

**Richfield Parks and Recreation**  
**Use permit—building and grounds**  
**Richfield Woods Pavilion RULE AND REGULATIONS—4100 Broadview Road, Richfield**  
**OH, 44286**

**Rules:**

1. The organization and/or person sponsoring the activity will be held responsible for any damage done to the community facilities.
  2. Organization reserving the facility realizes that they must have their own liability insurance.
  3. All tables must be placed in original position.
  4. Grills must be put out.
  5. Tables may not be removed from pavilion area.
  6. ALL TRASH CANS MUST BE EMPTIED AND PLACED IN THE GARBAGE DUMPSTER LOCATED BY THE BATHROOMS IN THE LOWER PARKING LOT WHEN THE EVENT IS OVER. Failure to do so will result in forfeiture of security deposit.
  7. You must bring your own trash bags.
  8. The park closes at dusk
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**\*PAYMENTS:**

- Payments can be made out to the Village of Richfield. We ask that two separate checks be sent—one for the rental fee, and the other for the security deposit. Both checks **WILL BE CASHED** and once your rental has concluded the Village will be sending you a check to return the security deposit money back to you.
- Checks and credit card are both accepted. Please call the number below in order to complete a credit card payment authorization. If paying by check please mail in or drop off to the Village Town Hall located at 4410 W. Streetsboro Road, Richfield, OH 44286 address to the Parks & Recreation Department.
- Any further questions or concerns can be address to the Village Parks & Recreation Department at 330-659-9201 x 235. Thank you.
- Security deposit **WILL NOT** be returned if property is damaged, stolen, or vandalized.
- If paying by credit card a small service fee will be applied to your payment.
- Cash payment cannot and will not be accepted.

*\*Please note that alcohol is prohibited  
at the Richfield Woods Property—no  
exceptions.*

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**Rental agreement rules and regulations acknowledgement form**

*\*After reading through the rules and regulations, please cut off and include this form when you mail in or drop off your completed rental form. **PLEASE DO NOT SEND BACK THE RULES, THOSE ARE FOR YOU TO KEEP.***

**To Whom It May Concern:**

**I have read the Rules and expectations of renting out a village facility and understand the rules and procedures stated therein. If I have any questions or concerns, I am encouraged to reach out to the Parks and Recreation Coordinator at 330-659-9201 x 235 or Interim Parks and Recreation Director for clarification.**

**Renter's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_