

Reynoldsburg Senior Center Information





Welcome to the Reynoldsburg Senior Citizens Center. The City of Reynoldsburg Parks and Recreation Department is proud to offer the Senior Center on a rental basis. It is a building that is perfect for hosting your small to medium sized events. Building keys must be picked up and returned to the Reynoldsburg Police Department, 7240 E. Main Street, Reynoldsburg (non-emergency phone # is 614-866-6622). Check out the following pages for details and pictures for usage of the building and furnishings. We hope you enjoy your special event!

Door locking and keys

Keys for the building can be picked up the Reynoldsburg Police Department (across Main Street). The keys work on the north facing doors. Please lock all doors before leaving the building. Blue arrows indicate where door lock is located or where the allen wrench key is hanging to lock the door. The north east door (below) also has an on/off switch at the top for the electric door opener.

Exterior Kitchen Door



North East Exterior Door



North West Exterior Door



Storage Room

For your usage, the storage room has:

- 15 - 12' folding tables
- 2 - 8' folding tables
- 10 - 3' card tables
- 8 - 5' round tables





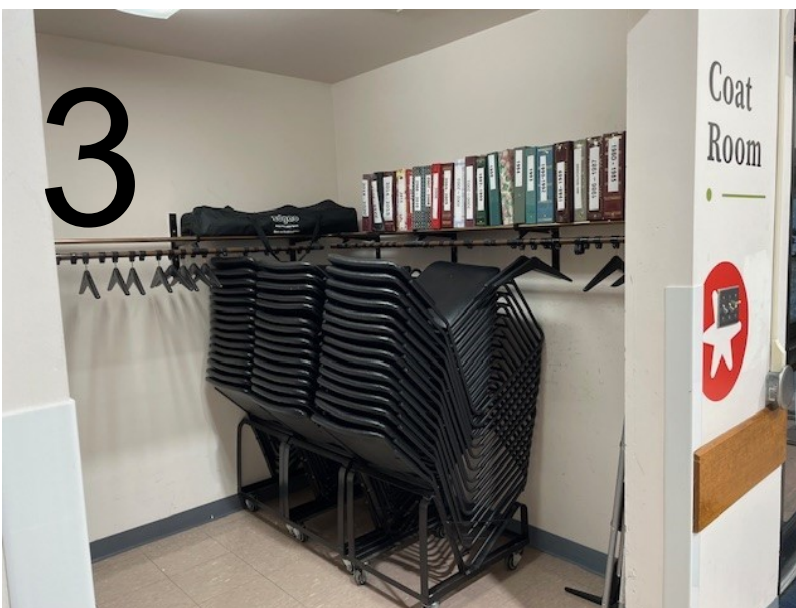
Chairs and storage

There are 145 chairs available for your usage. 100 4-legged chairs (ten rolling trays with ten chairs on a stack) and 45 flat-bottom chairs (three rolling skids with fifteen chairs on a skid).

As in the picture 1—roll four trays stacked 10 chairs high along entrance.

As in picture 2—roll six trays stacked 10 chairs high along pool room windows.

As in picture 3—roll 3 skids stacked 15 chairs high into the coat room.



Kitchen

The Senior Center has a full kitchen for your convenience. As well as the large appliances, there is a microwave oven, large coffee pot and roasting ovens.



A free-standing range has four coils and a griddle. The oven has three racks (please check inside the oven before turning on). There are safety covers on all the on/off knobs. Make sure all knobs are turned off.



The warming oven is equipped with numerous trays to keep your hot items warm. The on/off is at the bottom and the plug is to the back. Make sure oven is turned off.



The refrigerator and freezer are two units. The refrigerator is on the right and the freezer is to the left. Please check the units before you leave any valuable items behind.

Fire Suppression and Extinguishers

In case of a fire, call the Truro Fire Department at 911 or 614-864-2445. The Senior Center has a fire suppression system in the kitchen and multiple fire extinguishers throughout the building. The suppression system (1) pull switch is on the wall to the left of the kitchen door. Extinguishers are located in the kitchen (2), outside the kitchen door (3) and on the wall near the audio equipment (4).



NOT INCLUDED IN RENTAL

The Living Room, Card Room, Pool Room and the Arts and Crafts Room are **NOT INCLUDED** in the building rental.



Clean-up and Trash

Please leave the Senior Center as you found it. There are cleaning supplies on the kitchen counter. Wipe all counter tops, clean stove top and oven, and check the refrigerator/freezer for spills or leftover items. The Utility Room, off the north west entrance, has mops and large brooms to aid in floor cleaning.

There are trash bags in the kitchen on the counter. Remove trash from building and place in the red dumpster located in the west parking lot between the kitchen and Davidson Drive.

