



**Madison Village Park Policy
Application Form**

Area/Facility to be Reserved (please check):

- Madison Community Park** - Located at 2938 Hubbard Road (behind Madison Senior Center)
 - Madison Community Park Pavillion
- Dana's Park** - Located at 46 North Lake Street (behind Collin's Bi-Rite)
 - Dana's Park Pavillion
- Klingbeil Park** - Located at 58 West Main Street.
- Village Square Park** - Located at the Intersection of State Routes 528 & 84.
 - Village Square Park Pavillion (Band Stand)

Group/Organization/Person in Charge: _____
 Address: _____ Telephone: _____ E-mail: _____
 Purpose: _____ Approx. # in your party: _____
 Date(s) of Requested Reservation: _____ Hours: _____ to _____
 Nature of Anticipated Use/Activity (Please see Terms & Conditions, Appendix "B"): _____

PART A

Madison Village, Ohio, reserves the right to deny use of any portion (or all) of its facilities to group(s), organization(s) and/or person(s) who fail to comply with the rules and regulations set forth.

PART B

It is understood that the group(s), organization(s) and/or person(s) using the above designated facility will comply with all applicable Federal, State, County and/or Village laws, statutes, codes, ordinances, resolutions, policies, rules, regulations and/or guidelines. In addition, said group(s), organization(s) and/or person(s) acknowledge and agree that they/it/he/she shall:

- Be responsible for all persons in the group or organization using the facility
- Assume responsibility for any damage to the facility
- Park only in designated areas
- Not permit the consumption of alcoholic beverages unless otherwise approved prior to reservations
- Observe all posted and public rules
- Please note that all Madison Village parks close at "dusk". "Dusk" is defined as 1/2 hour after sunset.

PART C

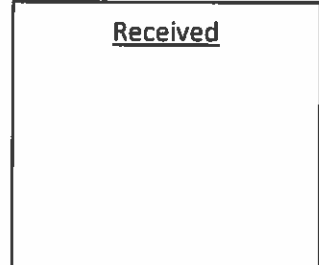
- A Deposit for use of the facility will be fifty dollars (\$50.00) payable to the Village of Madison, OH and is due at time of application. This deposit will be refunded only if the park is left in the same condition it was in when the event or activity began. This specifically applies to garbage, waste & related issues.
- Additional fees may be applicable. Please see Terms & Conditions Appendix "C" for complete information

PART D

I have read and understand the above policies and requirements as well as the terms and conditions and agree to comply with same. For and in consideration of the permission given to use the above described facility, I, the undersigned, covenant and agree to hold harmless Madison Village, Ohio, its officers, officials, employees, servants, contractors and agents of and from any and all actions, causes of action, claims, demands for damages, costs, loss of services, expenses and compensation, on or account of, or in any way growing out of, any and all personnel injury or property damage which may result to groups, organizations, members or individuals as a result of participation in the aforementioned activity at the above described facility.

Name of Responsible Person: _____
 Signature of Responsible Person: _____
 Date: _____

Name of Madison Village, Ohio Representative: _____
 Signature of Madison Village, Ohio Representative: _____
 Date: _____





Madison Village Park Policy Terms and Conditions

Appendix "A" (FAQs)

When is a permit necessary?

- Groups of 20 or more persons require a permit
 - i. Class 1 (25 to 50 & use for) = application,
 - ii. Class 2 (51 to 150 & use for) = deposit, application, liability insurance
 - iii. Class 3 (151 or more & use for) = deposit, application, liability insurance, police service fee
- Any event that features commerce activities by for profit organizations
- Any event that features food and/or drink vendors (Please see Appendix "C")
- Any event that requires Madison Village roads support
- Any event that require Safety Support (i.e. EMS, Police, Fire)
- Organized sports or sport events require a permit
- Organized events by a non-resident or non-business entity

Who contributes to the "size" of my group?

All the people in your group, including any vendors or additional people working at your event, as well as a "best guess" estimate of walk up spectators based on the type of activity being conducted.

What is Phase I?

"Phase I" refers to the more common and frequent events that are relatively "smaller" by nature and currently happen in the Madison Village parks today. This document's focus is only for these types of events. "Phase II" events that are much larger and more intricate in their application will be addressed in a complimentary document presented by the Cemetery, Roads and Parks sub-committee later in 2013. Because of the special nature of these types of events, this will include a separate application and terms and conditions information.

Do I have to go before council to reserve a park for my event?

"No", you can fill out the form (page 1) and turn it in with any required fees at Village Hall. If however, special circumstances call for Mayoral and/or council interaction, the administration has the obligation to request that for that level of approval

When do I need to provide Port-a-restrooms?

For any Village Park: Additional Port-a-restrooms will be needed if the attendance at the function exceeds 400 people. Any damage will be the responsibility of the sponsoring group. The following schedule should be followed as a minimum:

- 401-500 persons - 3 port-a-restrooms (1 for the men & 2 for the women)
- 501-600 persons - 5 port-a-restrooms (2 for the men & 3 for the women)
- 601-700 persons - 7 port-a-restrooms (3 for the men & 4 for the women)
- For additional 250 persons over 600, an additional port-a-restrooms for each sex will be required.

Are the parks open and available during holidays? Yes

Appendix "B" (Application)

Groups, organizations or individuals wishing to use any park in the village for an event or function must complete and submit an application to the Village administration prior to the proposed usage date. Any other information they feel will be pertinent to the request should be included with the application. All applications will be processed in the order they were received. These documents can be sent or delivered to:

**Madison Village
126 W. Main St
Madison, OH 44057**

or

admin@madisonvillage.org



Madison Village Park Policy
Terms and Conditions Continued

Appendix "C" (Fees)

Any Class 2 or 3 group, organization or individual, approved to use the park for its function must furnish a Certificate of General liability Insurance specifically naming Madison Village as an "additional insured".

- The Certificate must be for at least \$1 million for Class 2 & 3 groups
- Food vendors participating at any event are required to provide the same proof of insurance as the event planner
- Performers (musicians, singers, Etc.) will not be required to provide specific liability insurance per performer as they will be covered under the group's coverage.

The following additional charges will be assessed to groups if determined by the Village administration

- Water Access fee of \$10.00 per day
- Electric Access fee of \$20.00 per day
- Police, Safety Services fee of \$25.00 per hour (required for Class 3 groups)
- Police car Services fee of \$10.00 per hour, per car

Appendix "D" (Services)

Groups are responsible for their own set up and clean up. No streets may be closed or obstructed without the expressed written consent of Madison Village Police Department or the overriding governing authority (i.e. ODOT). Attendees of the group or organization's function must park according to Village parking ordinances. There is additional public parking located behind the businesses on W Main Street, accessible from either Lake Street or Eagle Street.

No one team, organization, person or entity shall be permitted to reserve more than 4 days per 7 day schedule. Rainouts of organized activities may cause for the cancelation of scheduled events and may allow for temporary exceptions of aforesaid rules subject to the scheduling Administrator's approval

Appendix "E" (Use of Fireworks, Firearms & Explosives)

- No person in a park shall have in his possession or ignite any fireworks or explosives except with a permit from the Village (Ref C# 550.01 - 550.99)
- Existing legislation is available with regards to weapons and explosives (Ref C# 549.01 - 549.99)

Appendix "F" (Revoking of Permits)

Violation of the following shall be sufficient reason to revoke this permit, and refuse the issuing of another to the same individual or group in the future.

- The use of alcohol anywhere in the park is prohibited unless otherwise granted (Ref C# 529.01 - 529.99)
- Parking shall be in designated parking lots only and the use of the streets must be approved (Ref C# 311.01 - 311.04)
- Unruly behavior akin to disorderly conduct is prohibited (Ref C# 509.01 - 509.99)
- The use of excessively loud music is prohibited (Ref C# 509.01 - 509.99)
- The destruction of any park property is prohibited (Ref C# 521.01 - 521.99)
- Pets must be under the control of their owners (Ref C# 505.01 - 505.99)
- Renter is responsible for depositing trash in the appropriate receptacles and returning tables to original places
- "Bounce Houses" are prohibited on village park properties
- Decorations may be used if they are tied or taped up (No nails, staples, or tacks please). Renters must remove decorations immediately after the rental.

The Mayor or Chief of Police may temporarily close a park or curtail or stop activities within or upon a park or any portion thereof, when it is deemed by such official or officials that such closing or curtailment or stopping is in the best interest of the public health, safety or welfare, or to maintain public order. (Ref C# 521.01 - 521.99), (Ref C# 533.01 - 533.99)

The Mayor and Village Council reserve the right to make additional requests of the group or organization as a condition of approval. It is not the intent of this permit and/or deposit to restrict the use of park facilities by an individual, group or organization. Its intent is to insure that the park ground and facilities are left in substantially the same condition as found for the good of the community.

The Mayor has the discretion to make provisions for park usage on behalf of and in the best interest of the Village. Madison Village sponsored events and/or events that are processed by a Madison Village public entity must comply with the rules and regulations of the administration and will be covered under the Village liability policy.