



Destination Education Rental Guidelines Cuyahoga Valley Environmental Education Center

Direct all inquiries to:

Reservations Coordinator
Conservancy for Cuyahoga Valley National Park
1403 West Hines Hill Road
Peninsula, OH 44264
330-657-2909 ext. 119

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

Your contract will include an on-call host and use of facility you have reserved and the surrounding grounds for the hours indicated. No facilities, programs or services can be guaranteed if they are not included on the contract and approved in advance.

Site tour requests can be accommodated by reservation only with the Conservancy 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 Conservancy reservation coordinator by at least 2 weeks prior to any event. An additional fee will be assessed for this service.

For more information about the Conservancy, please visit www.conservancyforcvnp.org.

For more information about CVNP, please visit www.nps.gov/cuva.

To Reserve the Facilities:

After arranging your dates with the Conservancy 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:

The Conservancy must have a copy of your organization's certificate of liability. Please have your insurance company forward a copy in the mail (Conservancy for CVNP, 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 Conservancy for Cuyahoga Valley National Park, 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, the Conservancy 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:

The Conservancy 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, User Group Leader should report to the campus you have reserved located at 3675 Oak Hill Road as stated on your contract. Your Conservancy host will greet you, sign out a key to you, and orient you to policies, facilities and safety procedures. Please allow extra time in your program for your Conservancy host to provide a group orientation to review policies, facilities and safety procedures. 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:

The Conservancy offers three 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. The third option is for groups staying at Lipscomb Campus to bring in their own food with limited access to the kitchen. Details for use of Lipscomb Kitchen will be detailed in a separate agreement.

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 Conservancy 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.*

Your Conservancy host will explain the dining hall procedures to your group during your first meal. Please help us by directing your participants to follow these procedures for each. We will also need a few members of your group to arrive 15 minutes before each meal to help us with setting up the dining hall. Before your first meal, please make sure that the correct numbers of chairs are placed at each table. After your last meal, please have a few group members stay to help break down the tables and chairs.

If you have special dietary needs or requests, please make them known to us two weeks in advance. Vegetarian options are available at all meals but will not be guaranteed if the correct numbers of vegetarian meals are not ordered. Any changes in the meal count or menus must be made two weeks prior to your arrival date. If you desire special meals or an outside food vendor for your group, arrangements must be made prior to your contract signing and special fees will be assessed and charged.

Guest Groups utilizing Self-Serving Kitchen:

A time must also be scheduled before your first meal preparation period to orient the adults in charge of the kitchen. *These persons should always be present during meal preparation and cleanup. The Conservancy recommends that these persons be trained in food safety, specifically, proper storage of hazardous foods.* You must follow all posted instructions and policies. Children under 18 years of age may not operate any heavy equipment; such as dishwasher, stove, oven or mixer. All food items must be stored in the kitchen.

November Lodge:

- Kitchenette: No cooking or food preparation is to take place in the kitchenette, including the use of any electrical equipment such as microwaves, crock pots, hot plates, etc.
- Legacy Room: If you are changing the arrangement of the Legacy Room, please carry chairs and roll tables. Dragging tables and chairs over the wood floor will scratch the surface of the floor. Wheels on the tables must be unlocked before moving. **Please make sure your activities do not damage the surface of the floor.** No sports activities are permitted in the Lodge, especially the use of balls.
- Art Room: This space is available at an additional charge.

Tables and Chairs:

It is the responsibility of the guest group to set up and break down tables and chairs in the dining halls and meeting spaces. If using Conservancy food service, the tables and chairs will be set-up for your first meal. All tables and chairs should be returned to their original position (in stacks, in racks, along walls, folded, etc) before check-out.

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. You will be charged for the number of sets ordered. Linens must be ordered for the entire group. **The Conservancy does not provide pillows.** All linens must be returned at the end of your stay. Your Conservancy host will provide instructions. **Your group will be billed the replacement cost for any lost items.**

Parking:

Guest cars are to be parked in the Administration Parking Lot at 3675 Oak Hill Road. For unloading purposes, guests may temporarily stop at the circle drive-up in front of the dormitory. **Vehicles may not be parked in the circle drives for safety purposes.** Parking spots at the dormitories and the November Lodge are reserved for staff living on campus and handicapped persons. One car per User Group may be left at the dorms in case of emergency; other cars inappropriately parked are subject to ticketing. Please move your cars to the Administration Parking Lot immediately after unloading. Since parking is limited, carpooling is encouraged. There are approximately 75 designated parking spots on campus. The overflow parking area can be used when deemed necessary and only when weather permits. These areas can hold approximately 25 cars. Oak Hill Trailhead area can also be used for special event overflow parking.

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. See Leader Orientation.

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 and drugs:

Alcohol and recreational drugs are 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 the Conservancy.

Night Time Lockup:

We recommend that groups lock themselves in the dorm at night. Group leaders will also be asked to lock meeting rooms that are in use after the Conservancy host departs. When using the November Lodge, the Conservancy host is in charge of opening (no earlier than 8:00 am) and locking up (no later than 10:00 pm) this facility. The entrance gate to CVEEC will be closed (but not locked) when your Conservancy host departs for the evening.

Telephones:

Black "Norstar" telephones are located in all facilities. Long distance calls must be made collect or by calling card. You must first dial "9" to get an outside line. Incoming calls can be received in each dormitory by calling 330-657-2796 (Lipscomb House, Ext. 118; White Pines House, Ext. 124). If no one is in the building, messages can be left via voice mail. Groups are instructed how to access the dormitory voicemail by the Conservancy host. Groups are responsible for checking their own voice mail.

There is also a "brown phone" in each dormitory that is reserved for emergency use only. The purpose of this phone is to provide an outside line should the power at the facility go out and the generators not turn on.

Emergency Procedures:

Emergency phone numbers are posted by each phone. In life threatening emergencies please dial 911 first, and then call COMM Center. If using phones in CVEEC facilities, dial 9 to get an outside line, then dial 911. In most cases, dial "Speed Dial + 01" (or 1-800-433-1986 ext 0) to contact the National Park Service Communication Center. Please be sure to identify yourself, group's name, and the facility you are in.

Each campus has a copy of the Conservancy emergency and safety procedures manual. Your Conservancy host is familiar with and can access and consult this manual should safety questions arise related to facilities, weather conditions, and natural hazards and/or personal safety concerns.

The Conservancy recommends that the User Group maintain on-sight a copy of the names, addresses and emergency contact numbers for all participants in group. Please note specific individuals with known allergies or health conditions that might need treatment. In case of emergency, please dial 911 first, and then direct your emergency concerns to the National Park Service Communication Center (or 1-800-433-1986 ext 0). For reporting reasons, there is a Conservancy staff member living in the apartment above the garage area at the White Pines Campus. Please notify your host staff of any accidents, even if minor in nature. One car from User Group (and designated driver) should be left at the dorm in case of emergency. Conservancy staff members are not authorized by the Conservancy to drive for guest groups in an emergency (or otherwise) situation.

The Conservancy recommends that user-groups have adults on-site with CPR certification from a nationally recognized provider, and for youth groups, first-aid certification from a nationally recognized provider. Your staff host will show you the location of the trauma/first aid kit. User groups are responsible to administer first aid for their group.

Fire alarms and extinguishers are placed throughout the facility and should only be used in emergencies. If a severe storm or tornado hits, keep participants away from windows, doors, and cover yourselves with mattresses, pillows, or sleeping bags. If the group is already in the dormitory, stay there. The safest shelter areas are the White Pines and Lipscomb Dormitory basements.

Housekeeping:

We ask all groups to take responsibility for the cleanliness of the facility and to clean up after themselves. If you are using the White Pines Kitchen, the trash needs to be taken to the dumpster on a regular basis (after each meal) and at your departure (dumpsters are located in back of the Lipscomb Dining Hall). Do not put full trash bags outside overnight. The guest is responsible for cleaning up any trash that is on the ground as a result of torn or overfilled cans/bags. We ask that you use the mudrooms as your main entrance to the dorm and barn, and also remove wet and muddy shoes before entering. Your host will give you a checkout sheet when you arrive, detailing what needs to be done before you depart.

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. The Conservancy recommends that adult supervisors are screened in advance of your retreat. You must also have an adult assigned to each dorm room. We recommend that user groups maintain on-site signed permission forms for minors in case emergency medical treatment is required.

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 the Conservancy ahead of time).
- Hike only on established trails for safety purposes and to ensure protection of the natural habitat.
- Do not pick any plants or remove any animals from their habitat.
- No pets of any kind are allowed in the facilities.
- The facilities may have games and balls available for group use at no cost. User Group supervisors are responsible to be sure that these items are being used in a safe and appropriate manner.
- *Please Note: Any damages will be billed to the responsible party.*

Check Out:

Your departure time is noted on your contract. Unless modified in writing by the Conservancy, this is the time that we expect you to vacate the building. Your Conservancy host will be checking in with you at that time to collect keys and linens (if applicable), and to inspect the condition of the facility and equipment. Remember to allow enough time for clean up, so that the dorm is ready for inspection. (You will receive a check out sheet detailing how the facility should look before your departure.)