

MIKE MILLER PARK

Visitor Center Rules

Park maintenance staff will be by at the end of your reservation to mop the floors, remove trash, and inspect the building. Due to limited amount of time for clean up between reservations, we ask that you leave the building like you find it and clean up after yourself. It is your responsibility to ensure that the following rules are respected:

- Brooms, dustpans, dusters, & microfiber mops are available in the storage hallway for those who need them to clean up any mess. The use of cleaning products & chemicals on the hardwood floors is strictly prohibited. Should there be any area(s) of the floor that require cleaning products or special attention, please inform our grounds maintenance staff prior to your departure.
- No nails, push pins, thumb tacks, or anything that creates holes in the walls. Sticky tack and command strips are permitted, but must be removed at the end of your reservation. **Tape is no longer permitted** on the walls, floors, doors, or door frames within the Visitor Center due to frequent non-removal from the walls.
- Events which could damage any portion of the building or surrounding grounds are strictly prohibited.
- Renters shall execute the agreement with the park and shall agree to indemnify the Marshall County Parks Department from any liability which may result from usage of the facilities.
- The following items are prohibited within the building or on the Visitors Center grounds:
 - Glitter & glitter items
 - String confetti & silly string
 - Paint & paint products
 - Any like or similar substance
- Items hanging on the walls, including mirrors/awards/paintings, shall not be removed.
- No smoking inside the building. Do not throw cigarette butts on the porch or in the grass -- there are ashtrays provided next to the benches.
- Grills are permitted outside of the building, but are not permitted for use on the porch or within the building.
- Remove all of your items from the refrigerator and freezer at the end of your reservation.
- Any kitchen cabinet items, dishes, and utensils are welcome to be used, but must be cleaned afterwards. Do not leave dirty items in the sink.

- Do not take any kitchen items home with you. We originally had a large selection of items available, but items have been taken home over time and not returned. All kitchen utensils and similar items are not stocked by the Marshall County Parks Department and are available through donations only.
- Extra trash bags are provided in the bottom cabinet to the right of the sink. At the end of your reservation, tie up your trash bags and place them on the front porch for pickup. Replace the trash bags in cans before leaving.
- There are five (5) 8ft. tables and fifty (50) metal chairs available for use during your reservation. You may use as many as needed, but must put them back up when you are done.
- Any furniture moved within the building must be returned to its original location at the end of your reservation. The hardwood floors must remain undamaged -- please keep this in mind if you intend to move any furniture. The internet station desk provided by the Marshall County Public Library (next to the front door) must not be moved or unplugged at any time.
- In order to keep the facility's reservations on schedule, we ask that you leave the building in the state that you find it and are out of the building within 15 minutes after the end of your reservation.
- Doors that are locked within the Visitor Center are for park employee access only. Please do not attempt to enter any areas that are for employees only.
- The projector screen will be locked and unavailable for use without pre-approval by park staff prior to your reservation. The projector screen is not a toy and is to be used solely for screen projection - any other non-approved use is strictly prohibited.
 - A projector & equipment cart may be rented from the Visitor Center for an additional fee. An equipment rental agreement must be signed & on file with the Parks Department before equipment will be released to an individual.
 - Renters and/or other individuals may be subjected to a fine up to \$500.00 as a result of any damages to the projector screen, projector, or other equipment.

If you have an issue during your reservation that requires the attention of our staff, please call or text Park Grounds Maintenance at (270) 493-9219

The Visitor Center is under 24 hour video surveillance. Any security footage may be used to identify the time and cause of any damages and/or disregard of the facility's rules. The Marshall County Parks Department retains the right to pursue any and all remedies, civil and/or criminal, for damages, and retains the authority to refuse future reservations to any individual.