



**Historic Ohio State
Reformatory**

100 Reformatory Rd.
Mansfield, Ohio 44905

Mansfield Reformatory
Preservation Society

Rental Guidelines

1. Set up

- No adhesive is to be applied to any painted surface or the floor. Please use a mat or rug to cover cords on the floor.
- No nails or tacks are to be nailed into walls or floors.
- Thumbtacks are not to be used to secure table covers.
- Candles are allowed in the building as long as they are enclosed in glass.
- All OSR tables must be covered. NO EXCEPTIONS.

2. During Event

- If you are offering your guests tours, they must be conducted *before* alcohol is served. Staff will be on hand to assist with any problems. *Also, please do not attempt to access any areas that are roped or cautioned taped off. This is for your own safety.
 - There is no smoking anywhere inside the building and you must maintain a reasonable distance from entrances when smoking outside. Cigarette receptacles are available in designated areas outside.
 - Items in kitchen (ex: sugar, creamer, paper ware, bowls, etc.) are Reformatory property and are not to be used by renters
 - You and your guests/helpers are only permitted in the areas you are renting; Central Guard Room or Warden's Dining room, main hallways, etc, as outlined by your contract. This includes set-up as well as the event. We make every effort to ensure sure doors and gates are locked to prevent wandering of the building. (If you are renting only the grounds, the building will be locked. East parking lot restrooms will be open. In the event anyone with your party is found in off-limit areas, they will be escorted from that area and may be asked to leave the premises.)
 - Restrooms are located next to the kitchen (take elevator to level 1) and outside in the East parking lot. Staff restrooms are not for public use.
 - Any photography or video images captured during your visit are for PERSONAL USE ONLY! Any use of this footage without written permission from the Director's office may result in legal action.
 - Camera use of any sort involving the north side of the building, specifically photos or video images of the working facility directly behind the Historic Ohio State Reformatory WILL NOT be tolerated. Failure to comply with the above terms can result in legal action and the confiscation of any and all equipment which may be suspect. Any parties in violation of this rule will be escorted off of the grounds immediately.
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