

Forest Park Event Policies

Welcome, and thank you for choosing Forest Park for your upcoming event. We will do everything possible to ensure that the facility meets your needs. In the event that other groups are also using the park, we will coordinate the use of outdoor areas.

The Event Coordinator for your group is responsible to inform all members of the group regarding Forest Park's Policies and Reminders.

DEPOSIT POLICY:

A deposit and signed Reservation Form are REQUIRED to hold the date and accommodations you request.

No alcoholic beverages (including beer, champagne, and wine) are allowed on the grounds. Evidence of misuse of this policy by the group renting the facility (or guests of that group) will result in the forfeit of the full deposit.

REFUND POLICY:

Refund of deposit is based on the condition of the facilities at the time of checkout. Groups not participating in the checkout review with the resident director will forfeit 100% of the deposit. The deposit will be refunded to you approximately 2 weeks after your event.

In the case of cancellation prior to your event:

- Refunds for facility rentals of less than \$1,000 must have a notification of cancellation at least 60 days in advance of the event. For notification of cancellation less than 60 days in advance of the event, the deposit will be forfeited.

- Refunds for facility rentals of \$1,000 or great must have a notification of cancellation at least 180 days in advance of the event. For notification of cancellation less than 180 days in advance of the event, the deposit will be forfeited unless another group rents the facility for that time and cost to satisfy the cancelled reservation in full.

PAYMENT POLICY:

Payment for use for the reservation must be paid **at least 2 weeks prior to the beginning of the event**. Payment should be made by check or cash. Checks should be made payable to **Forest Park Conference and Retreat Center**. Payment in check is preferred.

GENERAL:

1. The leader must check in with the Forest Park staff upon arrival. Leaders must be present as their group arrives.
2. Use of ALCOHOLIC BEVERAGES by event sponsors or their guests is PROHIBITED. **If alcohol (including beer, champagne, or wine) is found to be present during an event, or after an event has ended, 100% of the deposit will be forfeited.**
3. PETS, FIREWORKS, ALCOHOL, ILLEGAL DRUGS and WEAPONS ARE PROHIBITED.
4. City smoking ordinances are enforced on this property, smoking is not allowed in any building; no smoking within 10 feet of entrances.
5. Allowing the use of recreational non-motorized wheeled devices (bicycles, scooters, skateboards, etc.) is up to each group; however, none of these devices are allowed in any building at any time, even for storage.
6. Forest Park does not provide linens, towels or toiletries. These items must be furnished by each overnight participant.
7. Individuals and groups are not permitted to enter buildings not rented.
8. **THE FOREST PARK GATE CLOSSES AT 11 PM. All day use guests must exit the park by this time or forfeit the deposit.**

FOOD SERVICE:

1. Guests are responsible for providing and preparing their own meals in a safe and healthy manner.
2. All dishes belonging to Forest Park must be put through the dish machine. A designated adult must be responsible for its operation. The Forest Park staff will give instructions on the use of the dish machine.
3. Used grease or oil must be poured into a container with a tight lid and placed into the dumpster. Guests provide their own container(s) or may request a container from the Forest Park staff.
4. NO OPEN FLAME devices are allowed inside any building. All cooking with charcoal, propane, or wood must be done outside in a staff approved location.

Forest Park User Policies Continued...

SAFETY:

1. Safety practices will be emphasized throughout the facility.
2. No Swimming or wading in Deer Creek. Stay out of the water.
3. **All groups using Forest Park must provide adequate leadership and sponsorship for children and youth. Children under the age of 12 must be under adult supervision at all times.**
4. When using a water slide, 2-3 adults must be present at all times to monitor this activity.
5. All accidents/incidents will be reported to the Forest Park staff as soon as they happen. Forest Park is not responsible in case of accidents or illness, but will assist those in charge to get necessary medical attention.

FIRES:

Camp fires are permitted in designated fire rings with permission and instruction from the Forest Park staff. Bonfires are not permitted.

CONDITION OF THE GROUNDS:

1. The grounds and buildings are to be kept clean. Maid/cleaning services are not provided. The buildings and grounds are to be left in as good or better condition than at the time of arrival. All cleaning materials are provided for guests' convenience.
2. DAMAGES: Groups will be liable for losses and damages to property and equipment due to carelessness or unusual use.

INSURANCE:

Groups are required to provide additional insurance for inflatables and other similar equipment being used. A copy should be provided to the Forest Park staff with the Reservation Form and deposit.

WIRELESS MICROPHONES (FCC rule change)

All groups using wireless microphones operating in the 700 MHz band must stop using them no later than June 12, 2010. These frequencies are now being used by public safety entities. Both licensed and unlicensed users must comply or face fines, according to the FCC. The new rule affects only wireless microphones and similar devices operating between 698 MHz and 806 MHz. Systems operating at other frequencies are not affected. Users may find the spectrum in which equipment operates by checking a label on the device. A list of affected microphones and other information about the rule is online at www.fcc.gov/cgb/wirelessmicrophones. Information is also available by calling (888) 225-5322 (CALLFCC) or faxing (866) 418-0232.

Forest Park requires groups bringing in their own microphone system to conform to FCC policies.

TELEPHONE:

A telephone is available. The number is 785-234-8024. Important messages will be taken and we will make our best effort to get them delivered. This is a business phone and should not be used unless necessary.

CHECKOUT:

1. **A FINAL CHECKOUT MUST BE DONE WITH THE FOREST PARK STAFF BEFORE LEAVING THE FACILITY. PLEASE PRE-ARRANGE A CHECKOUT TIME.**
2. **Checkout lists will be provided at check-in for each building rented. A Key list will also be provided identifying which keys were issued at check-in.**
3. An adult from each building rented should be responsible to have that building cleaned, check off items completed on the checkout list, and sign the form when completed. All completed forms and the building keys should be returned to the Group Leader before checkout with the Forest Park staff.
4. Groups **NOT** participating in the checkout review with the Forest Park staff **forfeit 100% of their deposit** (Reference Reservation Form). Cleaning issues left unresolved may be addressed by deductions from the deposit.

Thank you for choosing Forest Park! We hope you enjoy your time spent here!