



SHELTER RENTAL AND SPECIAL EVENTS 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 Shelter Rental and Special Events Use Policy.

Park Rules

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).

NO DRIVING ON PARK GROUNDS is 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 City Ord 971.13 H and I.

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

Lighting detection units are at the following facilities: Civic Park, Huber Park, JFK Park and the Livingston House. All rentees must abide by the lighting detection's warning signals. Failure to follow this will result in cancellation of your permit.

No person shall use any form of tobacco or electronic nicotine delivery systems in City-owned parks or outdoor facilities used or operated by the Parks and Recreation Department. Use permitted in established zones per Ord. 971.15 J

Violations of any park ordinances may result in revocation of future reservation privileges.

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.

No fees for parking may be charged without prior authorization from the Reynoldsburg Parks and Recreation Director.

Inflatables

Inflatables may be set up for parties or events, but require a meeting two (2) days prior with our Grounds Superintendent 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 surveyed by OUPs.

Additional fees will be assessed upon approval for inflatables.

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).

Cancellations

Rentee must cancel the event no less than 24 hours prior to the scheduled date 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.

The City of Reynoldsburg shall retain the right to cause an interruption of any event, in the interest of public safety, and to likewise cause the termination of such event(s) when, in sole judgment of the City of Reynoldsburg, such act is necessary in the interest of public safety.

Conditions of Permit

The use of City property is subject to all pertinent State Laws, City Ordinances, and 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.

DEFAULT OF USER: It is agreed that if User should fail, neglect and/or refuse to keep and perform any of the covenants, conditions or agreements contained in this Agreement, the City of Reynoldsburg may cause this agreement to be terminated, without liability to City of Reynoldsburg, and without releasing User from its liability to the full amount of rent or fees provided herein.

Indemnity

User shall defend and indemnify City of Reynoldsburg, their officers, agents and employees, while acting within the scope of its duties, from and against any and all actions, suits, proceedings, claims and demands, including attorney's fees and court costs, expense(s) and liabilities of any kind or nature whatsoever ("Claims") for injury to or death of person(s) or damage to property which may be brought and/or filed against, imposed upon or sustained by City of Reynoldsburg, their officers, agents or employees, based upon or arising out of:

- a) Any act or omission by User, User's officers, agents, employees, contractors, patrons, guests, licensees, invitees, or any other person(s) entering upon the Authorized Areas, with the express or implied invitation of User;
- b) Any violation by User, User's officers, agents, employees, contractors, patrons, guests, licensees, invitees, or any other person(s) entering upon the Authorized Areas, with the express or implied invitation of User;
- c) The use or occupancy of the Authorized Areas by User, User's officers, agents, employees, contractors, patrons, guests, licensees, invitees, or any other person(s) entering upon Authorized Areas, with the express or implied invitation of User.

This indemnity shall not include claims based upon, or arising out of, the sole negligence, gross negligence, or willful misconduct of the City of Reynoldsburg, their officers, agents and/or employees. Furthermore, this indemnity shall not require payment of a claim(s) by the City of Reynoldsburg, their officers, agents and/or employees, as a condition precedent to the City of Reynoldsburg's recovery under the same.

Damages

PAYMENT FOR DAMAGES: User agrees to pay for any and all damages of whatever origin or nature, which may occur to the Authorized Areas, or any other parts thereof, as a direct result of User's use of the facility for User's event(s), during the term of this agreement. User agrees to pay for any and all costs incurred by the City of Reynoldsburg for the repair, replacement and/or restoration of those areas, to a condition equal to that which existed at the time this agreement became effective.

User agrees to pay for any damages caused during the event, no later than ten (10) days after close of event(s).

If it is determined that the facility, or parts thereof, have been damaged as a result of the User's activities, the City of Reynoldsburg will provide to User detailed billing, accounting for all repairs, replacements and/or restoration costs when such work has been completed.

Facility Listing

Resident Fee = R Non-Resident Fee = NR

Facility	Amenities	Capacity	Notes	Rental Fees
Rodebaugh Park 7300 Rodebaugh Road	Playground Picnic Area (No Restroom)	Varies by event Discuss with Reynoldsburg Parks and Recreation Staff. Shelter holds 16 patrons. Includes 2 tables.	No electrical connections are available at this shelter.	<u>Shelter/Gazebo Rental:</u> R \$35/ NR \$45 Per day
JFK Park 7232 East Main St.	9 baseball diamonds (3 lighted) 4 tennis courts / 8 pickleball courts (lighted) Restroom Facilities Gazebo Concession Stand Skate park Playground Picnic Area .56 Mile of Blacklick Multipurpose Trail	Varies by event Discuss with Reynoldsburg Parks and Recreation Staff. Gazebo holds 40 patrons. Includes 4 tables	Patrons are welcome to use the grill located at the Gazebo. Electrical connections are available at the Gazebo for an additional fee.	<u>Shelter/Gazebo Rental:</u> R \$35/ NR \$45 Per day <u>Electric Fee:</u> \$10 additional fee
All Parks Open Green Space				<u>Fee:</u> To be determined based on event.