

# Permit



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

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

**Permit #** R14874  
**Status** Approved  
**Date of Issue** Nov 30, 2025 9:36 PM

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

	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 Meetings and Events

1 resource(s)22 booking(s)Subtotal: \$0.00

Event Type Notes:

Amenities included with Selby Shelter House are a dorm-size refrigerator, double sink, microwave, eight 6' tables, 40 chairs, and restrooms.

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

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

RESERVATION INFORMATION:

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

-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 the Permit Holder may bring their own grill for outdoor use only.

-Outdoor water access is restricted to employee use only.

-No amplified music is allowed.

-No alcohol is allowed on the premises.

-Stakes are not allowed in the ground within the surrounding green space.

-In addition, the following items are not allowed: Bounce houses, glass or breakable containers, fog machines, confetti, silly string, piñatas, glitter, glitter/confetti balloons, or red drinks.

-Only masking tape is allowed to hang decorations in and outside of the facility. No Scotch or packing tape.

-Room capacity for Selby Shelter House is 40.

\_\_\_\_\_Permit Holder agrees to the above bullet points (please initial)

SHELTER ACCESS:

A pin pad access code for Selby Shelter House will be sent to the Renter on the Tuesday of, or before, your rental is scheduled. It will be sent via the email provided by the Permit Holder to the Worthington Parks and Recreation Department. The pin code will only work for the specific scheduled rental time. Report any problems to 614-436-2743.

\_\_\_\_\_initial

REFUND POLICY:

# R14874Status Approved

Page 1 of 4

Requests for transfers or refunds must be made at least 1 week prior to the date of the rental. Recurring rentals are non-refundable. 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.

\_\_\_\_\_initial

DAY OF THE EVENT:

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.

\_\_\_\_\_initial

Worthington Parks and Recreation staff members are authorized to issue warnings for contract policy violations, including, but not limited to, exceeding capacity limits, neglecting safety requirements, and/or disregarding facility use rules. Continued noncompliance may result, at the discretion of staff, in immediate termination of the event without a refund. The Permit Holder accepts financial responsibility for any assessed fees related to policy violations, facility damage, or excessive cleaning.

\_\_\_\_\_initial

EXIT CHECKLIST:

The Permit Holder's ability to rent the facility in the future is contingent upon compliance with all exit procedures, including the completion and return of the Exit Checklist provided in the pin pad access code email. The completed checklist must be returned to the Worthington Community Center in person or sent by email to [jennifer.button@worthington.org](mailto:jennifer.button@worthington.org). A photo or scanned copy of the completed checklist is acceptable.

\_\_\_\_\_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 Permit Holder 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 Parks and Recreation programs or exchanging money for a program (for-profit groups) will not be allowed to rent from the Worthington Parks and Recreation Department. 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 13, 2026 7:00 PM	Tue, Jan 13, 2026 9:00 PM	1	\$0.00
Tue, Feb 10, 2026 7:00 PM	Tue, Feb 10, 2026 9:00 PM	1	\$0.00

Tue, Mar 10, 2026 7:00 PM	Tue, Mar 10, 2026 9:00 PM	1	\$0.00
Sat, Mar 21, 2026 8:00 AM	Sat, Mar 21, 2026 1:00 PM	1	\$0.00
Sat, Mar 28, 2026 8:00 AM	Sat, Mar 28, 2026 1:00 PM	1	\$0.00
Sat, Apr 4, 2026 8:00 AM	Sat, Apr 4, 2026 1:00 PM	1	\$0.00
Tue, Apr 14, 2026 7:00 PM	Tue, Apr 14, 2026 9:00 PM	1	\$0.00
Tue, May 12, 2026 7:00 PM	Tue, May 12, 2026 9:00 PM	1	\$0.00
Tue, Jun 9, 2026 7:00 PM	Tue, Jun 9, 2026 9:00 PM	1	\$0.00
Fri, Jul 3, 2026 5:30 AM	Fri, Jul 3, 2026 9:30 PM	1	\$0.00
Sat, Jul 4, 2026 5:30 AM	Sat, Jul 4, 2026 9:30 PM	1	\$0.00
Tue, Jul 14, 2026 7:00 PM	Tue, Jul 14, 2026 9:00 PM	1	\$0.00
Tue, Aug 11, 2026 7:00 PM	Tue, Aug 11, 2026 9:00 PM	1	\$0.00
Tue, Sep 8, 2026 7:00 PM	Tue, Sep 8, 2026 9:00 PM	1	\$0.00
Tue, Oct 13, 2026 7:00 PM	Tue, Oct 13, 2026 9:00 PM	1	\$0.00
Sun, Oct 25, 2026 12:00 PM	Sun, Oct 25, 2026 6:00 PM	1	\$0.00
Sat, Nov 7, 2026 8:00 AM	Sat, Nov 7, 2026 12:00 PM	1	\$0.00
Tue, Nov 10, 2026 7:00 PM	Tue, Nov 10, 2026 9:00 PM	1	\$0.00
Fri, Dec 4, 2026 12:00 PM	Fri, Dec 4, 2026 9:00 PM	1	\$0.00
Sat, Dec 5, 2026 8:00 AM	Sat, Dec 5, 2026 6:00 PM	1	\$0.00
Tue, Dec 8, 2026 7:00 PM	Tue, Dec 8, 2026 9:00 PM	1	\$0.00
Sun, Dec 13, 2026 12:00 PM	Sun, Dec 13, 2026 7:00 PM	1	\$0.00

Custom Questions	
QUESTION	ANSWER
Did you verify the customer's account & check residency?	Yes
Provide a valid email address for any reservation communication.	lesliewcaruso@gmail.com

Waivers and Information			
WAIVER NAME	DUE DATE	FOR	SIGNING STATUS
Worthington Parks and Recreation Waiver	Jan 13, 2026	Leslie W. Caruso	Unsigned

ACKNOWLEDGEMENT OF RISKS, LIABILITY RELEASE AND INDEMNIFICATION AGREEMENT INCLUDING COVID-19

In signing this release for myself and for any named participant(s) (if such participant(s) is underage 18), I acknowledge and understand that, as a participant in this and any other programs of the Worthington Department of Parks and Recreation, I/we may be exposed to RISKS OF SERIOUS BODILY INJURY, SICKNESS, OR DEATH due to the circumstances inherent in the Worthington Department of Parks & Recreation and such programs, including the negligent acts or omissions of others.

I ACKNOWLEDGE that there are a variety of RISKS AND DANGERS inherent in recreational activities and facilities, including but not limited to: sports-related injuries; collisions with stationary objects; falls; risks associated with water-related activities (including drowning); adverse environmental conditions or any other conditions which may cause heatstroke, heat exhaustion, hypothermia or any other illness or injury; physical contact between participants; injuries related to overexertion; slippery floors; misuse or inexperience with fitness equipment; risk of illness or death related to COVID-19 arising from my being on the premises or from using the facility and participating in programs. In exchange for being permitted to participate, I voluntarily agree to assume all of these and other risks inherent in participating in such recreational activities and facilities. I acknowledge that I (or the participant for whom I sign, if under 18 years of age) have/has no physical limitations, or disabilities of any kind which would restrict me or them from participating.

The Worthington Parks and Recreation Department has created new protocols and put in place preventative measures to reduce the spread of COVID-19; however, the City of Worthington cannot guarantee that you will not become infected with COVID-19.

I understand the hazards of the novel coronavirus ("COVID-19") and am familiar with the Centers for Disease Control and Prevention ("CDC") guidelines regarding COVID-19. I acknowledge and understand that the circumstances regarding COVID-19 are changing from day to day and that, accordingly, the CDC guidelines are regularly modified and updated, and I accept full responsibility for familiarizing myself with the most recent updates. Notwithstanding the risks associated with COVID-19, which I readily acknowledge, I hereby willingly choose to participate in such recreational activities and to use the facilities. I will follow the applicable laws guidelines, protocols and preventative measures during my time on the premises.

Despite these dangers, and in consideration of the Worthington Department of Parks and Recreation accepting my registration, I for myself and /or the participant, all heirs, executors, administrators and assigns, AGREE TO DEFEND, INDEMNIFY, HOLD HARMLESS, AND RELEASE the City of Worthington, its officers, officials, employees, volunteers and other representatives FROM ALL CLAIMS FOR LIABILITY OR LEGAL RESPONSIBILITY FOR ANY DAMAGE, AND ECONOMIC LOSS, arising from my participation in and/or use of the Worthington Community Center, Griswold Center and/or any other activity or program of the Worthington Department of Parks and Recreation. I also agree that the Worthington Parks and Recreation Department may (without any restrictions) photograph, film, video or take sound recordings of me or my child. I grant permission to the Worthington Parks and Recreation Department to use the images and recordings in any manner determined appropriate and I waive any right to compensation or monetary damages with respect to such use.

I further, on behalf of myself or the minor for whom I am signing, agree to DEFEND, INDEMNIFY, AND HOLD HARMLESS the City of Worthington, its officers, officials, employees, volunteers and other representatives FOR ANY AND ALL COST, LIABILITY, EXPENSE AND CLAIM arising from any act or omission committed by myself or any named participant related to the any activity or program of the Worthington Department of Parks and Recreation.

Signature \_\_\_\_\_

X: \_\_\_\_\_

Date: \_\_\_\_\_

**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: \_\_\_\_\_

Date: \_\_\_\_\_

**Colonial Hills Civic Association**

Customer Type: Community Group

Customer ID: 3947

Mailing Address: 435 Park Blvd, Worthington, OH 43085

Organization Phone 1 Number: (614) 985-0970

Authorized Agent Name: Leslie W. Caruso

Work Phone Number: (614) 595-5116

Primary Phone Number: (614) 846-6367

Cell Phone Number: (614) 595-5116