



## LIVINGSTON HOUSE 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 Athletic Field/Facility Use Policy.

### Rules & Regulations

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.

- The house may be rented from 7:00 a.m. to 10:00 p.m. – Mon thru Sat and 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.
- 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.
- No pets will be permitted in the house.
- There is to be no hanging of decorations, etc. on the walls with tape or push pins.
- 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.
- Furniture in the parlor may not be used for seating.
- Approximately 25 padded folding chairs and five card tables are in the closet under the front stairs. Tables & benches may be used in the kitchen along with the open space in the summer 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.
- 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.
- 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.