

Muskingum Valley Park District

Mission Oaks Gardens Visitor's Center

This 1500 square foot space offers seating for 35 guests. MVPD provides the venue, tables, and chairs. There are 27-18"x60" tables. The inside space offers two bathrooms, a caterer's kitchen (no stovetop, but two ovens), dishwasher, and projector capability. Ample off-street parking with a handicap space. Reservations are for one day for setup, event, and breakdown unless prior arrangements are made. Only one rental per weekend.

Rules and Guidelines

1. Payment in full is due one week prior to rental date.
2. The public gardens on the property are open daily from dawn until dusk. Your rental is for the building.
3. Venue rental times include setup and breakdown time. All personal equipment and decorations are to be provided, set-up, and removed by the renter during the contracted reservation date unless prior arrangements have been made.
4. No alcohol is allowed on the park premises.
5. Off street parking is available on McConnell Avenue and Pitman Street. Parking on Euclid Avenue is discouraged. Parking on the grass is strictly prohibited.
6. No vehicles may be left overnight at any MVPD parking lot locations.
7. At no time should any music be heard from outdoors. Music must end by 10:00pm.
8. No candles or any open flame allowed. Smoking is not allowed in the building.
9. Nails, screws, duct tape, command strips, packaging tape, and masking tape is not acceptable on the walls. "Wall-Safe Scotch Tape" or poster tape are permitted.
10. Alteration of any plant material such as pruning, removal of flowers, or adding decorations is not permitted. Do not nail, staple, or attach items to the trees or structures.
11. Dogs are allowed. They must stay on a leash with a person while outside. Owner is responsible for cleaning up their dog's waste and disposing properly in the garbage.
12. Items such as smoke bombs, glitter, confetti, and artificial flower petals are prohibited anywhere on park premises.
13. The renter is responsible for all guests attending the event. Any damage or loss resulting from the event attendees will be billed to the reserving party. Failure to clean up the area and remove all belongings will result in additional charges to the renter.
14. Litter (including any outside decorations) resulting from your event must be picked up and placed in the trash during cleanup. MVPD provides trash bags, and waste and recycling receptacles for events.

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End of the Event

1. The thermostat must be put on 55 degrees in the cold months (when heat is used) and turned off in hot months (when air conditioning is used).
2. Turn off any audio/visual equipment.
3. Keep bathroom doors propped open.
4. Check that all facets are turned off in bathrooms and kitchen.
5. Remove all decorations (including tape from walls), refreshments, party supplies, and trash from rental. Place all trash bags in the entry way to be removed by our staff.
6. All lights must be turned off before leaving the premises.
7. All exterior doors must be shut. Entry door must be locked upon leaving the premises. Place the key back in the lockbox.

Lockbox/Keycode: Staff will give you the lockbox code the week of your rental.

The booking party cannot hold Muskingum Valley Park District responsible for failure to provide the basic facilities and services due to emergencies, catastrophes, excessive weather, or interruptions of public utilities. MVPD will allow for the event to be rescheduled, pending availability, with no penalty, for any of these listed reasons.

Courtesy protocol: MVPD reserves the right to request any person or group of people acting unruly and contrary to rental regulations to leave the premises. Assistance from law enforcement agencies may be acquired if this request is not met immediately.

Use of Vendors

The renter may have food and other party services provided by vendors at their own expense like catering. All vendors are responsible for the set-up, break-down, and clean-up of their services. All vendors must adhere to the terms of our guidelines. It is the renter's responsibility to share these guidelines with vendors prior to the event.

Please allow appropriate time for your vendors to set-up, break-down and clean-up. You must stay on site to unlock/lock building before and after event.

Reminder! All event trash must be bagged up and disposed of in the designated area at the end of the event. This includes food, gift wrapping, party supplies, and decorations.

509.09 [DISTURBANCE OF THE PEACE](https://codelibrary.amlegal.com/codes/zanesville/latest/zanesville_oh/0-0-0-7747). (Codified Ordinances of the City of Zanesville)
https://codelibrary.amlegal.com/codes/zanesville/latest/zanesville_oh/0-0-0-7747

For immediate building issues (utilities, breaker box, supplies) contact us via email at MLILLING@muskingumcounty.org and include your name and phone number.

If there is an emergency, please call 911 first, then email us.