

*Thank you for choosing  
Andrews House  
for your upcoming event!*

We are pleased to offer an inviting and convenient location for you. After reviewing the enclosed policies, please contact Andrews House staff if you have any questions.

*Location*

We are located at the SW corner of Winter and Franklin in downtown Delaware. Just ½ block west of Buns Restaurant.

*From Columbus*

Head north on Hwy 23, take the 36/37/42 exit and turn left towards downtown. Turn right on Franklin St. The house is at the end of the block on the left.

*From Sunbury*

Follow 36/37 west to Delaware. Stay on 36 at the "Y." Turn right on Franklin St. in downtown area. Andrews House is at the end of the block on the left.

*Parking*

Off Winter Street, just to the west of the house, there is a driveway for our small parking lot. If that is full, there is on-street parking and a metered lot across the street to the east of Andrews House.



*A Brief History*

The mansion was built circa 1844 by Hiram Griswold Andrews, a paper miller. After serving as a private residence for over fifty years, it was purchased for \$8,400 and transformed into Delaware's first hospital: the Jane M. Case Hospital opened its doors in 1906 with 22 beds. Twenty years later the hospital moved to the location where Grady Hospital stands today. Between 1930 and 1993 the house was used as a fraternity house, first for Phi Kappa Psi then for the Tau Kappa Epsilon's at Ohio Wesleyan University. In 1993, St. Peter's Episcopal Church bought and restored the house with the help of other churches and organizations in Delaware. The church rents the house to Andrews House, Inc. for \$1 a year and is used as community center. Andrews House aims at providing a place for hospitality, healing, and education and advocating for individuals and families. It is a safe place of acceptance, where people meet, learn, find solutions, overcome differences and achieve wholeness. Currently, they serve two free meals a month, host a free legal advice clinic, provide computer classes, offer affordable office space to nonprofits, and rent community rooms for meetings and other gatherings.

*Andrews House*

39 W. Winter St  
Delaware, OH 43015

[www.andrewshouse.org](http://www.andrewshouse.org)  
[info@andrewshouse.org](mailto:info@andrewshouse.org)

740/369-4520  
740/369-5252 (fax)

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*Room Rental  
Policies &  
Information*

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*Andrews House  
Delaware, Ohio*

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# Room Rental Policies

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## Alcohol and Smoking Policy

1. Andrews House and its grounds are an alcohol-free and smoke-free environment. Alcohol may be permitted on a case-by-case basis. A certificate of liability insurance will be required for any events serving alcohol.

## Rates/Deposit

1. Room charges include the total amount of time that the room is unavailable for any other use (beginning of setup time until end of cleanup time).
2. Rate information is listed on the Room Request form.
3. A \$20 non-refundable deposit is required to reserve room space. The date/time of your room request will remain open until Andrews House has received a deposit.
4. Your deposit will be applied to final charges.

## Billing

1. An invoice will be mailed prior to your event.
2. The amount billed will be the same amount as figured in your rental agreement, unless:
  - Additional requests are made after agreement is made.
3. An additional invoice will be sent after your event if there is damage or clean up that must be performed by Andrews House staff.

## Building

1. Andrews House will be opened approximately fifteen minutes prior to your confirmed arrival time. If you need access to the building sooner, please contact our office to make further arrangements.
2. Delivery of equipment/food must occur within the room rental time period.
3. Room usage should be limited to those rooms specifically reserved
4. The use of nails, thumbtacks, staples or any material that could damage walls or floors is prohibited.
5. Open flames or candles are not permitted.

6. After your event/meeting, please turn room lights off and pull exterior doors closed. You are not responsible for locking up.

## Setup/Cleanup

1. Setup and cleanup is your responsibility.

### **Setup includes, but is not limited to:**

- Placement of tables and chairs. Please use only the number of tables and chairs that you requested to ensure that other groups meeting at Andrews House have a sufficient number.
- Placement of table service, decorations and food.

### **Cleanup includes:**

- Washing table tops and chairs with sanitizing solution (located by kitchen sink).
  - All food scraps and trash must be disposed of in covered trash containers located in the kitchen and dining room.
  - Returning room(s) to their original setup.
  - Trash should be taken out to the dumpster located in the SW corner of parking lot.
  - Placing recyclable plastic, glass and cans in bins located in hallway by the back door.
  - Cleaning up spills and sweep floors. Cleaning supplies are located in janitor's closet on the main floor in the back hallway.
2. If Andrews House is required to clean rooms after your events, a fee will be assessed for this service.

## Kitchen/Food

1. Andrews House has complete table service for your use. We do not, however, provide table linens. For more information on kitchen equipment available to you, please contact Andrews House.
2. **Groups renting the kitchen facilities are responsible for leaving the space ready for the next user.** If further cleanup is necessary after your event, an additional charge will be assessed to your invoice.

## Cancellation

1. Cancellations must be received no less than two weeks prior to your scheduled event.
2. Room charges may apply if cancellation is made less than two weeks prior to your event and if another group was denied usage due to your reservation.

## Advertising

1. When a group wishes to advertise publicly its meeting place at Andrews House, the advertising should state only that the meeting is being held at Andrews House. The advertisement should not in any way imply that Andrews House is either endorsing the particular views or sponsoring the meeting. Andrews House requests a copy in advance of publishing any advertisement.

## Direct Sales

1. Andrews House will permit for-profit groups to meet and hold seminars in the building that are consistent with the mission of Andrews House. Direct sales may not take place on the premises during such seminars without approval by the Executive Director. Admission may be charged for attendance at such programs upon approval of the management of Andrews House.

