



SENIOR CENTER RENTAL USE POLICY

This policy contains general information and guidelines. It is not intended to be comprehensive, all in-inclusive, or to address all of the possible applications of, or expectations to, the general policies and procedures described. Rather, this policy has been prepared as a general guide. The City of Reynoldsburg Parks and Recreation Department (RPRD) reserves the right to revise, supplement or discontinue any of these policies, guidelines or procedures described in this manual. Nothing in this manual is intended, either expressly or impliedly to provide any right or benefit of any kind whatsoever to any person, or entity, or to acknowledge, establish or impose any legal duty to a third party. The Director of Parks and Recreation will make any required interpretation of language in the Senior Center Rental Use Policy.

Rules & Regulations

Reynoldsburg Parks & Recreation Department (RPRD) reserves the right to deny use of City Parks and facilities to groups who fail to comply with the rules and regulations set forth by the RPRD and the City of Reynoldsburg. Disregarding of these rules will result in forfeiture of the deposit and when applicable, charges for labor, supplies, repair of damage, and possible legal charges/fines/imprisonment:

1. Person reserving facility must be at least 18 years old. Renter shall be held legally and financially responsible for the conduct of all group members and shall remain on site during the rental. Renter agrees to use the facility in a safe and careful manner and shall comply with all federal, state and local laws and any rules and regulations set forth by the City of Reynoldsburg. Renter cannot sublease this rental.
2. **Consumption and/or possession of beer and/or alcoholic beverages are NOT permitted in the Senior Center.**
3. Facilities are **non-smoking**; any indication of smoking within a facility will result in forfeiture/charge of the rental deposit and may result in additional cleaning fees, etc.
4. **150 maximum capacity**
5. **Decorations may only be taped to surfaces; no tacks, staples or nails; No confetti, glitter, Silly String or similar decorations**
6. No betting, gambling permitted
7. No admission, concession, retail or other sales permitted
8. Renter may not bring in any heavy equipment or hazardous materials without written consent of the RPRD
9. Portable grills and cooking devices using open flame and/or bottled gasses are prohibited inside the Senior Center. Permission from the department is necessary to bring a portable grill
10. Pets are not permitted in indoor facilities unless they are a service animal. Discard pet waste properly
11. Department representatives and/or local law enforcement have the right to enter the premises at any time
12. **Live entertainment, food trucks, catering**, etc. must have prior approval by the Director of Parks & Recreation (the Dept. has location and documentation requirements for such activities) additional fees may apply
13. All groups must vacate the facility at the end of their rental time. All user-owned equipment/supplies must be removed after event
14. The facility must be cleaned, floors swept and mopped if necessary, counters and tables wiped clean and left in good order and all trash must be taken to the dumpster at the end of your rental. If towels used please rinse and hang over sink. *See checklist for complete cleanup procedures*
15. Tables and chairs must be put back in the storage area as you found them
16. Any violation of this agreement, facility's rules, Park Conduct rules and regulations, and policies, or undue disturbance, or abuse of the facility at any time shall constitute a violation of this agreement and no monies shall be refunded
17. Vehicles must remain on roads or in parking areas
18. Renter to provide table linens, plates, napkins, silverware, drinking glasses, serving plates, etc.
19. The City of Reynoldsburg is not responsible for lost and/or damaged property, accidents or injuries incurred while using City facilities
20. Key must be picked up prior to rental time from the Reynoldsburg Police Department. If the key is not picked up, renter must call Parks Grounds Superintendent at 614.205.9050 and will be charged \$50 to have access to the facility. If accidentally locked out of a facility, call our Grounds Superintendent at 614.205.9050.

INFORMATION TO ACCOMPANY YOUR RENTAL OF THE SENIOR CENTER

CHECKLIST FOR CLEANUP Please complete the following cleaning steps. Failure to do so will result in deductions in your deposit for costs of cleaning, repair, replacement, or restoration. The following are the minimum cleaning requirements needed for a complete refund of your deposit.

Senior Center
1520 Davidson Drive Reynoldsburg Ohio 43068

Cleaning supplies are located in the kitchen in the upper left cupboard; the other cleaning supplies are located in the janitor closet on the south east end of the building.

- Remove all streamers, tape, decorations, etc. from all tables, rafters, walls, lights, etc.
- If cords were unplugged from the TV, all connections must be restored and properly plugged back in before leaving
- Wipe down all tables and chairs using soap/water/cleaner
- Tables and chairs must be put back in the storage area as you found them.
- Wipe counters and sink in kitchen using soap/water/cleaner
- Remove from kitchen and site food, supplies, etc. that you brought in (including items in the refrigerator and freezer)
- Sweep all floors
- Mopping spills – there are directions on what to use to clean the floors on the cleaning closet door
- Empty all trash (including restroom cans) and line with new trash can liners
- Take all trash to dumpster in the parking lot area
- Turn off inside lights
- Lock all outside doors when leaving and check each to make sure locked from outside
- Return key to the Reynoldsburg Police Department

Once the facility has been checked to ensure completion of the above tasks and there are no damages, deposit will be refunded.

If you have issues during your rental:

For emergencies, call police and fire by dialing 911

Entry key must be picked up prior to rental time from Reynoldsburg Police Department. You will not have access to the facility unless you pick up the key.

For non-emergency related items contact Grounds Superintendent at 614.205.9050