

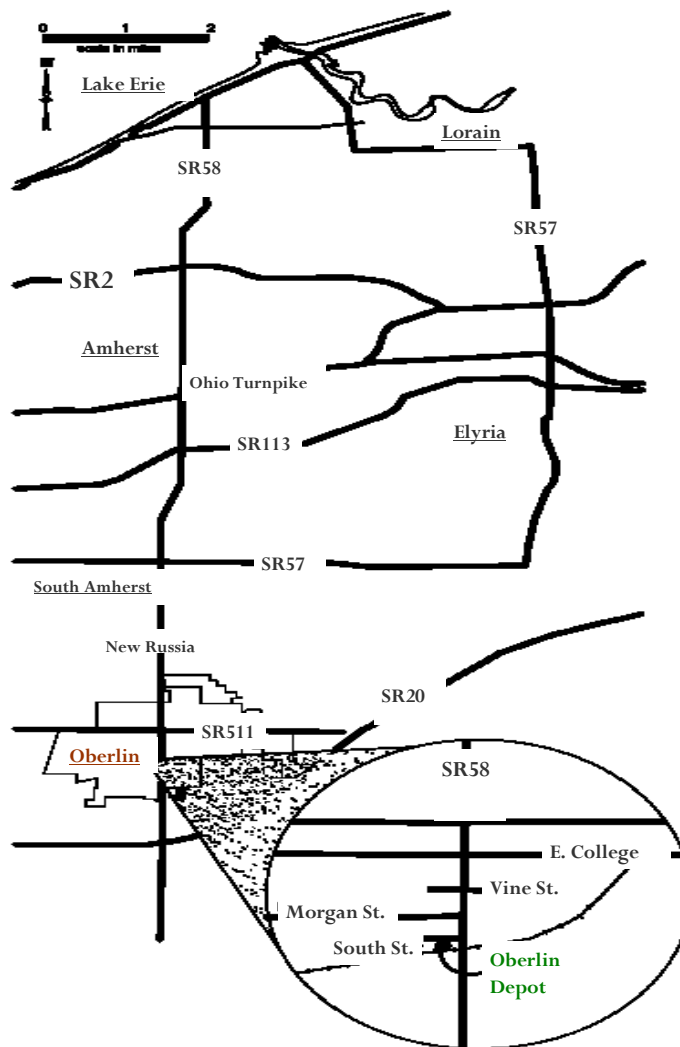
## GENERAL HOUSEKEEPING RULES

Each group is responsible for making sure the Depot and grounds are clean and orderly before leaving. Please take a few extra minutes to complete these general housekeeping activities.

- ◆ The group's designated contact person is responsible for obtaining and returning the Depot key. The key may be obtained and returned only as prearranged by calling Linda Howell at The Nord Family Foundation, 440-984-3939, Ext 201, or emailing [ocoordinator@nordff.org](mailto:ocoordinator@nordff.org).
- ◆ If your group uses the grounds surrounding the Depot, please be sure to pick up any litter outside of the building as well.
- ◆ Pick up any outside litter and remove trash from inside of the building.
- ◆ Be sure to remove any items in the refrigerator.
- ◆ Be sure that the **coffee machines are turned off and unplugged.**
- ◆ Any decorations and props used must be removed immediately following the event.
- ◆ All lights should be turned off before exiting.

In event of an emergency, dial 911 on the courtesy phone.

## HOW TO GET TO THE DEPOT



To make a reservation for the Oberlin Depot, please contact:  
Linda Howell at  
The Nord Family Foundation  
440-984-3939, Ext 201  
or email  
[ocoordinator@nordff.org](mailto:ocoordinator@nordff.org)

*Additional parking is available on the north side of South Street and on the east side of S. Professor north of South Street*



**The Oberlin Depot**  
240 South Main Street  
Oberlin, Ohio

# Oberlin Depot

*The Nord Family Foundation is pleased to offer the historic Oberlin Railroad Depot for use by local nonprofit organizations for business meetings, seminars or social gatherings.*



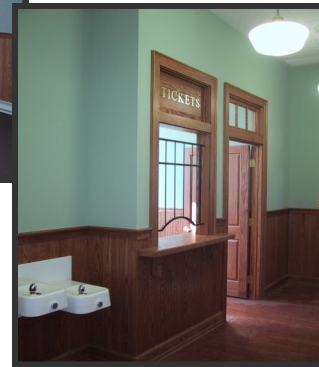
*If you are interested in using the facility for an event, please contact Linda Howell at The Nord Family Foundation, 440-984-3939, Ext 201, or email [ocoordinator@nordff.org](mailto:ocoordinator@nordff.org). You will be required to describe the purpose of the event, the number of guests expected, and the date and time you would like to reserve the building. We ask that your group designate one representative to serve as the primary contact for arranging Depot events with Linda Howell. Please provide the name, telephone number and email address of your representative.*

## A DESCRIPTION OF THE FACILITY

The Oberlin Depot has two meeting rooms that are available for business or organizational meetings, seminars or social gatherings. The East Room measures 28' x 24' and the West Room measures 20' x 24'. Each room is carpeted and equipped with tables and chairs. The East Room can accommodate a maximum occupancy of 50 people. The West Room can accommodate a maximum occupancy of 36 people. Each room has tackable wallboards permanently located on the exterior walls and may be used for display purposes. Each room also contains a small serving counter, sink, coffee machine and refrigerator.

The entry space in the Depot features memorabilia, photos and artifacts of the railroad industry, including a ticket agent's office. The entire building is handicap compliant with accessible parking.

Food and beverages, audiovisual equipment, projection screens, and any decorations or props needed are the responsibility of your organization. Sound systems are not necessary.



*Interior view of the Depot*

## A COMMUNITY GATHERING PLACE

**The following guidelines for the use of the Oberlin Depot have been established to ensure the safety and enjoyment of all groups that use the facility.**

- ◆ The Depot is available for use only by nonprofit organizations—including social service and civic groups—for occasional business meetings, luncheons and dinners, seminars or social events. The facility is **not** for use by religious organizations nor for politically partisan activities.
- ◆ Use of the Depot by any organization is not deemed to be an endorsement by The Nord Family Foundation of that group or its stated purposes.
- ◆ With few exceptions, gatherings at the Depot are not open to the general public and should not be advertised as such. The Nord Family Foundation reserves the right to determine whether or not an event may be open to anyone other than members of the host organization and their guests.
- ◆ Only under special circumstances may organizations charge an admission fee to guests. Approval to charge for admission must be received from The Nord Family Foundation prior to reservation confirmation.
- ◆ Each group using the Depot should designate one representative to serve as the primary contact person for scheduling and coordinating events with Linda Howell, including picking up and returning the key.
- ◆ Upon scheduling your event you must furnish a copy of your tax-exempt determination letter from the Internal Revenue Service.
- ◆ Alcoholic beverages are **not** permitted in the Depot, and no smoking is allowed in the facility.