



Griswold Center Rentable Facilities

Town Hall

Resident Rate: \$35/hr* | Non Resident Rate: \$50/hr*
Approximately 2100 ft²
Approximately twelve 5' round tables (seat up to 8) (use 90" table cloths)
Approximately eight 6' rectangular tables (seats 6-8)
Approximately 94 chairs
Capacity is 125 with chairs only or 100 with tables and chairs



Kitchen (Connected to Town Hall)

\$50 per use
Includes use of: Industrial Size Refrigerator & Freezer, Food Warmer,
30ft² Stainless Steel Food Prep Area, Sinks and Microwave
*Use of 10 burner/2 oven range available for additional \$50
**Checklist must be completed before and after each Kitchen Rental



Thompson Room

Resident Rate: \$35/hr | Non Resident Rate: \$40/hr
Approximately 660 ft²
Approximately ten 3' square tables
Approximately 29 chairs
Capacity is 30
70"x70' Wall Mounted Projection Screen



Topping Room

Resident Rate: \$35/hr | Non Resident Rate: \$40/hr
Approximately 813 ft²
Approximately four 3 ft square tables
Approximately 21 chairs
Capacity is 30



Case Room

Resident Rate: \$35/hr | Non Resident Rate: \$40/hr
Approximately 454 ft²
Approximately eight 5 ft rectangular tables
Approximately 10 chairs
Capacity is 12



Other Equipment

DVD/VCR/TV: \$20 per use
Coffee Urns (50c or 30c): \$10 per urn per use
Screen/Flipchart/Dry Erase Board: \$10 per use
Radio/Cassette/CD Player: \$20 per use

Open Dates for Facility Bookings

January – March	1 st Monday in December
April – June	1 st Monday in March
July – September	1 st Monday in June
October – December	1 st Monday in September



Griswold Center Rentable Facilities

The Town Hall, Kitchen, Thompson Room, Topping Room and Case Room are available for rental through the Griswold Center. Permits are taken on a first-come, first-served basis and will be issued around Griswold Center programming.

Groups must arrange their own catering and bring all of their own supplies, decorations, table cloths, etc. Permits are written from the time when the first person will arrive at the facility until the last person leaves. A paid staff person responsible for opening and closing must be on the premises any time the center is open.

The group is responsible for all setup and cleanup; and time must be included in the time of the rental. Please refer to the sign posted on the inside of the Town Hall closet door for room arrangement after use.

Application Process

Permit inquiries and requests may be made by calling (614)842-6320 or in person. A rental contract must be completed with payment to confirm the rental. The individual applying for the permit is responsible for being present during the entire permitted time. Requests must be made at least 2 weeks prior to rental. Please note that the Griswold Center's facilities are available weekday evenings and Saturdays only, please call for availability.

Common Rental Usage

The rooms and some equipment are available for anniversaries, meetings, seminars, private parties, or for other purposes that do not compete with our programs. Please be aware that no alcohol is allowed on the premises. Groups are responsible for their own set-up and tear down of tables and chairs.

Repeated Use

To qualify for the resident rate, adult groups or organizations reserving a room for multiple days must also submit a roster verifying that 75% of the group's membership lives or works in the City of Worthington.

Refund Policy

Requests for refunds must be made in at least 1 week in advance. Refunds will not be granted for inclement weather. There is an \$8 processing fee for a check refund, or you may leave your full refund on your WPRD account to use for future purchases. Check refunds may take up to 4 weeks to process. We do not process credit card refunds. Multiple Rentals are non-refundable.

***Please note that for groups of 51-100 the rental rate is doubled and for groups of 101+ the rental rate is tripled.**

The Worthington Griswold Center
777 High St
Worthington, OH 43085
(614)842-6320

