



SENIOR CENTER RENTAL APPLICATION

Application must be submitted 30 days prior to scheduled event*

Please complete online or return to Reynoldsburg Parks & Recreation, 7232 East Main Street, Reynoldsburg, OH 43068. Submission of an Application does not constitute approval. Approval is given according to the SENIOR CENTER RENTAL AGREEMENT POLICY, availability, and when a permit is issued.

Renters Name:		Date Reserved:			
Organization Name (Optional):		Time Frame of Rental:	8:00am - 2:00pm	4:00pm - 11:00pm	8:00am - 11:00pm
Renters Email:		Renters Address:			
Renters Phone:		Estimated Attendance:			
Date of application:		Other Rental Space Requests: (Fees to be determined based on event)			

*At the discretion of Parks and Recreation staff

Type of Event:			Is your event open to the public?	Yes		No		
Food Truck? (Renters are not permitted to charge attendees for food)	Yes	No	Amplified music/sound? (Note: Sound equipment must not be operated so as to be plainly audible at a distance of 100 feet or more).	Yes		No		
				If yes, source:	Band	DJ	Speaker/PA	Other:

Weekday: Monday - Thursday			
Rental Times:		Resident	Non- Resident
Senior Center	Rent Hourly (3hr min) 5pm-11pm	\$50 per hr	\$75 per hr
5+ Hours Rental	As Available	\$200	\$250

Weekend: Friday, Saturday, Sunday			
Rental Times		Resident	Non- Resident
Friday	5:00pm-11:00pm	\$400	\$525
Saturday	Full Day 8am-11pm	\$600	\$725
Saturday	Half Day 8am-2pm or 4pm-11pm	\$400	\$525
Sunday	Full Day 8am-11pm	\$450	\$575
Sunday	Half Day 8am-2pm or 4pm-11pm	\$300	\$425

- The rental fee and refundable deposit is due with the rental fee at the time reservation. The refundable deposit fee is 50% of the rental fee.
 - The renter will be refunded the deposit if there are no damages nor violations to the agreement
- The credit card or check used for payment must be in the name of the applicant.**
- Holiday rentals (New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving and Christmas) are subject to rent at the discretion of Parks and Recreation staff and will be charged weekend rates.
- Any cancellation or transferring of date requested 180 calendar days for more prior to the event date will result in a refund of rental and deposit, less a \$25 admin fee
- Any cancellation or transferring of date requested less than 180 days but more than 30 calendar days prior to the event date will result in a cancellation fee equal to 50% of the total rental fee. Deposit will be fully refunded.
- Any cancellation or transferring of date requested less than 30 days prior the event date will result in a cancellation fee of 100% of the total rental fee. Deposit will be refunded.
- If renter cancels the event due to inclement weather, no rental fees will be refunded. Deposit will be refunded.
- If the City of Reynoldsburg cancels your event; you will receive a full refund.
- If key is not returned within 3 business days after the rental is complete, \$5 late fee will be charged each day items are not returned.
- A charge of \$25 will be assessed for lost keys.

I verify that the information on this Application for Senior Center Application form is correct. I have read the Application and agree to all provisions listed in the SENIOR CENTER AGREEMENT RENTAL POLICY, Rules and Regulations and disclaimers applied to permits and will communicate this information to our participants. Reservation is not scheduled until formal signed agreement is returned to renter from Reynoldsburg Parks & Recreation.

RENTER

Signature: _____
 Printed Name: _____
 Date: _____

Office Use - RPRD
 Request Received/Date: _____
 Approved By/Date: _____
 Rental Amt Due: _____ Date Rental Paid _____