

THANK YOU FOR RENTING THE NORTH OLMSTED COMMUNITY CABIN

Community Cabin closing procedures and important information:

- Please arrive promptly for your event. If you arrive more than a ½ hour late from your 'starting rental contract time' you will forfeit your contract and will not have access to the Cabin for your event.

- All renters must evacuate the facility at the agreed upon time on their Cabin Permit. Upon your leaving call the Non-Emergency Police line at 440-777-3535 and inform them that you have exited the facility.

- Please adhere to the North Olmsted Community Cabin Facility Rules located above the drinking fountains. If these rules are not observed you will lose your damage deposit and could incur additional charges.

- It is the renter's responsibility to make sure that all tables and chairs are cleaned, and put away in the storage area behind the brown accordion doors.

- Make sure all lights are turned off, including restrooms. The main light switch for the room is located on the stage (behind the curtain) marked: Panel D "Main Hall"

- It is the renter's responsibility to lock the main door and both vestibule doors near the front entrance. (Please note: you can only lock these doors from inside of the facility). Lastly, exit through the back door that is located in the kitchen. Shut the door behind you and make sure that it is secured and locked properly. Please make sure to have all of your valuables with you as you exit the facility, the North Olmsted Community Cabin is not responsible for lost or stolen items. Upon your exit you will be locked out of the building. Cabin permit holders must make sure that the building is securely locked after their scheduled event.

The Community Cabin custodian will meet you at the front entrance 15 minutes prior to your contract start time. Renters will not be given a key to the facility. Please be sure to follow all Cabin policies & closing instructions. Enjoy your event!