

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 online or by phone Monday through Friday between 10 AM and 4 PM. For pricing, please refer to the current fee schedule on our website under Reservations.

- 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 decorations 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 based on your event parameters. Please contact us with questions.

The kitchen is available for an additional fee on a first-come, first-served basis, but can only be reserved if you are also reserving Freedom Hall and/or The Club. You must reserve the kitchen to use it; it will otherwise be locked. Inside are a 6-burner stove and oven, refrigerator, freezer and prep tables. No cooking/serving utensils or pots/pans are provided. Kitchen use also requires a special use permit; see our website under Reservations then Permits.

Clean-up is the responsibility of the reservation holder. Vacuum all carpeted surfaces, sweep/utilize a Swiffer to clean hard floor surfaces, wipe down/sanitize all tables/surfaces, and carry all closed bagged trash outside to the dumpster (SW corner of parking lot). All furniture must be returned to original positions with chairs flipped on tables. Staff cleans/sanitizes restrooms. **BEFORE LEAVING:** Ensure you have taken all personal items with you. Turn off lights/fans, close and lock windows (if applicable), and secure building with provided passcode.

Amenities inside Freedom Hall

- Max capacity: 168 people. L-shaped space. Free wifi. Dance floor.
- Set with fourteen (14) 5-ft round tables and 112 dining chairs w/ backs plus four (4) 8-ft rectangle tables. More tables and chairs are available for you to add and seat up to 168 people, but you must reset the room to its original formation before your reservation ends.
- Climate control (heat or AC) managed by staff. Patron has access to (4) ceiling fans with "clicker" control for added airflow.
- Fireplace with cushioned seating area. Please bring your own clean firestarter and kindling; firewood provided.
- Indoor restrooms with running water and a coat room area.
- Wet bar (15 ft) with 3-basin sink, handwashing sink, small refrigerator, cabinet space, ample counter space. Four (4) usable outlets at bar; only two (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.

Amenities outside

- Open/covered wooden deck overlooking a rolling landscape, accessible through double doors, with 5 (five) bistro tables with 2 chairs each and a garden bench.
- The large grass area behind the lodge can only be used when The Club is also reserved.
- Wooden stairs lead down to the trail system, Service Branch Garden, Nature-based playground, shelter and grill (all remaining open to the public, not part of your reservation).

Reservations must be made at least seven (7) 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.



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