



APPLICATION FOR SHELTER RENTAL & SPECIAL EVENTS PERMIT

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 SHELTER RENTAL & SPECIAL EVENTS POLICY, availability, and when a permit is issued.

Renters Name:		Date Reserved:	
Organization Name (Optional):		Time Frame of Rental:	
Renters Email:		Renters Address:	
Renters Phone:		Estimated Attendance:	
Date of application:		Shelter Rental: (\$40 R / \$45 NR)	JFK Park Rodebaugh Park
Will you need electric? (Additional \$10 fee JFK only)	Yes	No	Other Rental Space Requests: (Fees to be determined based on event)

RESERVATION IS FOR THE SHELTER – ALL OTHER PARK AMENITITE ARE OPEN TO THE PUBLIC

*At the discretion of Parks and Recreation staff

Type of Event:		Is your event open to the public?	Yes	No
Will you be erecting a tent? (Note: tents larger than 10'x10' require a permit from the building department)	Yes	No	If Yes - Tent Size:	
Tents that involve ground stakes MUST be coordinated with the Grounds Superintendent and Park Staff at the time of the walk through. Proper City permits (for tents larger than 10'X10") and certification from OUPS is required by Rentee.				
Are you requesting the use of any additional space aside from the structure itself (e.g., open grass areas, walking trails, parking lots, basketball court, pond etc.)? If yes, please explain in detail and attach map or sketch to this application.				
Please specify at what times during your event you will be playing music or using sound system for any purpose (i.e. the times that your sound system will be audible to other patrons in the park in accordance with Ord 971.15 (b)).				
Please attached your event timeline or note it here:				
Will you require access to water? If so, for what purpose and in what quantity? Will you be bringing a water source on site? If so, what type and how?				
Do you plan to post any signs anywhere in the park? If so, where? How do you plan to affix them? ALL signage MUST be in accordance with Ord 971.27.				

I verify that the information on this Application for Shelter/Park Space Rental form is correct. I have read the Application and agree to all provisions listed in the SHELTER/PARK SPACE RENTAL POLICY, Rules and Regulations and disclaimers applied to permits and will communicate this information to our coaches and 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 _____
--