

## STEP 1:

- Make a MyRec account: <https://reynoldsburgoh.myrec.com/>
- Click on New Account and fill out your information

Reynoldsburg Parks and Recreation

Reynoldsburg  
PARKS & RECREATION

Home Programs Facilities General Info Contact User

Programs Log In **New Account** Contact Us

Welcome to Reynoldsburg Parks and Recreation! Learn more about who we are and...  
[About Us](#)

**Let us serve you better!**  
Making an account provides us with emergency contacts,....  
[Create Account](#)

View our programs and activities now!  
[View Programs](#)

Need directions, or a place to hold your next meeting?  
View our parks and facilities.  
[Reserve Now](#)

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## Welcome to Reynoldsburg Parks and Recreation

We are proud to provide you with our activity registration system and website. To get started please **Create an Account** with all your household information. The data provided - emergency contacts, medical information, etc. - will help us better serve you. This info will also be automatically placed into your registration forms.

When you're ready to start registering for **activities**, be sure to review the **How to Register for an Activity** page.

## STEP 2:

- Click Facilities
- Click Facility List

The screenshot shows the Reynoldsburg Parks and Recreation website. The header features the Reynoldsburg Parks & Recreation logo and a navigation bar with links for Home, Programs, Facilities, General Info, Contact, and a user profile icon. The 'Facilities' menu is highlighted with a yellow box, and arrows point to the 'Facility List' and 'Calendar' options. Below the navigation bar are four main service icons: Programs, Log In, New Account, and Contact Us. The main content area contains four promotional cards: 'About Us', 'Create Account', 'View Programs', and 'Reserve Now'. A 'View All' button is located below the cards. The page concludes with a 'Welcome to Reynoldsburg Parks and Recreation' heading and a paragraph explaining the registration system, followed by a link to the 'How to Register for an Activity' page.

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PARKS & RECREATION

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### STEP 3:

- Find Community Gardens List
  - What plots are showing are what is available
    - This is an example list

Community Gardens: Civic - A3	6800 Daugherty Drive	Reynoldsburg, OH 43068	Open
Community Gardens: Civic - A4	6800 Daugherty Drive	Reynoldsburg, OH 43068	Open
Community Gardens: Civic - B1	6800 Daugherty Drive	Reynoldsburg, OH 43068	Open
Community Gardens: Civic - B2	6800 Daugherty Drive	Reynoldsburg, OH 43068	Open
Community Gardens: Civic - B3	6800 Daugherty Drive	Reynoldsburg, OH 43068	Open
Community Gardens: Civic - B5	6800 Daugherty Drive	Reynoldsburg, OH 43068	Open
Community Gardens: Civic - B7 - 1/2 Plot	6800 Daugherty Drive	Reynoldsburg, OH 43068	Open
Community Gardens: Civic - C1	6800 Daugherty Drive	Reynoldsburg, OH 43068	Open
Community Gardens: Civic - C2	6800 Daugherty Drive	Reynoldsburg, OH 43068	Open
Community Gardens: Civic - C7 - 1/2 Plot	6800 Daugherty Drive	Reynoldsburg, OH 43068	Open
Community Gardens: Civic - C10	6800 Daugherty Drive	Reynoldsburg, OH 43068	Open
Community Gardens: Civic - C11	6800 Daugherty Drive	Reynoldsburg, OH 43068	Open
Community Gardens: Civic - C12	6800 Daugherty Drive	Reynoldsburg, OH 43068	Open
Community Gardens: Livingston	6305 E Livingston Ave	Reynoldsburg, OH 43068	Open
Community Gardens: Livingston - A1	6305 E Livingston Ave	Reynoldsburg, OH 43068	Open
Community Gardens: Livingston - A2	6305 E Livingston Ave	Reynoldsburg, OH 43068	Open
Community Gardens: Livingston - A10	6305 E Livingston Ave	Reynoldsburg, OH 43068	Open
Community Gardens: Livingston - B5	6305 E Livingston Ave	Reynoldsburg, OH 43068	Open

### STEP 4:

- Click on the Request button to the right of the open garden plot
  - Only open plots will have the Request Button

Community Gardens: Civic - A3	6800 Daugherty Drive	Reynoldsburg, OH 43068	Open	<a href="#">Request</a>
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## Step 5:

- Fill out information
- When filling out dates and times:
  - Use May 18 as your date
  - Start time 8:00am End time 5:00pm
    - You do not need to make it recurring and add all dates of the garden season. The system just needs one date and timeframe to continue to the reservation request
  - Click Next

### Reservation Request

The **Start Date** must be between **Thursday, May 7, 2026** and **Wednesday, April 7, 2027**.

[View Calendar](#) / [View Availability](#) / [Help Guide](#)

Select a Facility

Community Gardens: Civic - A3

[View Availability](#) | [View Rental Information](#)

Start Date	End Date	Start Time	End Time
<input type="text" value="05/18/2026"/>	<input type="text"/>	<input type="text" value="08:00 AM"/>	<input type="text" value="05:00 PM"/>

Recurring  Sun  Mon  Tue  Wed  Thu  Fri  Sat

All requests must occur between **Thursday, May 7, 2026** to **Wednesday, April 7, 2027**.  
If you need dates beyond these then please **contact us**.

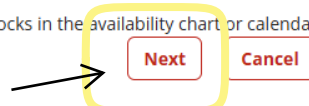
**Facility Fee Schedule**

FEES PER GARDEN PLOT:  
Half Plot Resident \$20.00 Plus Refundable Deposit \$50.00 per plot  
Half Plot Non-Resident \$25.00 Plus Refundable Deposit \$50.00 per plot  
Full Plot Resident \$40.00 Plus Refundable Deposit \$50.00 per plot  
Full Plot Non-Resident \$50.00 Plus Refundable Deposit \$50.00 per plot

**Your request will be processed in the order received and is not a reservation until approved.**

Please contact the office if you have any questions.

Tip: click white blocks in the availability chart or calendar to carry times into your request.



Click Next to add additional dates. Not seeing the next button? [Log In](#).

## STEP 6:

- Make sure all information is correct. The system will automatically pull contact information. If it's not correct, you can change it in the boxes below.
- Be prepared to answer the Additional Questions
  - All highlighted boxes are required to be answered move forward
- Click Submit

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### Reservation Request

Dates	Times	Location
Monday, May 18, 2026	8:00 AM - 5:00 PM	Community Gardens: Civic - A3 <input type="checkbox"/>
<a href="#">Add More</a>		<a href="#">Remove Selected</a>

#### Contact Information

* First Name	* Last Name	
First Name	Last Name	
Street Address	Address 2	* City
7232 East Main St		Reynoldsburg
* State/Province:	* Zip Code	* Country
Ohio	43060	U.S.A.
* Phone	* Email	
(614) 244-9000	precre@reynoldsburg.gov	

#### Request Information

Additional Info	
* Purpose of Reservation	Head Count
Garden	

Additional Questions

## Additional Questions

### Questions

Are you planning on planting perennials? \* Required

no

Are you planting cold crops? (ex: Peas, Radish, Spinach, Lettuce) \* Required

no

Current plot holders, please list your plot number(s) \* Required

Civic A3

If you are a new gardener, would you like an experienced gardener to help you? \* Required

no

If you are an experienced gardener, would you like to help a new gardener? \* Required

no

Would you like to share a garden with another gardener? \* Required

no

## Policies and Information

### Forms & Links

### Location

[Civic Community Garden Map](#)

Community Gardens: Civic

[Community Garden Packet](#)

Community Gardens: Civic

[Community Garden Packet: Nepali](#)

Community Gardens: Civic

[Community Garden Packet: Somali](#)

Community Gardens: Civic

[Community Garden Packet: Spanish](#)

Community Gardens: Civic

## Fee Schedule and Notes

Community Gardens: Civic

FEES PER GARDEN PLOT:

Half Plot Resident \$20.00 Plus Refundable Deposit \$50.00 per plot

Half Plot Non-Resident \$25.00 Plus Refundable Deposit \$50.00 per plot

## Disclaimer

Community Gardens: Civic

### -----Garden Agreement-----

1. Plots are filled on a first come first served basis and new gardeners may NOT request a particular plot site, we will assign the plot to you. Returning gardeners are given the option of renewing their existing plot lease.

2. The annual fee for a garden plot is currently \$40 for a resident and \$50 for a non-resident for a full plot. Fees are payable to the City of Reynoldsburg (7232 E. Main St. Reynoldsburg Ohio) and must be paid in full at the time of registration. The plot fee is non-refundable. No discounts for multiple plots.

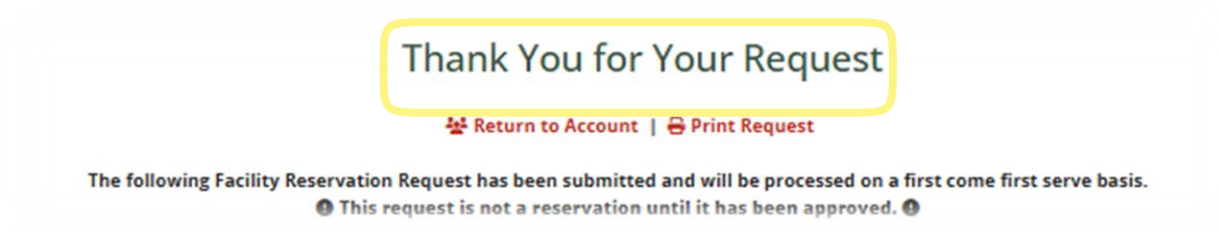
I have read and agree to the Disclaimer statement.

Submit

Cancel

## STEP 7:

- You will see a Thank You for Your Request



## ADDITIONAL INFORMATION

- This is just a **REQUEST** for garden rentals. Parks and Recreation will look at all request and approve in order of submissions.
- Once Parks and Recreation has approved your request. An invoice will be put on your MyRec account and a notification email will be sent out.
- Once payment is made, you will then be notified with information on how to access your garden plot.