

Permit



Worthington Community Center
 345 East Wilson Bridge Rd.
 Worthington, OH 43085

PHONE:(614) 436-2743
 FAX:(614) 786-7367
 EMAIL:wprd@worthington.org

Permit # R13364
 Status Approved
 Date Nov 22, 2024 10:43 AM

Organization Name	Colonial Hills Civic Association - 2	Organization Phone 1	(614) 985-0970
Customer Type	Community Group	Number	
Organization Address	435 Park Blvd Worthington, OH 43085		
Agent Name	Leslie W. Caruso	Work Phone Number	(614) 595-5116
		Primary Phone Number	(614) 846-6367
		Cell Phone Number	(614) 595-5116
System User	Carole Rudowicz		

Rental Fee	\$0.00
Discounts	\$0.00
Subtotal	\$0.00
Deposits	\$0.00
Deposit Discounts	\$0.00
Total Permit Fee	\$0.00
Total Payment	\$0.00
Refunds	\$0.00
Balance	\$0.00

Colonial Hills Civic Association 1 resource(s) 22 booking(s) Subtotal: \$0.00

Event Type Notes:
 The City of Worthington is committed to providing services available to all participants. Please note below any special accessibility requests you or your attendees have, so that we may offer you the most suitable facility location:

RESERVATION INFORMATION:

The Renter may access the space only during the time of the rental. The rental times must include any time the Renter needs for event preparations and cleanup.

Amenities included with the Shelter: dorm-size refrigerator, double sink, microwave, tables, chairs, and restrooms.

Rental of Selby Shelter House includes use of the shelter house along with the overhang and picnic tables underneath it.

Selby Shelter House is a heated facility; however, it does not have air conditioning. The metal roll-up windows can be opened but must be locked prior to leaving.

Personal grills are not provided, but Renters may bring their own grills for outdoor use only.

No amplified music will be allowed.

No alcohol is allowed on the premises.

No bounce houses, glass containers, fog machines, confetti, silly string, pinatas, glitter, glitter/confetti balloons, or red drinks are allowed.

Room capacity for Selby Shelter House is 40.

lwc initial

SHELTER ACCESS: A code for the pin pad at Selby Shelter House will be sent to the Renter by 9:00am on the Tuesday of, or before, your rental is scheduled. It will be sent via the email provided to the Worthington Community Center by the Renter. The pin code will only work for the specific scheduled rental time. Report any problems to 614-436-2743.

lwc initial

REFUND POLICY: Requests for transfers or refunds must be made at least 1 week prior to the date of the rental. Refunds will not be granted for inclement weather. There is an \$8 processing fee for a refund. Please allow 2-4 weeks for a check refund. Recurring rentals are non-refundable.

lwc initial

DAY OF THE PARTY: Persons obtaining permit must be present during the entire rental time. Decorations, refreshments and entertainment are the responsibility of the permit holder. Please bring your contract with you to your event. Groups are responsible for maintaining the property themselves. See EXIT CHECKLIST and Editor's Notes #1 below for instructions on how to leave the building.

lwc initial

EXIT CHECKLIST: Future ability to rent the facility is contingent upon the Renter's compliance with the exit rules, including completing and returning the attached Exit Checklist, either to the Worthington Community Center or by email to jennifer.button@worthington.org. A picture or a scan of the completed Exit Checklist sent via email is acceptable.

lwc initial

The following rules and regulations are those pertaining specifically to shelter house areas:

(EDITOR'S NOTE: Former subsection (15) was repealed by Ordinance 42-2003, passed July 21, 2003.)

1. Trash must be deposited in containers and left outside of the building, lights turned off, windows closed and locked, water turned off, outdoor grill fires extinguished, and all exterior doors and other means of entry locked before leaving the building. The person or persons responsible for any group using park areas or shelter houses will be held responsible for the removal of all debris left on the site and may be issued a court citation for littering if the area is not cleaned after being used.
2. The permit holder shall be held responsible for damage to facilities due to negligence and/or poor supervision.
3. Charcoal for grilling will be furnished by the permit holder.
4. The Renter must be present during the hours covered by the permit.
5. Permits will not be issued for use of:
 - A. Commercial merchandising parties; or
 - B. Commercial meetings of any kind.
6. Application for a use permit must be made with the Department ten (10) days prior to the date requested for the permit to ensure time for processing.
7. The City of Worthington and the Colonial Hills Civic Association, in the case of Selby Park Shelter House, assume no responsibility for lost or stolen articles.
8. Permit date conflicts created by concurrent applications will be resolved on the following priority basis:
 - A. Official City of Worthington functions;
 - B. Colonial Hills Civic Association functions (for Selby Park);
 - C. Other established civic associations;

D. Worthington residency; and

E. All other requests in order of date of application.

Any group found offering programs that compete with the Worthington Community Center programs or have exchanged money for a program (for-profit groups) will not be allowed to rent from the Worthington Community Center. If this information is found after the fact, the group will be asked to leave and will not be refunded.

Said organization to be governed by the rules and regulations set forth in Ordinance 58-76 and the Worthington City Code, Section 941-02 and 941-99. 1. No smoking allowed. Intoxicated persons and intoxicating drinks are not permitted on premises. 2. Permit is for a specific room or area and does NOT include supplies, equipment, table coverings, etc. 3. Any groups that abuse facility or violate rules and regulations will not be issued any future permits, and charges or damage will be assessed. 4. The undersigned, on behalf of the participants (i) waives any and all claims of any sort or nature that may arise against the City of Worthington for any personal injury, bodily injury or death, and for any property damage or loss, and (ii) holds the City of Worthington harmless from and against any and all claims or demands of any sort or nature which may be asserted by or on behalf of the undersigned or any of the participants for any personal injury or property damage or loss. The undersigned has read and agrees to be bound by this Permit/License and the Terms and Conditions contained herein and attached hereto.

Booking Summary

Selby Park Shelter House (Selby Shelter Rental)		Center: City Parks	
START DATE/TIME	END DATE/TIME	ATTENDEE	AMT W/O TAX
Tue, Jan 14, 2025 7:00 PM	Tue, Jan 14, 2025 9:00 PM	1	\$0.00
Tue, Feb 11, 2025 7:00 PM	Tue, Feb 11, 2025 9:00 PM	1	\$0.00
Tue, Mar 11, 2025 7:00 PM	Tue, Mar 11, 2025 9:00 PM	1	\$0.00
Sat, Apr 5, 2025 8:00 AM	Sat, Apr 5, 2025 1:00 PM	1	\$0.00
Tue, Apr 8, 2025 7:00 PM	Tue, Apr 8, 2025 9:00 PM	1	\$0.00
Sat, Apr 12, 2025 8:00 AM	Sat, Apr 12, 2025 1:00 PM	1	\$0.00
Sat, Apr 19, 2025 8:00 AM	Sat, Apr 19, 2025 1:00 PM	1	\$0.00
Tue, May 13, 2025 7:00 PM	Tue, May 13, 2025 9:00 PM	1	\$0.00
Tue, Jun 10, 2025 7:00 PM	Tue, Jun 10, 2025 9:00 PM	1	\$0.00
Thu, Jul 3, 2025 6:00 AM	Thu, Jul 3, 2025 11:00 PM	1	\$0.00
Fri, Jul 4, 2025 6:00 AM	Fri, Jul 4, 2025 11:00 PM	1	\$0.00
Tue, Jul 8, 2025 7:00 PM	Tue, Jul 8, 2025 9:00 PM	1	\$0.00
Tue, Aug 12, 2025 7:00 PM	Tue, Aug 12, 2025 9:00 PM	1	\$0.00
Tue, Sep 9, 2025 7:00 PM	Tue, Sep 9, 2025 9:00 PM	1	\$0.00
Tue, Oct 14, 2025 7:00 PM	Tue, Oct 14, 2025 9:00 PM	1	\$0.00
Sun, Oct 26, 2025 12:00 PM	Sun, Oct 26, 2025 6:00 PM	1	\$0.00
Sat, Nov 8, 2025 8:00 AM	Sat, Nov 8, 2025 12:00 PM	1	\$0.00
Tue, Nov 11, 2025 7:00 PM	Tue, Nov 11, 2025 9:00 PM	1	\$0.00
Fri, Dec 5, 2025 12:00 PM	Fri, Dec 5, 2025 9:00 PM	1	\$0.00
Sat, Dec 6, 2025 8:00 AM	Sat, Dec 6, 2025 6:00 PM	1	\$0.00

Tue, Dec 9, 2025 7:00 PM	Tue, Dec 9, 2025 9:00 PM	1	\$0.00
Sun, Dec 14, 2025 12:00 PM	Sun, Dec 14, 2025 7:00 PM	1	\$0.00

Custom Questions	
QUESTION	ANSWER
Provide a valid email address for any reservation communication.	lesliewcaruso@gmail.com

Waivers and Information	
INFORMATION DESCRIPTION	SIGNING STATUS
Selby Shelter House Check List Attachment	Checked

X: Jennifer Button

Date: 1/7/25

Worthington Community Center
Mailing Address: 345 East Wilson Bridge Rd., Worthington, OH 43085
Phone Number: (614) 436-2743
Fax Number: (614) 786-7367
Email Address: wprd@worthington.org

X: Leslie W. Caruso

Date: 1/12/25

Colonial Hills Civic Association
Customer Type: Community Group
Customer ID: 3947
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Authorized Agent Name: Leslie W. Caruso
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