge.



GEAUGA PARK
DISTRICT
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