

The Lewis & Ruth Affelder House • 15139 Chillicothe Road, Russell Twp.

GUIDELINES FOR USE

Welcome to **Geauga Park District's Affelder House in The West Woods**. This facility may be reserved from 8:30 AM to 11 PM by phone or in person on a first-come, first-served basis. For pricing, please refer to the current fee schedule located on our website under Reservations.

To ensure the facility is well maintained for all who use it, we ask that you observe these guidelines:

- A keypad lock secures The Affelder House. Please call up to seven (7) days prior to your reservation to request the door access code. YOUR RESERVATION PERMITS ACCESS ONLY ON THE DAY AND TIME SLOT OF YOUR RESERVATION. YOU MAY NOT SET UP THE SPACE EARLY.
- Adhere nothing to walls, ceilings, windows, signs or road signs. Remove all signs, especially any left near park entrances, and traces of decorations before leaving.
- Smoking and pets are prohibited in The Affelder House. Alcohol is permitted indoors only. Alcohol is not permitted in adjacent areas such as trails, roadways and the parking lot.

- BEFORE LEAVING, • clean lodge • return furniture to original positions**
 • secure windows/doors • leave bagged trash in provided containers
 • turn thermostat to 55 degrees (if heated)
 • secure building with provided passcode.

Amenities inside

- Maximum capacity: 40 people.
- Three (3) dining tables (dining chairs w/backs) seating 20 and three (3) high-top tables (stools, no backs) seating nine (9).
- Free wi-fi, 55" Smart TV and electrical outlets. Computers may be hooked up to the TV via HDMI; no cables provided, but wireless & cable connections available. Do not plug in more than three (3) items per outlet to avoid overloading the circuit.
- Water, sink, refrigerator, microwave and coffee maker available. Cleanup required. No other indoor cooking facilities or equipment.
- Heat is provided for reservations October 15 through April 15, and air conditioning April 16 through October 14, based on the weather. Requests for heat or AC outside these dates must be received at least three (3) days prior to the reservation date.
- Fireplace. Please bring your own firewood and supplies. Some firewood may be provided, however, cannot be guaranteed.

Amenities outside

- Maximum parking capacity: 16 vehicles. There is room for a bus to turn around. ADA accessibility from the parking lot to the first floor of the building is available down an outdoor slope.
- Charcoal grill and two picnic tables on the stone patio.
- The Affelder House is surrounded by sensitive natural areas. Please observe signs and stay on designated trails.

FIREPLACE OPERATION

- 1) Open damper for flue.
- 2) Use paper and kindling to start.

No flammable liquids.

- 3) Add a few logs at a time.
- 4) Keep the fire small.
- 5) Do not overfill the fireplace.
- 6) Do not cook in the fireplace.
- 7) Keep the door in front of the fireplace closed 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** (may damage stone).
- 4) Ensure the fireplace door is closed before leaving the lodge.

Reservations must be made at least seven (7) days in advance, and to receive a fee refund, cancellation must occur at least seven (7) days prior to the reservation date. 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.

