



Thornacres

Front Cottage (Main House) – Phone No. – 440-635-0334

Rear Cottage – Phone No. – 440-635-0398

BEFORE GOING

The day before your reservation, come to the VPSAO to pick up keys and a facilities information packet.

DIRECTIONS – 14845 Stillwell Road, Claridon, Ohio

Take Fairmount to Auburn Road (15 miles). Turn left onto Auburn Road (north) to Mayfield Road/Rte. 322 (2.7 miles). Take a right (east) onto Mayfield Road/Rte. 322 (6.7 miles). Turn left (north) on Rte. 608 (.7 mile). Take a right onto Stilwell Road. Thornacres is on the right about a ••• mile down the street. Look for a small, white hanging sign that has Thorn Acres written in cursive.

KEY RETURN

Keys must be returned by 12:00 noon on the day following the event. A \$10 charge will be assessed for each day late.

INSTRUCTIONS FOR USE

TO ENTER MAIN COTTAGE

- Unlock small lock on gate (larger lock allows Illuminating Company access).
- Disarm the alarm – see Alarm Instructions.
- Basement entry is not permitted except for firewood.
- Please do not tamper with furnace settings or other mechanical items.

BEFORE LEAVING MAIN COTTAGE UPON END OF STAY:

- Please lock porch doors and shut windows.
- Lock living room door to porch and kitchen door to porch from the inside.
- Turn off all the lights.
- If furnace was in use, turn thermostat (in kitchen to left) to lowest setting.
- Set alarm – see Alarm Instructions
- Close main gate at road after exiting. Lock chain with small lock.

IT IS EXTREMELY IMPORTANT THAT YOU FASTEN THE SMALL LOCK TO THE LARGER LOCK. IF THIS IS NOT DONE CORRECTLY, THE GEAUGA COUNTY POLICE AND FIRE DEPARTMENTS CANNOT GAIN ENTRY TO THE PROPERTY IN AN EMERGENCY SITUATION.

- To lock the main gate lock – put the key in the lock, turn and lock.

EMERGENCY CONTACT INFORMATION

For emergencies while at Thornacres call:

- JCU Campus Safety Services (216) 397-1234
- Office of VP for Student Affairs (216) 397-4213 (during business days/hours only)
- Fire Department 834-8111
- Police Department 635-1234
- Medical emergencies 911



Event Evaluation and Checklist

Thank you for completing this form. Your evaluation will assist us in ensuring the proper maintenance of these facilities. Please return this form along with the keys upon your return to campus. If the offices are closed, turn them in on the very next business day. Thank you!

1. Alarm set (on) _____
2. Garbage (collected and removed) _____
3. House (clean and in order) _____
4. Dishes (washed and put in cupboards) _____
5. Food removed (refrigerator emptied) _____
6. Equipment returned to its proper place _____
7. Number in attendance _____

Purpose of event:

Policy violations and/or concerns during use:

Suggestions for improvement of the facility:

Do any repairs need to be brought to our attention? If so, please indicate.

Keys returned to:

(Print - VPSAO employee's name)

Guest name: _____
(Print)

Guest signature: _____

Date: _____ **Telephone:** _____ **Email:** _____