

Holbrook Hollows Lodge • 7250 Country Lane, Bainbridge Twp.

## GUIDELINES FOR USE

Welcome to **Geauga Park District's Holbrook Hollows Lodge in Holbrook Hollows**. This facility may be reserved from 8:30 AM to 11 PM online, by phone, or in person on a first-come, first-served basis. For pricing, please refer to the current fee schedule located on our website under Reservations.

**To ensure the facility is well maintained for all who use it, we ask that you observe these guidelines:**

- A keypad lock secures the lodge's reservable space. Please call up to seven (7) days prior to your reservation to request the door access code. YOUR RESERVATION PERMITS ACCESS ONLY ON THE DAY AND TIME SLOT OF YOUR RESERVATION. YOU MAY NOT SET UP THE SPACE EARLY. To open the back garage door, press up or down on the switch to the left of the door. The back garage door will be locked until May 1.
- Bring your own water for drinking and clean-up.
- Adhere nothing to walls, ceilings, windows, signs or road signs. Remove all signs, especially any left near park entrances, and traces of decorations before leaving.
- Smoking and pets are prohibited inside the lodge. Alcohol is permitted indoors only. Alcohol is not permitted in adjacent areas such as trails, roadways and the parking lot.

**BEFORE LEAVING,** • clean lodge • return furniture to original positions • secure windows/doors  
• leave bagged trash in provided containers • turn thermostat to 55 degrees (if heated)  
• secure building with provided passcode.

### Amenities inside

- Maximum capacity: 99 people.
- Eight (8) conference-sized tables (dining chairs with backs) seating 64 and two (2) 14-foot-long counters with ample outlets above and cabinets underneath.
- Do not plug in more than three (3) items per outlet to avoid overloading circuit.
- Ceiling fans and three (3) large openable sliding windows.
- Heat is provided for reservations October 15 through April 15 based on the weather. Requests for heat outside these dates must be received at least three (3) days prior to the reservation date.

### Amenities outside

- Five (5) bistro sets outside the lodge, each seating two (2).
- Three (3) picnic tables and a grill.
- Firepit. Please bring your own firewood. Some firewood may be provided, however, cannot be guaranteed.
- Please note that the outdoor amenities listed above are available on a first-come, first-served basis and are not included with your reservation.

**Reservations must be made at least three (3) days in advance. To receive a fee refund, cancellation must occur at least seven (7) days prior to the reservation date. Fees are nontransferable.**

**In the event of an emergency, call 911.** For non-emergencies or assistance, call the park office at 440-286-9516. After business hours, call Geauga County Sheriff's Office at 440-286-1234 for a ranger.

