



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 Fax 322-6880

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 _____ PM To _____ AM _____ 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.

Tours of the house will be available on Saturday January 19, Saturday April 27, Saturday July 20 and Saturday October 19 from 10:00am until 2:00pm.

Thank you,
The Reynoldsburg Parks and Recreation Department

- The house may be rented from 7:00 a.m. to 10:00 p.m. – Mon thru Sat
12:00 p.m. to 9:00 p.m. – Sunday
- The house will be closed on all City observed holidays.
- If you would like a tour prior to your rental, you may schedule an appointment Monday – Friday from 9:00am until 4:00pm. Appointments need to be made at least 2 days in advance.
- 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 use of the house is limited to 25 adult guests maximum. **Initials**____
- A Reynoldsburg City staff member will open the house for you. After the house is unlocked it may not be unattended until the staff member has returned to re-lock the house.
- No use of alcoholic beverages, smoking or use of candles is permitted on the premises. **Initials**____
- No pets will be permitted in the house. **Initials**____
- There is to be no hanging of decorations etc on the walls with tape or push pins. **Initials**____
- 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, dining room or outdoors. **Initials**____
- Furniture in the parlor may not be used for seating. **Initials**____
- 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. **Initials**____
- 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. **Initials**____
- 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. **Initials**____
- Do you need the China cleared from the Dining Room Table prior to your event?
Yes ____ **No** ____

01/10/19