



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.

**PARK RULES**

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)

**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

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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.

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Initial

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Please attach your event timeline or note it here:

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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)).

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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.

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

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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?

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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)

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

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Initial

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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	<b>Rental:</b> R \$25/ NR \$50 (per 2 hour block) <b>Field Attendant:</b> (may be required at discretion of Athletics Staff) R \$15/ NR \$30 (per hour) <b>Tournament Package</b> <b>Rental:</b> R \$100/ NR \$150 (per field per day) <b>Field Attendant:</b> R/NR \$150	R: \$100 NR: \$250  <b>Tournament Package:</b> \$200 R/NR
Civic Park 6800 Daughterty Drive	4 softball diamonds Restroom Facilities 13 Soccer Fields 1 Cricket Field 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	<b>Rental:</b> R \$25/ NR \$50 (per 2 hour block) <b>Field Attendant:</b> (may be required at discretion of Athletics Staff) R \$15/ NR \$30 (per hour) <b>Tournament Package</b> <b>Rental:</b> R \$100/ NR \$150 (per field per day) <b>Field Attendant:</b> R/NR \$150	R: \$100 NR: \$250  <b>Tournament Package:</b> \$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	<b>Gazebo Rental:</b> \$30 R \$35 NR <b>Electric is NOT available</b> <b>Athletic Field Rental:</b> R \$25/ NR \$50 (per 2 hour block) <b>Ballfield Lights:</b> R \$25/ NR \$50 (per field/per hour) <b>Field Attendant:</b> (may be required at discretion of Athletics Staff) R \$15/ NR \$30 (per hour) <b>Tournament Package</b> <b>Rental:</b> R \$100/ NR \$150 (per field per day) <b>Field Attendant:</b> R/NR \$150	<b>Athletic Field:</b> R: \$100 NR: \$250  <b>Tournament Package:</b> \$200 (Resident and Non-Res)
Pine Quarry				<b>Fee:</b> To be determined based on event	

R= Resident

NR= Non-Resident

Please visit our website: [www.ci.reynoldsburg.oh.us](http://www.ci.reynoldsburg.oh.us)