



FACILITY USE REQUEST FORM

This form must be **completed Fourteen (14) Business Days prior to the Event** and returned to:

City of Reynoldsburg
Park & Recreation Department
7232 East Main Street
Reynoldsburg OH 43068
(614) 322-6806

If paying by check, please make the check out to **"City of Reynoldsburg"**

\$65.00 1 - 4 Hours
\$100.00 4 - 8 Hours

Today's Date _____

Name of Organization/Person _____

Date Requested for Use _____

Time Needed _____ AM _____ AM
_____ PM To _____ PM

The time you write down will be the time that someone will be there to open the doors for you.

Estimated number of persons who will be using the facility for this request

_____ ADULTS _____ YOUTH

PLEASE LIST PURPOSE OF RENTAL AND ANY ADDITIONAL INFORMATION NECESSARY:

Signature _____	Print Name _____
Street Address _____	City _____ Zip _____
Home # _____	Business # _____ Cell # _____
Email Address _____	

Approved By: _____ Facility Charge: _____

ANY GROUP OF PERSONS PERMITTED TO USE THE PROPERTY SHALL BE RESPONSIBLE FOR ANY DAMAGE DONE TO THE LIVINGSTON HOUSE OVER AND ABOVE ORDINARY WEAR.

LIVINGSTON HOUSE FACILITY USE RULES ON NEXT PAGE

GUIDELINES FOR USING THE ALEXANDER W. LIVINGSTON HOUSE

Welcome to the Alexander W. Livingston House! Mr. Livingston built this structure in the 1800's for his family. The house was placed on the National Register of Historic Places in 1994. Please help us maintain the history and dignity of the house by adhering to the guidelines.

Thank you,
The City of Reynoldsburg

- The house may be rented from 9:00 a.m. to 9:00 p.m. – Mon thru Sat
12:00 N to 9:00 p.m. – Sunday
- Rental fees: \$65.00 for 4 hrs. \$100.00 for 8 hrs. Reservations must be received 14 business days prior to the event. Cancellations must be received 5 days prior to the event to receive a full refund.
- The used of the house is limited to 25 guests maximum.
- A volunteer will open the house for you and will call the day before to verify your arrival time. After the house is unlocked it may not be unattended until the volunteer has returned to re-lock the house. (The phone # is on the Refrigerator.)
- No use of alcoholic beverages, smoking or use of candles is permitted on the premises.
- The thermostat for the furnace and air conditioning is in the dining room, just above the desk in the northwest corner of the room. The restroom is off the first floor bedroom.
- The kitchen area and appliances may be used to prepare and serve food and beverages. All appliances are in good working order, including microwave, range top and oven, refrigerator and coffee pot. All food & beverages must be served and eaten ONLY in the kitchen area or outdoors.
- Furniture in the parlor and dining room may not be used for seating.
- Approximately 25 padded folding chairs and two card tables are in the closet under the front stairs. Tables & benches may be used in the kitchen. Please return folding chairs and card tables to the closet after use.
- The renter is responsible for cleaning up the house after the event and notifying the volunteer if any damage has occurred. Reynoldsburg Parks and Recreation Department reserves the right to bill the renter for janitorial services or repair costs at a later date if, in the opinion of the department, the premises were not left in reasonable, clean condition and in good repair.
- Please empty and clean coffee pot and carafes after use and turn upside down to drain on a dishtowel. Please wipe up any spills in the microwave, range top, oven, refrigerator and counters. Also remove all food and ice from refrigerator that you have brought.
- Please remove all trash, including emptying trashcans in the kitchen and restroom. Extra trash bags can be found under the kitchen sink. Trash should be placed outside in the large barrel at the back corner of the house.

01/13/2016