

The Lewis & Ruth Affelder House

15139 Chillicothe Road, Russell Township

GUIDELINES FOR USE

Welcome to Geauga Park District's Affelder House. This facility may be reserved by phone on a first-come, first-served basis by small groups and organizations from 6 AM to 11 PM. Adults, 18 years and older, only.

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

- The house is to be returned to the same condition that you found it.
- Return the tables to original positions, and carry trash to inside containers and cover.
- Adhere nothing to walls, ceiling, windows or signs. Do not place signs or balloons on road signs leading to park.
- The entrance gate leading to the Affelder House may be shut but not locked.
- The Affelder House is locked when not in use. The key may be picked up one day prior to your event at The West Woods Nature Center during open hours (10 AM to 5 PM), 9465 Kinsman Road, Novelty 44072.
- A \$100 deposit in cash or credit card (Visa or MasterCard) will be required and held until the key is returned. YOUR RESERVATION PERMITS ACCESS TO THE AFFELDER HOUSE ONLY ON THE DAY AND TIME SLOT OF YOUR RESERVATION. YOU MAY NOT SET UP THE ROOM EARLY.
- Within 24 hours of your visit to the Affelder House, the key must be left at The West Woods reception desk or in the drop box located outside the nature center front door. Failure to do so will result in forfeiture of your deposit and loss of future rights to reserve the facility.



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. Cleanup is required. No cooking facilities are available in the 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 \$30.00 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 \$30.00 per session heat fee at the time the reservation is made. Late requests for heat require a 3-day notice.
- Fireplace is available for use.
- Smoking is not permitted in the Affelder House.

Amenities outside The Affelder House

- Maximum parking capacity is 16 vehicles; there is room for one bus to turn around. ADA accessibility is available from the parking area to building.
- A charcoal grill and two picnic tables are available on the patio.
- **Reservations for Affelder House are restricted to the building, parking area, patio and Affelder Link Trail; no off-trail activity is permitted, as the Affelder House is surrounded by sensitive natural areas. Signage will direct you toward other trails at The West Woods for outdoor enjoyment.**

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.

Geauga Park District lodges and shelters may be reserved at no cost to Geauga County residents. A utility fee for lodges is charged from October 15 - April 1.

In the event of an emergency, call 911.

For non-emergencies or for assistance, call the park office at 440-286-9516.

For assistance after business hours contact the Geauga County Sheriff's Department at 440-286-1234. The Sheriff's Department will notify Park Rangers.



GEAUGA PARK
DISTRICT