



## Policies for Facility Reservations

**Note:** Permit holder is responsible for ensuring that park rules and regulations are followed. Complete list of park rules is available at [www.preservationparks.com](http://www.preservationparks.com).

**NO ALCOHOLIC BEVERAGES PERMITTED ON PARK PROPERTY.**

**PLEASE CLEAN YOUR GROUP'S AREA BEFORE LEAVING.** If your group needs additional trash bags or a broom, please contact the **Park Officer at 614-989-1972**. Please leave the area clean so that others may also enjoy it. Preservation Parks may bill the permit holder for clean-up and/or repair of damages if necessary.

**PARK IN DESIGNATED AREAS ONLY.** Parking is not permitted on the grass, on trails, along roadways, or in the turnarounds. Parking vehicles overnight is prohibited, and any vehicle left in the park after hours will be towed at the owner's expense.

**SIGN RESTRICTIONS:** Please do not place signs on existing park signs, traffic control signs, trees, park posts, or on any other park structure. Signs must be free standing or be mounted to stakes or signposts you provide.

No more than 2 signs per group are permitted. Signs may not exceed 2 feet by 2 feet in size, unless approved by Park Manager.

Signs may not be placed at the entrance area of the park.

**DISPLAYS OR DECORATIONS:** Any decorations must be fastened in a manner that does not damage or mar park structures. The use of nails, tacks, tape or staples is prohibited.

**THROWING OF WATER BALLOONS, EGGS, LAWN DARTS, AND BOOMERANGS IS PROHIBITED.**

**GATHERING FIREWOOD IS PROHIBITED WITHIN THE PARK.**

**PARKS CLOSE at 7:00 p.m., November through February, and at 9:00 p.m., March through October.**

### ADDITIONAL GUIDELINES FOR INDOOR MEETING FACILITIES

**Schedule time for set up and clean up:** Schedule at least 30 minutes before and after your event to set up and clean up the meeting room. Tables and chairs will be available, but you are responsible for set up and tear down. We recommend having other people with you to help.

**The permit holder must be at the indoor facility at the start time listed on the permit.** Park staff will unlock the room at that time. The permit holder will meet with park staff to review the permit. This is also the appropriate time to inform the staff member of any uncleanliness found.

**The meeting room should be left as it was prior to the rental.** Please clean up after your group, wipe kitchen counter, empty coffee maker, load and run dishwasher, and sweep floor.