

## SCHOOLHOUSE RESERVATION POLICY

- A refundable security deposit of \$50.00 is due at the time of making your reservation (see cancellation policy). The deposit is a separate fee and not applied towards rental fees. Failure to pay the deposit in the time specified could result in cancellation of the reservation. The deposit will be refunded within four to six weeks if the facility and surrounding grounds are left in proper condition and time limits are to be adhered to as well as no other Parks Rules and Regulations are broken.
- All rental fees are due in full at the time of making your reservation.
- Fee schedule:
  - \$50 per day
- **CANCELLATION POLICY – The security deposit is non-refundable if reservation is canceled at any time for any reason. The rental fee will be returned if canceled before 1 month prior to your event otherwise any later cancellation will result in 100% forfeiture of the rental fee.**
- The playground/picnic area is located on the north side of Garden Lane at the Interpretive Center. Use of these facilities are welcomed but not part of the rental.
- There must be at least two adults to assist children. Supervisory assistance is critical to the safety of children and the contents of the school.
- The outhouses are not functional. Bathrooms for student use are located at the Celery Flats Interpretive Center.
- Items located in the Schoolhouse are of antique character. Please remind students that rough usage of desks and books can cause damage.
- Slates for student use are located on top of the bookshelf. The two slates located on the teacher's desk are original. (Please do not let students use them.)
- Tables are secured to the floor.
- The wood stove and oil lamps are for decoration only; do not attempt to light them.
- The television is only for viewing the schoolhouse video.
- The chalk wall map (covered by Plexiglas) is a ***very fragile, original***.
- When leaving, please make sure to close all windows and doors and turn off all lights.



- Please make sure that everything brought with you leaves with you.
- In case of emergency, a fire extinguisher is located in the north coatroom and a first aid kit is located in the washstand drawer. The only telephone is located in the Interpretive Center. Please leave the number of the Parks Department office (329-4522) with your school before you leave. If your school needs to contact you, they can call the Parks Department and a message will get to you.
- The security alarm will be off when you arrive. Please do not let children play with the keypad, as certain buttons can notify the police of emergencies even if the system is turned off.