

## Rules & Regulations

According to Section 1545.09 and 1545.99 of the Ohio Revised Code, the Board of Park Commissioners may adopt Rules and Regulations for the protection of the parks, and can levy fines up to \$500 for a violation plus costs for damages. Park rules are posted on bulletin boards in parks or can be obtained from a Service Ranger or HPD office. Failure to comply may result in being asked to leave the premises and/or a citation.



**Parks open dawn to dark**, 365 days a year.

**No collecting.** Unless special wavier is granted through the HPD office. Molesting wildlife is unlawful.

**Hunting and trapping** by permit only. No firearms, bows and arrows, knives, or fireworks are otherwise permitted.

**Park in designated areas only.** Vehicles must be kept off grass. Traffic regulations are enforced. Drive carefully.

**Fires permitted** only in HPD areas where fire rings and fireplaces are present, and grills for culinary purposes or privately owned grills. Visitors must provide their own wood. Please burn all wood transported into HPD areas or do not leave any wood behind.

**Alcoholic beverages**, possession and use of illegal drugs, and disorderly conduct are not permitted.

**Pets must be controlled** and kept on a leash no longer than six (6) feet in length and are not permitted in picnic areas or on playgrounds.

**Stay on designated trails** or mowed grass. Venturing into woods or fields may be hazardous to you and harmful to wildlife habitat.

**Trash containers** are provided. Do not litter.

**Tent camping only** at Riverbend. Advance reservations with paid fees must be made through the HPD office before camping.

**Snowmobiles and ATV's** are not permitted in any Park District areas.

## Park Permits & Programs

**Sportsmen's Daily Hunting Permits at Litzenberg Memorial Woods** available Mon. – Thurs., for small game, for those not drawn in lottery, at HPD office. Not available during gun and primitive weapon seasons. Sportsmen's Lottery held in August. Call for details. You must live in Hancock County or own property to participate.

**Riverbend "K-9 Field of Dreams"** is an off-leash dog park open everyday, dawn to dark. Permit/fee NOT required. Users must comply with current rules and regulations. Failure to comply may result in privileges being revoked. Any dog bite problems MUST BE reported to the Humane Society and HPD office ASAP.

**Horseback riding permitted** on Riverbend and Litzenberg horse trails. Weather and trail conditions may preclude riding so as to avoid damage to area. "OPEN" & "CLOSED" signs must be observed. An adult must accompany youth under 18. Ride at your own risk.

**Free loaner fishing poles** are available. Call HPD office in advance of the outing for groups or individuals.

**Fall color hayrides at Riverbend**, for up to 25 people. Advance reservations, with fee, necessary at HPD office. Available mid-September through October.

**Educational programs** are conducted year-round. Participation is open to anyone. Schedule of programs is available on-line, HPD office, or other select locations. Call for locations. Programs are also available by request for your group/organization and must be scheduled in advance with HPD Program Coordinator.

**Boat rental and winter sports concessions** open seasonally weekends and holidays, weather permitting. Other times can be arranged in advance by groups. Call HPD office for details.

**Riverbend 18-Hole Disc Golf Course** located throughout Riverbend. Scorecards and maps available on-line. Keep course clean – please pick up litter.

**Geocaching & Letter Boxing Activities** are permitted in HPD areas. Participants must comply with HPD rules & regulations. General rules for both activities available on-line.

## Reservation Information

**Reservations** – taken at the HPD office (M-F, 8:00am – 4:30pm) up to one year in advance on a first come, first serve basis in person or through the mail when rental fees are received. HPD events do take precedence.

**Rental Fees** – collected when reservations are made, reservations are NOT confirmed until payment has been received. Fees must be paid in cash (exact amount), money order, or checks (preferred) made payable to HPD.

**Cancellations & Rescheduling** – groups have the right to reschedule once within a year from the original date on a first come, first serve basis. If cancellation occurs six months prior to the reservation date groups have the right to claim 50% of the rental fee. If cancellation occurs within six months of the reservation the entire rental fee is nonrefundable. Cancellations must be made in writing by person who made the original reservation. Refunds are not provided for inclement weather conditions.

**Keys/Checklist** - are provided to renters of enclosed, locked facilities and must be picked up prior to reservation at the HPD office during regular business hours. The checklist provides detailed clean-up procedures. Please note any problems on checklist and return with key to HPD office to receive security deposit.

**Security Deposits** – are required for some facilities when picking up keys at the HPD office (check or cash) to receive key. Failure to comply with HPD rules and regulations could constitute loss of a security deposit and result in an Incident Report issued for:

- Facility left unsanitary and/or littered.
- Violations of rules and regulations.
- Causing hardship to other visitors and/or staff.

**Outdoor shelter amenities** - electrical outlets, picnic tables, grill, trash containers and handicapped accessible.

**No smoking** - all HPD facilities are smoke free.

**Further information** - park maps, program schedules and brochures are available free at HPD office to assist in planning your visit. We welcome you back again.

3/2010

## HANCOCK PARK DISTRICT Facilities Information Rate Card



Facility	Capacity	Rental Fee
Riverbend Shelters (1,2,4,5,6,7)	80	\$35
Riverbend Shelter # 3 (enclosed)	45	\$35
Lakefront Activity Center	25	\$35
Brugeman Lodge at Riverbend	240	
Monday – Thursday		\$200
Friday - Sunday, & holidays		\$450
Non-profits 501 (C) (3) (M–Th)		\$100

Litzenberg Activity Barn	99	\$125
Litzenberg Shelter	45	\$35

Oakwoods Discovery Center	50	\$50
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Riverside Waterfalls Pavilion	90	\$50
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**Security Deposits required for:** Discovery Center (\$20), Brugeman Lodge (\$200), and Litzenberg Barn (\$50).

Park Activity Fees	
Group Hayrides (seasonal)	\$60, per load
Riverbend Camping Permit	\$2 per person/ night
Boat Rentals (canoes, kayak, pedal boats)	\$5 per boat/½ hr
X-Country Ski & Snowshoe Rentals	\$7 per hour

Hancock Park District facilities remain clean, safe and open thanks to Hancock County voters who renew a parks levy periodically. Thanks for your support!



**Board of Park Commissioners  
HANCOCK PARK DISTRICT  
1424 East Main Cross St., Findlay, Ohio 45840  
419-425-PARK/7275 (P) 419-423-5811 (F)  
hpd parks@hancockparks.com  
www.HancockParks.com**

## Litzenberg Activity Barn

You are reserving a **BARN**, with an attached kitchen and indoor restrooms. There are bats, bugs, etc. inside. Fact Sheet on-line to help with planning.

**Renters using the Barn** may only use the facility on the day(s) indicated on reservation form. No early entry.

**Keys/Cleaning Checklist** must be picked up at HPD office prior to reservation during regular business hours. If problems occur please note on checklist and return with keys within one week of reservation.

**Security deposit of \$50** is required to receive key and will be returned upon returning keys and compliance with HPD rules & regulations.

**Enter and exit** through breezeway entrance; light switches on left side of door.

**Table and chair arrangement** is responsibility of users and must be cleaned and put away. Use only clear scotch tape on tables and chairs. ALL tape must be removed. Do not stand on tables and chairs. Check outside to make sure all have been returned inside and cleaned properly.

**Clean up is user's responsibility.** Cleaning products (soap, cleaner) and equipment (mop, broom) are supplied for sinks, counter tops and floors and must be used. Refer to detailed check list when cleaning. Bring your own dish towels, sponges and paper towels. They are not supplied. Kitchen is equipped with a refrigerator/freezer, microwave, sink and cutting board. **PLEASE LEAVE FACILITY CLEAN!!!**

**Trash bags** supplied. All bags must be tied and removed to trash receptacle located outside kitchen door.

**McKinnis House tours** can be arranged in advance through the HPD office. Children need to be accompanied by an adult.

**Parking lot** located behind house. Limited number of spaces in front of barn to unload supplies and/or drop off disabled persons – only. Absolutely no driving or parking allowed on grass and walkways.

## Discovery Center

**Appropriate for educational and training purposes only.** Reservations taken at discretion of HPD staff. Fact Sheet on-line to help with planning.

**Keys/Cleaning Checklist** must be picked up at HPD office prior to reservation during regular business hours. If problems occur please note on checklist and return with keys within one week of reservation.

**Security deposit of \$20** is required to receive key and will be returned upon returning keys and compliance with HPD rules & regulations.

**Equipment** (A/V, overhead projector, screen) available by request when making your reservations.

**Light refreshments** only permitted (no kitchen).

**Clean up** is user's responsibility. Cleaning equipment and some supplies are kept in the facility. Refer to detailed checklist when cleaning. **PLEASE LEAVE FACILITY CLEAN!!!**

**Water available** inside and outside seasonally.

**Composting restrooms** located outside.

**Do not leave Center** unattended when unlocked.

## Brugeman Lodge at Riverbend

**Multi-purpose building** with large assembly room and catering kitchen. Alcohol permitted inside, only.

**Complete Lodge Contract Agreement can be obtained online** at [www.HancockParks.com](http://www.HancockParks.com) or by contacting the HPD office. The contract contains a detailed list of rules and regulations and other useful information concerning use of the facility, Fact Sheet also available.

**Keys/Checklist** need to be picked up at HPD office prior to reservation during regular business hours. If problems occur please note on checklist when returning keys. Keys should be returned within one week of reservation.

**Security deposit of \$200** is required to receive key and will be returned upon returning key and compliance with HPD Rules & Regulations.

## Riverbend Campground

**Class "C" primitive camping facility.**

Tent camping with picnic tables, fire rings, pit-type latrines, trash containers and waste water drains located along edge of woods.



**Camping permits are issued at HPD office** and **MUST BE OBTAINED IN ADVANCE** of arrival. Length of stay is limited to 7 consecutive days within a given month. Camping is permitted in the mowed grass areas, north of the Big Oaks Area. To preserve grass, tents must be moved every three days.

**Parking** located in Big Oaks Area. RV's not permitted overnight in parking lots. No vehicles in campgrounds, gear must be carried in.

**Water available** at restrooms and drinking fountain in Big Oaks Area, seasonally, near Shelter #1.

**Pets must be controlled** and on a leash, no longer than six feet. They are not to disturb other visitors and must stay out of restrooms, shelters and play areas. Pets must be registered on camping permit. Animal bites must be reported to HPD office and Humane Society.



**Camp visitors** must leave at dark unless prior approval is received.

**Campers must remain in campground area** and adjoining areas (restrooms, parking lot) after dark. Quiet hours: 11pm – 8am.

**An adult must accompany juvenile campers** under 18 years of age. There must be 2 adults for the first 8 juveniles and 1 adult for every 8 juveniles thereafter. In case of emergency, 1 adult must stay in camp with remaining youths.

**Fires permitted** in campgrounds in fire rings only. Firewood is not supplied and must be brought in. Please burn what you bring or take any remaining wood with you.

## Page a Service Ranger

**Service Ranger Pager - 419-412-4924**

Call weekends, holidays and after normal business hours (4:30pm). After the beeps; enter the telephone number from the touch-tone phone you are calling from, hang up and you will be contacted shortly.



**HPD Office - 419-425-PARK/7275 weekdays**, 8am to 4:30pm, except holidays. Service Rangers may be contacted through the HPD office during business hours.

**Dial 911 for life-threatening emergencies** anytime, anywhere in the parks. Payphone does not require coins to dial 911 and is located at the Riverbend Ranger Station.

## Parks Information Hotline

**24 hour information hotline** 419-425-PARK/7275. A variety of information can be obtained 24 hours a day on the voice mail system and messages may be left. Phone messages will be returned on the first working business day.

## Park Watch

Parks are patrolled by the Hancock County Sheriff and City of Findlay Police Departments for law enforcement matters. HPD Service Rangers are also available 24/7 to assist park visitors. Park visitors, especially park neighbors, are asked to take an active role in watching your parks. Please report any vandalism or problems to the Police, Sheriff, or Service Rangers. Rewards of up to \$1000 for information leading to a conviction of vandalism or other illegal activities in the parks are offered. You may remain anonymous. The Hancock Park District is a member of the Crime Prevention Association. Contact numbers:

**Hancock Park District**  
419-425-PARK/7275

**Crimestoppers**  
419-425-TIPS/8477

**Hancock County Sheriff**  
419-422-2424

**City of Findlay Police**  
419-424-7163

