

The Lewis & Ruth Affelder House

15139 Chillicothe Road, Russell Township

GUIDELINES FOR USE

Welcome to Geauga Park District's Affelder House. This facility is available by reservation only, on a first-come, first-served basis. Park programs will have first priority. Reserved use of The Affelder House is restricted to organizations that maintain a similar mission or are working in conjunction with Geauga Park District, and/or for small community meetings.

In order to ensure the facility is well maintained for all who use it, we ask you to observe the following guidelines:

- Please leave the house in the same condition that you found it.
- Return the tables to original positions, carry trash to inside containers and cover.
- Nothing is to be adhered to walls, ceiling, windows or signs. Do not place signs or balloons on entrance signs leading to park.
- The Affelder House is locked when not in use. The gate is shut but not locked in the entrance drive. You must pick up the key for the house at The West Woods Nature Center, 9465 Kinsman Rd., Novelty no sooner than one (1) day before your event. The West Woods hours of operation are daily 10:00 a.m. to 5:00 p.m. A deposit of \$100 in cash or on a Visa or MasterCard will be required and held until the key is returned. **YOUR RESERVATION ALLOWS ACCESS TO THE AFFELDER HOUSE ONLY ON THE DAY OF YOUR RESERVATION. YOU MAY NOT SET UP THE ROOM THE DAY BEFORE, BECAUSE THERE MAY BE OTHER RESERVATIONS SCHEDULED.** The key must be returned to The West Woods within two (2) days after your event. Failure to do so will result in forfeiture of your deposit and loss of rights to future reservations.

Amenities inside The Affelder House

- Maximum capacity – 24 people.
- Four (4) tables and 24 chairs are available.
- Electrical outlets. Do not plug in more than 3 items per outlet to avoid overloading the circuit.
- Water, refrigerator and sink are available to use and to aid in your cleanup. Cleanup is required. No cooking facilities are available in the House.
- Fireplace is available for use.
- Alcohol is not permitted in the Affelder House.
- Smoking is not permitted in the Affelder House.
- Heat is available at the Affelder House. The heat will be turned on for all reservations which take place from October 15th through April 1st. The **mandatory heat fee** is \$25.00 per session, and must be paid in advance at the time the reservation is made. Preferred method of payment is credit card. Geauga Park District accepts Visa and MasterCard. Patrons may also opt to have the heat turned on during other months and will be required to pay the \$25.00 per session heat fee at the time the reservation is made. Late requests for heat require a 3-day notice.

Amenities outside The Affelder House

- Charcoal grill and 2 picnic tables
- Parking facilities for maximum of 16 vehicles
- Room is available for 1 bus to turn around
- ADA accessibility in parking area and to building



FIREPLACE OPERATION

Starting the Fire:

- 1) Use paper and kindling.
- 2) Do not use flammable liquids such as lighter fluid, charcoal starter, and gasoline, etc. on the fire or in the fireplace.
- 3) Keep the fire small.
- 4) Add a few logs at a time.
- 5) Do not overfill the fireplace.
- 6) Do not cook in the fireplace.

Leaving the Fire:

- 1) Allow the fire to burn down.
- 2) Coals may be left in the fireplace.
- 3) Do not extinguish the fire with water.

Emergency contact numbers: Call 911
The Geauga County Sheriff's Department will dispatch Rangers
or other Law Enforcement personnel to you.

