



Memorial & Clifton Shelter House Rentals

In Season Restroom Facility Usage (April/May – September/October):

The opening and closing of the restrooms for the season may be earlier or later depending on the temperature. Call the Bexley Recreation & Parks Department for more information.

In Season Restroom Facility Usage (April/May – September/October):

The opening and closing of the restrooms for the season may be earlier or later depending on the temperature. Call the Bexley Recreation & Parks Department for more information.

Payment & Security Deposit Policy:

Full payment (\$20.00 per hour rental fee) is required at the time of the in-person reservation and a minimum of 2 hours is required for a rental. A \$40.00 refundable security deposit (Credit Card Only) is required at the time of the in-person reservation. *Forfeiture of the security deposit includes, but it not limited to:*

- A. The permit is cancelled within 30 days of the event.
- B. The facility or any items in the facility are damaged.
- C. Additional "extra" clean-up is needed from our maintenance staff after the event (inside or outside the building).
- D. The permit hours as requested are exceeded.

Request for Cancellations or Date/Time Changes

All cancellations or date/time changes must be done in writing via an email to the Bexley Recreation & Parks Department at recreation@bexley.org or a hand written letter dropped off in person to a staff member.

- A. Cancellations are not complete until you receive notification confirming your cancellation.

I. General Rules & Regulations:

The lessee is required to help the Bexley Recreation & Parks Department (BRPD) keep Shelter Houses clean, safe, and secure by adhering to the following rules and regulations. Common sense should prevail at all times. Don't do anything you wouldn't do in your own home:

- A. **Reservations for a Shelter House can be made by Bexley residents only.** When not reserved by a Bexley resident the Shelter House is open to the public (Memorial Only).
- B. One adult chaperon is required at all times for every ten minors congregating. Any youth group of 50 or more is required to hire an off duty Police Officer.
- C. The space reserved is not to be used in excess of the normal seating capacity, 110 people (Memorial), 80 people (Clifton) unless approved by the BRPD.
- D. **Clean Up:** Patrons are responsible for placing all trash in the trash cans and recycling in the recycling cans throughout the Shelter House before the end of the reserved time. **You are responsible for leaving the Shelter House as you found it.**
- E. No alcohol or firearms.
- F. No amplified music is permitted.
- G. Nothing shall be attached to the walls.
- H. Patrons are responsible for providing all items necessary to prepare and serve food.
- I. All posted rules for Jeffrey Park apply to the Shelter House.

- J. The following behaviors are strictly prohibited, but not limited to: 1) fighting and or “rough housing” 2) abusive language 3) spitting 4) sexual misconduct 5) roller-skating, skateboarding or the use of any other wheeled devices (with exception of wheelchairs)
- K. No group may charge admission or sell items of any kind. Private or public fund raising projects are not permitted in the Shelter House.
- L. Any questions should be directed to BRPD (614.559.4300).
- M. **THESE ARE YOUR COMMUNITY SHELTER HOUSES; PLEASE HELP US KEEP THEM CLEAN!**

Field/Diamond Rentals

The lessee is required to help the Bexley Recreation & Parks Department (BRPD) keep facilities clean, safe, and secure by adhering to and enforcing the use of BRPD facilities’ rules and regulations listed below:

Payment & Security Deposit Policy:

Full Payment (if applicable) is due no less than two weeks (2) prior to the event date. A \$250.00 refundable security deposit (Credit Card Only) is required at the time of the in-person reservation for paid permits.

Forfeiture of the security deposit includes, but it not limited to:

- A. The facility or any items in the facility are damaged.
- B. The permit hours as requested are exceeded.

I. General Rules & Regulations:

- A. Request for use of a recreation and parks facility shall be submitted 72 hours prior to requested use date to the Recreation & Parks Department and must follow the field permit schedule.**
- B. Requests must include the name of the group or organization requesting use of facilities, the activity/purpose of the meeting or function and the date and time of such meeting or function. If satisfactory arrangements can be made, the request may be approved by the Supervisor and Director.
- C. All Facility Rentals are to be used solely for the purpose stated on the Rental Permit.
- D. The use of any building or grounds or any part thereof is granted on the condition that if needed for recreation functions on any of the dates granted, the applicant agrees to forego its use on such dates. Notice of cancellation will be done via email.
- E. BRPD reserves the right to cancel (as a result of weather related issues) any and all permitted use of a facility for the purpose of protecting facility grounds (i.e. in the case of heavy rains, the department may cancel use of a field to preserve the quality of the park for future use). Notice of cancellation will be done via email.
- F. In addition, we ask the Lessee to use common sense when using park grounds that are wet/soggy. Activity on wet/soggy facility will damage the park, which can/will result in the closure of the facility for repairs.
- G. In the event of inclement weather (i.e, thunder storms, tornado siren, et.), the Lessee assumes responsibility for his/her group is advised to leave the field.
- H. BRPD assumes no responsibility for damage to or loss of any property of Lessee or others brought into the Facility prior to, during or after Lessee's use.