



Lake Metroparks Hidden Lake Shelter

7024 Kniffen Rd., Leroy Twp., Ohio 44077

Facility Rental Policies & Procedures

Renter must be 21 or older and present during the rental. Max capacity is 80. The rental is for the inside of the shelter and patio area only. All other areas of the park are open to the public.

Heat Key (optional):

Renter has the option to pay a \$25 heat fee no less than seven days prior to rental date. Shelter heat key (if applicable) is available for pick up at Concord Woods Administrative Office (11211 Spear Rd., Concord Twp., Ohio 44077) on the day of your rental. Office hours are M-F 8 am to 4:30 pm. After hours: Key will be in an envelope marked with your name in the Registration Key Pick Up Box to the left of the main entrance. Keys must be returned to the Registration Key Return Box after rental.

Alcohol

Alcohol is permitted only with a pre-approved alcohol permit. Permit must be obtained a minimum of 60 days prior to rental date. Alcohol must be consumed in the shelter or on the designated patio area once the assigned Ranger is onsite.

Tables

There are approximately **ten picnic tables** in and around the shelter.

Utilities

Water is available at the fountain (with bucket filler) located near the restrooms as well as in the restrooms. No sink or running water is available within the shelter. Electricity is available.



• PLEASE DO NOT FEED WILDLIFE.

Numerous problems arise when you feed wildlife including the unnatural habituation of these animals to humans, the increased risk of disease spread, potential physical harm to visitors and the likelihood that Lake Metroparks will have to manage habituated animals by trapping or other means. Please do not contribute to these problems by feeding wildlife.



• Clean up is the responsibility of renter.

- Area in and around the shelter, including the parking lot, must be picked up and free of litter.
- Picnic tables must be returned to original locations.
- All trash must be placed in **COVERED** garbage cans. Take any trash that does not fit in cans with you as raccoons are a problem.
- **ALL** decorations, including outdoor balloons, signs and entrance markers, must be removed.
- **Turn off the thermostat before leaving (if applicable).**
- **CLOSE SHELTER DOORS.**



• **Decorations** that require the use of tape or string are permitted. The following are **NOT permitted**: use of nails, tacks, staples or other damaging materials.



• NOT Permitted

- Sidewalk chalk
- Confetti
- Balloon releases
- Commercial and personal inflatables or bounce houses
- Smoking in the shelter
- Unleashed dogs



• **Fires/Grills** No open fires unless built in the fireplace. A limited amount of firewood is supplied from October–April but is not guaranteed. Kindling is NOT provided. Two grills are available.



• **Cancellations** must be made in writing or by email. Rentals canceled within 30 days of the rental date will result in a 50 percent loss of the rental fee. To receive a refund on the utility fee, a seven day notice prior to the rental date is required.



• **Security deposit** will be refunded in the way you paid approximately two weeks after the rental, provided the key (if applicable) is returned, there is no damage, the shelter is cleaned properly and the policies and procedures are followed. Failure to return property to original condition could result in forfeiture of security deposit.

All park policies and procedures apply. Please call the registration department at 440-358-7275 or 800-669-9226 with any questions. For Lake Metroparks Ranger Dispatch, call 440-354-3434. For emergencies, call 911.