

THE WAGNALLS MEMORIAL

Building Use Guidelines and General Information

“Now, this is our deed and I hand it over with no admonishments at all, because I know you will guard our building and use it wisely. My only hope is in using it you will find as much joy as I have found in giving it.”—Mrs. Mabel Wagnalls Jones on May 30, 1925 at the dedication of The Wagnalls Memorial.

Room Requests:

1. Room reservation requests may be made in person (The Wagnalls Memorial, 150 E. Columbus St., Lithopolis, OH 43136-0217, by phone (614-837-4765 ext. 126), by fax (614-833-4767), by e-mail (dsilvia@wagnalls.org) or by mail (The Wagnalls Memorial, Attn: Room Reservations, P.O. Box 217, Lithopolis, OH 43136. **Dates are not secured until deposits are received. Please contact Room Reservations to check availability.**
2. Room set-up information and equipment requests should be made when requesting the room or at least two weeks prior to the event.
3. No reservations for holidays when the facility is closed will be taken unless special approval is granted. An extra charge will apply.

In General:

1. No photographs or videos, except of the event itself, may be taken without prior approval.
2. **Children must be supervised at all times.**
3. Tape cannot be used for attaching decorations to tables and chairs, walls and/or ceilings. Sticky-tac is permissible.
4. Smoking is prohibited on the premises.
5. The use of intoxicating substances is prohibited on the premises except for wine and/or champagne toasting during weddings and receptions.
6. All rooms will be set-up as indicated on the completed Facility Request Form. Users are **NOT** permitted to re-arrange tables and chairs after the room has been set-up, unless prior approval is granted.
7. The release of balloons and/or use of bubbles is permitted during wedding ceremonies and ONLY outside. Rice, glitter or birdseed is **not** acceptable.
8. Use of helium balloons is permitted but may not be left overnight.
9. No open flames are permitted inside except for birthday candles, unity candles (weddings) or Sterno for chafing dishes or food warming devices
10. Clean-up and exiting after library and office hours must be by 9:00 p.m. unless permission is received from the Executive Director or Maintenance Supervisor.
11. Events occurring on Saturdays and Sundays are subject to premium weekend rates. The facility is closed on Fridays and is not available for events.
12. **If you need assistance or when you are ready to conclude your event, please contact the maintenance cell phone (614-806-3749).** You may leave a voice mail if no one answers and a maintenance staff person will assist you as soon as possible.
13. **All rooms must be left in the condition that they were found.**

(over please)

Kitchen Use:

1. The kitchens must be returned to an orderly condition. ALL tables and chairs must be cleaned. ALL dishes and utensils must be washed and returned to their proper places. Trash must be bagged and taken out to dumpster in the back of rear parking lot.
2. Immediately following the use of the kitchens, ALL leftover food must be removed from refrigerators and freezers unless other arrangements have been made with a staff member.
3. No pans, dishes, cutlery, glassware, tables, or folding chairs can be taken from the Memorial or used outside.
4. When using the stove/range in the Banquet Hall kitchen:
 - a. **DEEP FAT FRYING IS NOT ALLOWED!**
 - b. Children are not permitted to use range unless attending an approved class/craft requiring the use of the range, and then only under the supervision of a responsible adult.
 - c. Users will not perform any maintenance or make any adjustments to the range. If any maintenance or adjustments are required they must be referred to the maintenance person on duty.
 - d. Proper safety habits should be used at all times when using the stoves or any other kitchen equipment.
5. Be sure to **use the exhaust fan** when cooking in the kitchen. The switch is located in the small room by the ice machine.

Outside events:

Tents are permitted on the grounds but must not be secured with stakes driven into the ground (other options are available). Any tables and chairs for outdoors must be supplied as well.

Statement of Limitations:

The Board of Directors and the Executive Director of The Wagnalls Memorial reserve the right to make any changes at any time concerning the use of any and all equipment or facilities of any organization, group, or individual when it deems the use not to be consistent with the stated purpose of The Memorial.

Contact information:

*The Wagnalls Memorial, Attn: Room Reservations
150 E. Columbus St, P.O. Box 217
Lithopolis, OH 43136-0217
614.837.4765, x 126 for reservations and information*

Directions:

Are located on our website at www.wagnalls.org

In general:

From Columbus:

- **Take I-270 South to 33 East toward Lancaster**
- **Take the OH-674/Canal Winchester exit**
- **Turn RIGHT onto OH-674/Gender Rd.**
- **Continue to follow OH-674 South until it dead ends into Lithopolis Rd.**
- **Turn left and go past 674 into the village of Lithopolis**

From Lancaster:

- **From US 33, turn onto Collins Road across from Meijers**
- **Make an immediate right onto Lithopolis Rd. and follow it approx. 10 miles to Lithopolis**

Once in Lithopolis:

- **Go to the streetlight and turn north onto Walnut St. (left from Columbus, right from Lancaster)**
- **Turn right onto North Street into our parking lot at the rear of our facilities**