



APPLICATION FOR FACILITY RENTAL / SPECIAL EVENTS PERMIT
 City of Reynoldsburg Parks and Recreation Department 614-322-6806

Proposed Date of the Event: _____ Start Time: _____ End Time: _____
 *Include set up & tear down during your time slot

Event Name & Description: _____

Approximate Attendance: _____ Approximate # of Vehicles: _____

Proposed Location(s) (please circle requested space):

- Huber Park Baseball Field (1, 2, 3, 4) _____ Huber Park Spangler Field _____
- Civic Park Softball Field (Crosby, Ebbetts, Forbes, Polo) _____ Civic Park Soccer Fields (Contact Parks and Rec Staff for current field layout) _____
- JFK Park Baseball/Softball (Please Indicate Diamond Number(s)) _____ Are you requesting a field/court with lights? _____
- JFK Parks Tennis Court(s) (Please Indicate Number Requested) _____ JFK Park Gazebo (No electric provided) _____
- Other (Please Specify) _____

Electricity Needed (Please note electric is NOT available at the JFK Park Gazebo): _____ Yes _____ No
 Water Needed: _____ Yes _____ No (Please note we do not supply electric or water hook ups)
 Will you be erecting a tent: _____ Yes _____ No Size _____ (Please note tents larger than 10'X10' will require a permit from the building department)

Name: _____ Home Phone: () _____ Cell Phone: () _____	
Email Address: _____	
Street Address: _____ City: _____ State: _____ Zip Code: _____	
Signature: _____ Date: _____	
If the event is to be conducted by an organization, the president / leader of the organization must show written documentation of the authority under which the applicant is applying for the permit on behalf of the organization.	
Organization Name: _____	
Organization Address: _____ City: _____ State: _____ Zip Code: _____	
Supervisor of Event: _____ Work Phone: () _____ Cell Phone: () _____	
Signature: _____ Date: _____	

*****FOR OFFICE USE ONLY*****

Request Received/ Date:	Rental Amt Due:	Deposit Due:	Walk-through Date/Time/Location*:
Approved By / Date: (All runs/walks will be approved by the Parks Director, PD, and FD)	Date Rental Paid:	Date Deposit Paid:	(Circle) Cash Credit # - Last 4 Check #
Rentee Approved Permit Sent	Date Emailed	Employee Initial	At the discretion of Parks and Rec Staff

If you require assistance during your event you may contact RPRD during business hours (614-322-6806) or the Police Department during non-business hours (614-866-6622).

There is **NO DRIVING ON PARK GROUNDS** permitted. Approval must be granted by a Parks and Recreation representative. Failure to comply will result in the forfeiture of your deposit.

Alcoholic beverages are not allowed AT ANY TIME on City Park grounds per Ord 971.16.

All trash must be disposed of properly at the conclusion of each permit period.

Fires are allowed in grills only. Coals must be extinguished properly before leaving park area per Ord 971.23.

Animals must be on a leash and all pet waste must be disposed of properly per Ord 971.13 H and I.

The responsibility for crowd control / discipline is assumed by the permit holder. All proceedings shall be orderly.

Violations of any park ordinances may result in revocation of future reservation privileges. _____(initial)

PARK RULES

PARKING

For large groups of 150 or more, parking may become a problem. There is to be **NO PARKING** in the fire or emergency vehicle lanes. Parking in fire lanes, on grass, or athletic field boundaries will be ticketed and/or towed. _____(initial)

GROUNDS

Inflatables may be set up for parties or events, but require a meeting two (2) days prior with our Grounds Supervisor to ensure proper placement and no interference with underground electrical or irrigation lines Rentee must provide Certificate of Insurance listing the City as an additional insured. Rentee must have area OUPs. _____(initial)

LARGE GROUPS

Large groups of 200 and up must have a separate and clearly designated First Aid Station, so that in the event of an injury or emergency, the Police Department and Paramedics will be able to access and assist the victim(s). _____(initial)

CANCELLATIONS

Patron must cancel event 24 hours prior in order to receive a refund. There will be a \$7.00 administrative fee taken for processing.

The facility requested is considered reserved upon receipt of this application and required payment. However, the City has 72 hours to notify the patron if there are any perceived conflicts with the event scheduled, once staff has reviewed all aspects of the request. The City of Reynoldsburg reserves the right to cancel or reschedule/modify facility rentals at any time. _____(initial)

CONDITIONS OF PERMIT

The use of City property is subject to all pertinent State Laws, City Ordinances, Health Department Regulations and Facility Rules.

The holder of this permit will be held responsible for damage to City property resulting from use herein.

The permit holder shall indemnify and hold harmless the City of Reynoldsburg, officers, employees and agents, and assigns from any and all claims for injury and / or damages to persons or property, including wrongful death, resulting from the use of this permit. _____(initial)

I have read, initialed, and agree to the Terms and Conditions stated above.

SIGNATURE

DATE

PRINTED NAME

EVENT DETAILS

Are you requesting the use of any additional space aside from the structure itself circled on Page 1 (e.g., open grass areas, walking trails, parking lots, basketball court, pond, etc.)? If yes, please explain in detail and attach map or sketch to this application.

Initial

Please attach your event timeline or note it here:

Initial

Please specify at what times during your event you will be playing music or using a sound system for any purpose (i.e., the times that your sound system will be audible to other patrons in the park in accordance with City Ordinance 971.15 (b)).

Initial

Do you plan to post any signs anywhere in the park? If so, where? How do you plan to affix them? ALL signage MUST be in accordance with City Ordinance 971.27.

Initial

Are you requesting permission to drive a vehicle on park grounds at any time during your event?

Initial

Will you require access to water? If so, for what purpose and in what quantity? Will you be bringing a water source on site? If so, what type and how?

Initial

A minimum of \$1,000,000 liability insurance and any other policy as required by the City's insurance provider is required for any event. The certificate will list as additional insured the City of Reynoldsburg, its agents, officers, employees and volunteers. (Insurance is NOT required for JFK Gazebo Rentals)

Initial

Groups or events of 150 people or more must provide a parking plan.

Initial

Tents that involve ground stakes MUST be coordinated with the Maintenance Supervisor and Park Staff at the time of the walk through. Proper City permits (for tents larger than 10'X10") and certification from OUPS is required by Rentee.

Facility	Amenities	Capacity	Notes	Rental Fees	Deposit
Huber Park 1520 Davidson Drive	5 baseball diamonds Restroom Facilities Playground .68 Mile Blacklick Bike Path/Hiking Trail Bocce Court	Varies by event Please discuss with Reynoldsburg Parks and Recreation Staff.	Athletic field use is subject to Recreation Supervisor and Director approval	Rental: R \$25/ NR \$50 (per 2 hour block) Field Attendant: (may be required at discretion of Athletics Staff) R \$15/ NR \$30 (per hour) Tournament Package Rental: R \$100/ NR \$150 (per field per day) Field Attendant: R/NR \$150	R: \$100 NR: \$250 Tournament Package: \$200 R/NR
Civic Park 6800 Daughterty Drive	4 softball diamonds Restroom Facilities 13 Soccer Fields 2 Outdoor Basketball Courts Concession Stand Community Garden Playground	Varies by event Please discuss with Reynoldsburg Parks and Recreation Staff.	Athletic field use is subject to Recreation Supervisor and Director approval	Rental: R \$25/ NR \$50 (per 2 hour block) Field Attendant: (may be required at discretion of Athletics Staff) R \$15/ NR \$30 (per hour) Tournament Package Rental: R \$100/ NR \$150 (per field per day) Field Attendant: R/NR \$150	R: \$100 NR: \$250 Tournament Package: \$200 (Resident and Non-Res)
JFK Park 7232 East Main Street	10 baseball diamonds (3 lighted) 4 tennis courts (lighted) Restroom Facilities Gazebo Skatepark Playground Picnic Area .56 Mile of Blacklick Bike Path/Hiking Trail	Varies by event Please discuss with Reynoldsburg Parks and Recreation Staff. Gazebo will hold 40 patrons.	Patrons are welcome to use the grill located at the Gazebo or bring their own. Horseshoe pits and Bocce Courts are available next to the gazebo. Patrons must bring their own equipment. No electric connection available at the Gazebo. Athletic field use is subject to Recreation Supervisor and Director approval	Gazebo Rental: \$30 R \$35 NR Electric is NOT available Athletic Field: Rental: R \$25/ NR \$50 (per 2 hour block) Ballfield Lights: R \$25/ NR \$50 (per field) Field Attendant: (may be required at discretion of Athletics Staff) R \$15/ NR \$30 (per hour) Tournament Package Rental: R \$100/ NR \$150 (per field per day) Field Attendant: R/NR \$150	Athletic Field: R: \$100 NR: \$250 Tournament Package: \$200 (Resident and Non-Res)

R= Resident

NR= Non-Resident

Please visit our website: www.ci.reynoldsburg.oh.us