

# CITY OF WADSWORTH SPECIAL EVENTS PERMIT

*This form is used for events held on public property within the city limits of Wadsworth and must be submitted 30 days prior to the event. Acceptance of your application should in no way be interpreted as final approval or confirmation of your request. Caution should be used in advertising your event, until all details of the permitting process are complete / approved. Event approval may take up to 14 days.*

**EVENT NAME:** \_\_\_\_\_

**EVENT DATE(S):** \_\_\_\_\_

**EVENT LOCATION(S):** \_\_\_\_\_

## APPLICANT INFORMATION

Organization putting on event: \_\_\_\_\_ Is it Non-Profit? \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Title / Position: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Applicant's Contact Information: Phone: \_\_\_\_\_ Email: \_\_\_\_\_

On-Site Coordinator Name: \_\_\_\_\_ Cell: \_\_\_\_\_

Event website: \_\_\_\_\_

## EVENT OPERATIONS

Type of Event or Special Activity: \_\_\_\_\_ (ex. Parade, Race/Walk, Car Show, etc.)

Provide a general statement about your activity and the area(s) of the City you're requesting to use:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Anticipated Attendance: \_\_\_\_\_ **Event Time** (do not include set-up/tear-down): \_\_\_\_\_ **AM or PM to** \_\_\_\_\_ **AM or PM**

**Day 2 Event Time** (if applicable): \_\_\_\_\_ **AM or PM to** \_\_\_\_\_ **AM or PM**

### SET-UP/TEAR-DOWN INFORMATION:

Set Up Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Hours: \_\_\_\_ AM or PM to \_\_\_\_ AM or PM

Tear Down Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Hours: \_\_\_\_ AM or PM to \_\_\_\_ AM or PM

Rain Date(s) [not applicable to park shelter or field use reservations, unless a separate fee is paid]: \_\_\_\_\_

*Downtown events are subject to City of Wadsworth Code § 70.17 (details attached)*

## EVENT COMPONENTS

**FOR EVERY BOX CHECKED BELOW, YOU MUST COMPLETE THE CORRESPONDING SECTION(S) ON THE PAGES THAT FOLLOW**

Check **all** boxes that apply to your event:

- Alcohol Sales    Clean-up / Litter Management    Electric & Water Service    Field Use    Fireworks / Flame Effects
- Games / Inflatables    Gazebo / East Park Use    Music / Sound Amplification    Park Activity / Park Shelter Reservation
- Parking Lot / Space Usage    Portable Restrooms    Street Closure(s) / Parade / Race / Block Party
- Tents    Vendors / Food Sales

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## ALCOHOL SALES:

City Council and State of Ohio Division of Liquor Control Approvals/Permits required [http://com.ohio.gov/liqr/docs/LIQR\\_4257.pdf](http://com.ohio.gov/liqr/docs/LIQR_4257.pdf). Liability insurance, with the City of Wadsworth named as additional insured, may also be required.

Does your non-profit organization plan to apply for an "F Permit" from the State of Ohio?  Yes  No

Name of Applicant /Licensee: \_\_\_\_\_

## CLEAN UP/LITTER MANAGEMENT

You are responsible for all litter / trash, grease, damages, ash and gray water generated by your event. If you are requesting that the City provide additional trash receptacles or provide special pickup, indicate that here and request will be considered.

How will you collect and remove trash generated at your event? \_\_\_\_\_

\_\_\_\_\_

## ELECTRIC & WATER SERVICE:

Do you need to hook up to an existing electric source?  Yes  No

Do you need a hook up to an existing city water source?  Yes  No

Details (location): \_\_\_\_\_

*Outdoor extension cords must be 3-prong, with proper grounding and rating appropriate for outdoor use.*

## FIELD USE (see Field Use Policy & Procedures attached):

Which Field would you like to reserve?

baseball / softball:  AC  New Bird  Durling  Friedt T-Ball East  Friedt T-Ball West

Isham Elementary  Memorial  Miller Park 1  Miller Park 2  Northside Christian

Overlook Elem East  Overlook Elem West  Parsons Admin  Valley View Elementary

Valleyview Park  Weatherstone 1  Weatherstone 2  CIS T-ball

other:  Field Crest Football  Friedt Open Field  New Bird Soccer Field

Old Bird Soccer Field  Valleyview Soccer Field

Do you require field prep? (\$50 per field per prep)  yes  no

Do you have a paid park shelter reservation?  yes  no

*field use fee is \$10 with shelter reservation, \$25 without; maximum fee of \$25 per season*

Have you had a field reservation before and paid the maximum \$25 per season fee?  yes  no

Have you requested more than 5 field use dates, this season?  yes  no (if yes, an organization agreement is required)

proposed use of field: \_\_\_\_\_

time you'll be arriving at the field: \_\_\_\_\_ time you'll be leaving the field: \_\_\_\_\_

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## FIREWORKS / FLAME EFFECTS:

Adherence to **City of Wadsworth Code 32.39: Public Fireworks Exhibition Fee** and **State of Ohio Fire Code** is required, including but not limited to submittal of a Department of Commerce 'Application for Exhibition Permit'. A permit fee of \$350 is required and a 'Firework or Flame Effect Use Plan' must be approved by the City. Liability insurance, with the City of Wadsworth named as additional insured, may also be required.

Does your organization plan to apply for an "Fireworks and Flame Effects Permit" from the State of Ohio?  
 Yes  No

Name of Applicant /Licensee: \_\_\_\_\_  
*Applicant will be required to meet with the Director of Public Safety and/or Police Department representatives, prior to approval.*

## GAMES / INFLATABLES:

Will your event include games and/or inflatables:  Yes  No

vendor contact information: \_\_\_\_\_

*Attach copy of vendor's liability insurance with the City of Wadsworth named as additional insured.*

## GAZEBO / EAST PARK USE (see Administrative Policy attached):

Any signage to be posted for your event on East Park grounds must be approved and may only be posted during the event. No damage may be done to property or grounds. Describe any signage associated with your event:

\_\_\_\_\_  
\_\_\_\_\_

## MUSIC / SOUND AMPLIFICATION:

Describe any music and/or amplifying equipment that is part of your event: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

All event activities must comply with City of Wadsworth Code § 132.14 regarding noise: No person, being the owner, occupant or person in charge of any premises in the city, shall permit or neglectfully allow the making of unreasonable noise on his premises which causes inconvenience, annoyance or alarm to a person or persons off the premises.

## PARK ACTIVITY / PARK SHELTER RESERVATION (continued below)

\* see shelter reservations below

Which Park Shelter would you like to reserve? *(See Shelter Reservation Guidelines attached)*

The following shelters are \$45 for City of Wadsworth residents or \$70 for non-residents:

Memorial (large shelter with the fireplace)  Muhl  Valley View

The following shelters are \$35 for City of Wadsworth residents or \$60 for non-residents:

New Bird  Old Bird  Durling  Weatherstone  Friedt (portable toilet only)

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Describe any activities for your event being held in a City park that extend beyond the confines of a shelter, even if you have a shelter reserved. These may include, but are not limited to, additional seating, tents, games, inflatables, etc. Any additional equipment should be free-standing and not damage any City of Wadsworth property or grounds. \_\_\_\_\_

A drawing of the proposed set-up for your activity should be included in the event/site/route map area below.

*Attach copy of equipment suppliers' liability insurance for items such as inflatables, etc. (see 'games/inflatables' section) with the City of Wadsworth named as additional insured. Note: No alcoholic beverages are permitted in City of Wadsworth parks.*

## PARKING LOT / SPACE USAGE:

Complete an Event / Site / Route Map, as indicated elsewhere on this application, including details of your intended use of parking lot(s) or other public space.

- dumpsters, grease/ash containers, gray water containers, vendors and other temporary units.

## PORTABLE RESTROOMS:

You are responsible for providing any portable restrooms needed to accommodate your event attendees and participants. Portable restroom suppliers can assist you with determining the quantity.

Company supplying restrooms: \_\_\_\_\_ Phone: \_\_\_\_\_

#of units: \_\_\_\_\_ Delivery date and time: \_\_\_\_\_ Pick up date and time: \_\_\_\_\_

*Attach copy of Portable Restrooms suppliers' liability insurance with the City of Wadsworth named as additional insured.*

## STREET CLOSURE / PARADE / RACE / BLOCK PARTY:

Will you require street closure(s)?  Yes  No

If yes, what street(s) (include specific boundaries with street addresses \* use additional pages or drawings as necessary) :

expected number of .... Participants? \_\_\_\_\_ Parade Units? \_\_\_\_\_ Street Closure Times \_\_\_\_\_ AM or PM to \_\_\_\_\_ AM or PM

Cones / Barricades may be requested for use but are based on availability. Requestor may be required to pick up cones/barricades from the Street Department and return them there. Requester is responsible for return of same in good condition.

Number requested:

\_\_\_\_\_ grabber cones

\_\_\_\_\_ traffic cones

\_\_\_\_\_ type II barricades

\_\_\_\_\_ type III barricades



# CITY OF WADSWORTH SPECIAL EVENTS PERMIT

## TENTS:

Tents may not be secured in any manner that is damaging to City property. Insurance is required from vendors providing tents.

Number of tents and size of each \_\_\_\_\_

Means of securing the tent(s) \_\_\_\_\_

Tent rental company contact information: \_\_\_\_\_

*Tents of a certain size require adherence to the Ohio Fire Code and liability insurance. Applicant is responsible for reviewing said code and attaching attach copy of Tent suppliers' liability insurance with the City of Wadsworth named as additional insured, if applicable.*

## VENDORS / FOOD SALES:

\_\_\_\_\_(initials) Event applicant agrees to familiarize himself with all city, county, and state code and licensing requirements governing vending/food sales operation relating to the event, including, but not limited to, Wadsworth City Code §70.15, § 70.16, § 70.17, §53 et al., §91 et al., §97et al., and §112 et al. Applicant states that he has notified all vendors that they must be in full compliance with all state and county license requirements and regulations and must submit a completed 'Street and Parking Lot Vendor' form for each vendor at the event with this application.

*Page 6 must be completed by each individual vendor with copy of vendor's license included.*

# of Food Vendors: \_\_\_\_\_ # of Merchandise Vendors: \_\_\_\_\_ # of Food Trucks: : \_\_\_\_\_

Is there gray water associated with your activity? \_\_\_\_\_Yes \_\_\_\_\_No If yes, how will it be disposed of?

## EVENT / SITE / ROUTE MAP

*not required for park shelter, gazebo or field reservation activities confined to the rented area.*

### Event / Site / Route Map must be provided and should include the following:

- A drawing / outline of the entire event venue, including names of all streets or areas that are part of the venue and the surrounding area. If the event is a parade/race, provide a map of the route and indicate the direction of travel.
- The location of all stages, fencing, barricades, scaffolding, tents, portable restrooms, booths, cooking areas, trash dumpsters, grease/ash containers, gray water containers, vendors and other temporary units.

## NEIGHBORS:

Will the normal operations of residents or businesses be affected by your event? \_\_\_\_\_yes \_\_\_\_\_no

*If yes, provide proof that neighbors have been notified of said event and agree to such.*

*(not applicable for Main Street Wadsworth events)*

*See following page for applicant's signature and City of Wadsworth officials' approval and conditions for applicant*

*City of Wadsworth Code Sections, other guidelines and Street, and Parking Lot Vendor Permit are also found on succeeding pages*

# STREET AND PARKING LOT VENDOR PERMIT

*Pursuant to Ordinance § 70.17*

Business Name: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Product Sold: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_ Work # : \_\_\_\_\_ Home # : \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_

*Please include beginning & ending times*

Location of Event/Vending: \_\_\_\_\_

Nature of Request:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Event Sponsor Approval: \_\_\_\_\_ – Approved – Denied  
(name) (date) (check one)

Adjacent Land Owner Approval: \_\_\_\_\_ – Approved – Denied  
(name) (date) (check one)

Have you committed prior violations of ordinances, statutes or laws pertaining to vendors, merchants, solicitors and the like?      Yes      No

(check one)

If yes, identify city, state, date and nature of violation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

State License Type and Number: \_\_\_\_\_

County License Type and Number: \_\_\_\_\_

***All vendors are expected to familiarize themselves with all City Ordinances governing their vending operation including, but not limited to Wadsworth City Ordinances §70.15, §70.16, §70.17, §53 et al., §76 et al., §91 et al., §97 et al. and §112.et al.***

***I am in full compliance with all State and County license requirements and regulations.***

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## ACKNOWLEDGEMENT/SIGNATURE

I, the applicant, understand that I am responsible to provide all information necessary to meet the conditions and requirements of the application process and that providing such information is no guarantee that my proposed event will be issued a permit by the City of Wadsworth. I further hold free and harmless the City of Wadsworth will meet all departmental requirements and details for any contract services required to make the proposed event safe and successful. I agree to abide by and comply with all City of Wadsworth Ordinances including, but not limited to, those pertaining to noise, littering, graffiti, etc. and am responsible for event attendees doing same. By signing this application, I agree, for myself and/or on behalf of my organization, to indemnify and hold harmless the City of Wadsworth, its agents and employees, from the claims of third parties for injury to persons and property. I further agree to pay for all fees or services that may be required of me or my organization that are required by the City of Wadsworth in connection with the proposed event. I verify that I have read and understand this application and the conditions under which my request will be considered. The risk of promoting an event before a permit is issued is the sole responsibility of the applicant.

**Applicant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Return application to:**

City of Wadsworth 120 Maple Street Wadsworth, OH 44281

attn: Lindsey Cugini or e-mail to [lcugini@wadsworthcity.org](mailto:lcugini@wadsworthcity.org)

requests involving only the use of a park facility, the gazebo or ballfields may also be directed to Lindsey Cugini at the above address.

**APPLICATION APPROVALS AND CONDITIONS:**

**Application includes adequate proof of the following and all forms and fees:**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> applicant proof of insurance   | <input type="checkbox"/> portable restrooms proof of insurance           | <input type="checkbox"/> food vendor license      |
| <input type="checkbox"/> tent vendor proof of insurance | <input type="checkbox"/> equipment/ inflatable vendor proof of insurance | <input type="checkbox"/> permit for alcohol sales |

**CONDITIONS required to be met by applicant:**

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**CITY ADMINISTRATIVE APPROVALS:**

**Director of Public Safety; Dan Chafin** \_\_\_\_\_ **date** \_\_\_\_\_

**Director of Public Service; Matthew Hiscock** \_\_\_\_\_ **date** \_\_\_\_\_

**Assistant Director of Public Service; Mike Testa** \_\_\_\_\_ **date** \_\_\_\_\_

**Assistant Director of Public Service; Jon Bellack** \_\_\_\_\_ **date** \_\_\_\_\_

**DEPARTMENTAL ACTION REQUESTED:**

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Approved Application copied to:

Applicant Administration Police Fire Parks Electric Main Street Wadsworth Chamber of Commerce Streets File

# CITY OF WADSWORTH SPECIAL EVENTS PERMIT

## § 70.17 SPECIAL EVENTS AND STREET VENDING.

(A) The Director of Public Safety may establish by administrative regulation a procedure for the issuance of special events permits to event sponsoring organizations for special events to be held in the downtown business district. For purposes of this section, the downtown business district shall include the public right-of-ways of Broad Street from Lyman Street to High and Main Streets, of Main Street from Mills Street to College and Broad Streets, of College Street from Pardee Street to High and Main Streets and High Street from King and Maple Streets to College and Broad Streets. The Director of Public Safety may also establish by administrative regulation a procedure for additional public right-of-way areas outside the downtown business district to be used for parades whether or not the parade is incidental to a special event to be held in the downtown business district.

(B) During the time period when a special event permit is in effect, streets may be closed to traffic, parking spaces may be closed to parking and street and parking lot vending may be permitted on public right-of-ways and public parking lots in the downtown business district. Street vending shall be subject to the following conditions:

(1) Street vendors shall have obtained a street or parking lot vending permit from the Director of Public Safety after providing such information as the Director of Public Safety may reasonably require and subject to such restrictions as the Director of Public Safety may reasonably impose. The permit shall be for a specific location and shall not be issued unless the applicant has received approval for the permit to be issued both from the sponsoring organization of the special event and, if the permit location is to be on the public right-of-way, from the owner of the land adjacent to the proposed vendor location. For purposes of this section, the "owner of the land adjacent" shall be the person or persons legally entitled to possession of the land.

(2) The specific locations for street vending permitted pursuant to this section shall be limited to the following:

(a) If streets are not closed to traffic, street vending may be permitted only on sidewalks and in parking lots.

(b) If streets are closed to traffic, street vending may be permitted on sidewalks, parking lots, and traffic lanes.

(c) No street vending shall be permitted at any location that the Director of Public Safety determines should be left available for the use of emergency vehicles.

(d) All property of street or parking lot vendors incidental to street or parking lot vending shall be removed from the permit location by the time of expiration of the permit.

(C) No person shall engage or attempt to engage in street or parking lot vending on public rights-of-way or public parking lots without a street or parking lot vending permit from the Director of Public Safety. Whoever violates this provision is guilty of unlawful street or parking lot vending, a minor misdemeanor. If the offender persists in the aforesaid conduct after reasonable warning or request to desist by a law enforcement officer, unlawful street or parking lot vending is a misdemeanor of the fourth degree.

(D) Nothing in this section shall be deemed to require a permit for merchants to use the sidewalk immediately adjacent to their own businesses nor for the placement of newspaper sale boxes on the sidewalk, provided that the movement of pedestrians on the sidewalk is not unreasonably impeded.

*(Ord. 03-031, passed 4-15-03) Penalty, see § 70.99*

# CITY OF WADSWORTH SPECIAL EVENTS PERMIT

## ADMINISTRATIVE POLICY - Gazebo in East Park

Any activity in the gazebo in East Park shall require the written permission of the Director of Public Service, through application at the office of the Director of Public Service, within the guidelines noted below:

1. Activities should be of interest to and open to the entire community.
2. Activities that are commercial or provide personal or corporate profit or are designed for marketing/advertising purposes are deemed inappropriate.
3. Activities that denigrate any subset of society may be deemed inappropriate.
4. Activities should be such as to not create a disturbance of any kind, whether by inappropriate language or message, noise level, or display(s).
5. Activities requiring the use of electronic, acoustical, musical, or video equipment must be clearly outlined in the request for permit and any permitted use must be strictly adhered to.
6. Unless properly permitted, activities that in any way interfere with the downtown traffic flow or in any other way present a threat to public safety are deemed inappropriate.
7. The scope of any permitted activity shall be limited to the paved areas of East Park and shall not occupy any portion of the street, unless permission for street closing has been granted by the Director of Public Safety and the Mayor.
8. Permission may be granted for photo opportunities (for weddings, etc.) by the Director of Public Service, with proper notice and restrictions on time/duration of use.
9. Other restrictions are imposed as outlined in the City of Wadsworth Code of Ordinances, Chapter 94, including, but not limited to, the following:

### § 94.02 PUBLIC GROUNDS.

(A) The term **PUBLIC GROUNDS** as used herein shall include the public grounds located between the lanes of Broad Street extending from the right-of-way of High Street and Main Street eastward to the merged lanes of Broad Street.

(B) No person shall stand upon or walk across unpaved areas of the public grounds described in division (A) above, except a city employee or other person authorized by the Director of Public Service to plant, repair, cut grass, shrubbery or flowers.

(C) No person shall enter or remain in any part, including the steps, of the wooden gazebo in the public grounds described in division (A) hereof, except when the Director of Public Service has granted a permit for the use of such gazebo and subject to any restrictions contained in such permit. A permit shall be granted when the Director of Public Service finds that the gazebo can be used without endangering its safety or the safety of the public, and he may impose conditions and restrictions to protect the gazebo and the public.

(D) Any person who violates the limitations on the use of the public grounds as defined in divisions (A), (B) and (C) hereof shall be subject to criminal prosecution for criminal trespass under § 131.06.  
(65 Code, § 539.03) (Ord. 71-76, passed 7-20-76; Am. Ord. 38-94, passed 4-4-94)

### § 94.03 INTOXICATING BEVERAGES PROHIBITED.

No person shall possess any intoxicating liquor or beer in any public park or upon any public grounds. Whoever violates this section is guilty of a minor misdemeanor.

(65 Code, § 539.04) (Ord. 87-76, passed 8-17-76; Am. Ord. 38-94, passed 4-4-94)

#### **Cross-reference:**

*For classification of misdemeanors, see § 130.99*

### § 94.04 FIREARMS, OTHER WEAPONS PROHIBITED.

(A) No person shall possess any firearm as defined in § 137.01 in any park, except that a person possessing a valid license to carry a concealed handgun may carry a concealed handgun in a public park in accordance with the valid license to carry a concealed handgun.

(B) No person shall possess any air gun, bow and arrow or slingshot in any public park.

(C) Whoever violates division (A) of this section is guilty of a misdemeanor of the first degree. Whoever violates division (B) of this section is guilty of a minor misdemeanor.

(65 Code, § 539.05) (Ord. 153-77, passed 12-7-77; Am. Ord. 38-94, passed 4-4-94; Am. Ord. 04-049, passed 8-3-04)

#### **Cross-reference:**

*For classification of misdemeanors, see § 130.99*

### § 94.05 CLOSING OF PARKS; FAILURE TO COMPLY.

(A) Any city park or any part of any city park may be declared closed to the public by the Director of Public Service at any time and for any interval of time, either temporarily or at regular or stated intervals. The Director may delegate his authority under this section to any police officer of the city. (65 Code, § 539.06)

(B) No person shall refuse to leave, fail to leave or re-enter any city park or part of a city park after such person has been notified by the Director of Public Service or by any police officer of the city that such park or part of a park has been closed. Whoever violates this division (B) is guilty of a misdemeanor of the first degree. (65 Code, § 539.07)

(Ord. 74-79, passed 6-5-79; Am. Ord. 38-94, passed 4-4-94)

#### **Cross-reference:**

*For classification of misdemeanors, see § 130.99*

# CITY OF WADSWORTH SPECIAL EVENTS PERMIT

## SHELTER RESERVATION GUIDELINES

Reservations for park shelters are available at the following parks: Durling, Friedt, Memorial, Muhl, New Bird, Old Bird, Valley View, and Weatherstone. All other City shelters are available for use with no reservation, on a first-come-first-served basis. Please review these guidelines for use of a shelter /park, and feel free to call us with any additional questions at 330-335-2708.



All guests are reminded that they must comply with all City, State, and federal laws, in particular those pertaining to activities in public parks and other public property, including – but not limited to – those listed below. The street(s), sidewalks, tree lawn, and center islands are all part of the right-of-way and are considered public property.

**MAKING RESERVATIONS:** Reservations for park shelters are taken beginning each March 1<sup>st</sup> (or on the first weekday following March 1<sup>st</sup>, if it falls on a weekend) for the coming season on a first-come-first-served basis and must be made in person on that day. After March 1<sup>st</sup>, reservations may be made by phone with a credit card. In order to ensure fair access to park shelter rentals by all community members/groups\*, the following shall apply to shelterreservations:

### *individuals/non-sports groups or organizations\*\*:*

- no individual/organization shall reserve a shelter at the same park for more than three (3) weekend dates (Saturdays or Sundays), per season
- an individual/organization's shelter reservation shall be limited to no more than seven (7) consecutive days in the same park
- an individual/group shall register for no more than five (5) shelter reservations (for any dates) prior to March 31st of each year
- Fees\*\*\*

Memorial Park (large shelter, only), Muhl Park & Valleyview Park

Resident Rate: \$45.00

Non-Resident Rate: \$70.00

New Bird Park, Old Bird Park, Durling Park, Friedt Park & Weatherstone Park

Resident Rate: \$35.00

Non-Resident Rate: \$60.00

\* WASA has exclusive use of the Muhl shelter on any date on which a WASA-sponsored activity is scheduled

\*\* policies may vary for the Blue Tip Festival or any city-sponsored / city-promoted events

\*\*\* 501c3 non-profit groups are free on weekdays and half price on weekends

### *sports organizations:*

- sports organizations approved for play in a City park may use the shelter adjacent to that playing field (at no charge), during the period of assigned play, providing no community member/group has reserved the shelter for any time period on that same day\* (advance reservations are posted and/or the individual/group will have a receipt for the reservation)
- sports organizations desiring to use shelters *at locations other than adjacent to their assigned playing field or for time periods outside their City-approved play period* must follow the same guidelines as other community members/groups and are subject to the same fee schedules, as outlined above

**PERMIT:** Please take your permit with you to the park to show proof of rental. If unregistered individuals refuse to leave the shelter, you may contact the Police at 330-334-1511.

**PARK HOURS:** All parks of the City shall open one hour before sunrise and close one hour after sunset. No person shall enter or remain in any City park during the time the parks are closed.

**CANCELLATIONS/REFUNDS:** No refunds shall be made for cancellations of reservations unless such cancellations are made at least two weeks prior to the date of the reservation.

**RESERVATIONS FOR USE OF SHELTERS ONLY:** All reservations for the city park facilities are for the use of the shelters only. The tables and other recreational equipment outside the confines of the shelters shall be for the continuous use of the public without reservation. Use of baseball/softball or other fields is dependent on league schedules but may be arranged (after April 1<sup>st</sup> for spring/summer and September 1<sup>st</sup> for fall dates for baseball; others are dependent on each sports' season) by calling 330-335-2708.

**LIQUOR:** No person shall possess any intoxicating liquor or beer in any public park or upon any public grounds.

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**FIRES:** Fires are allowed in provided grills, the fireplace at Memorial (bring your own wood!), and approved equipment/apparatus only. Do not leave fires unattended and be sure that they are safe prior to leaving!

**FIELD USE:** City sports fields may be reserved for your event, subject to availability.

**INDIVIDUALS / COMMUNITY GROUPS:** A \$25 fee will be charged per season (April-July and August-October for baseball; others vary as to the sport) to any individual/ group using a City of Wadsworth field without an accompanying paid shelter reservation and \$10 with a paid shelter reservation. Said fees do not include prep. Groups requiring prep must pay a \$50 fee, per use, with or without a shelter reservation. A 48 hour notice is required for prep. ‘Groups’ scheduling more than five practices/games per season are considered an ‘organization’ and are subject to written agreement and ‘sports organization’ rules.

**SPORTS ORGANIZATIONS:** Formal agreements are required for all sports organizations. Fees owed the City and specifications as to services provided - such as field prep, mowing, etc. - are outlined in the formal agreements

**CARE OF FACILITIES:** All groups, individuals or organizations using the park shelters shall be responsible for the proper care of the shelter, the cleaning of the shelter, and the placing all rubbish, garbage and debris in containers provided prior to leaving. If you anticipate having a large amount of rubbish, please bring garbage bags with you, close/tie them and leave them for pickup near the trash bins. The failure to leave the city park shelter in a clean condition shall result in an additional charge. NOTE: Plugging in multiple appliances may overload electric breakers, which will not be re-set until regular business hours; so, care should be taken.

**WEAPONS:** No person shall possess any firearm in any park, except that a person possessing a valid license to carry a concealed handgun may carry a concealed handgun in a public park. No person shall possess any air gun, bow and arrow or slingshot in any public park.

**SPECIAL USE:** Permission of the Assistant Director of Public Service is required for any atypical activities. Those may include – but are not limited to – weddings, music/bands, inflatables or other play equipment, tents, etc. Those making such requests are required to complete a ‘Special Event/Activity Permit’. Tents, inflatables, etc. must be free-standing, and the permit request must include information on size, design, and where you wish to locate them (include a schematic). Proof of sufficient liability insurance may be required of you and/or the vendor. No activities may block walkways or interfere with other park activity. *When in doubt, ask!*

**DECORATIONS/EQUIPMENT/ETC.:** Decorations must be free-standing and must not mar or deface the shelter, picnic tables, or grounds in any way. Any use of additional chairs, tables, or other items may not deface or damage the shelters, picnic tables or grounds, either.

*City of Wadsworth parks do not have actual addresses; but, the following addresses (which are not actual addresses) may be used for mapping directions to the parks. All addresses are Wadsworth, OH 44281.*

CITY OF WADSWORTH PARKS			
<i>Street addresses for Google Maps</i>			
<b>A. C. Ballfield</b>	<b>441 College St.</b>		<b>Muhl</b>
			<b>390 Trease Rd.</b>
<b>Durling</b>	<b>254 East Boyer St.</b>		<b>New Bird</b>
			<b>560 Bird St.</b>
<b>First Street Tot Lot</b>	<b>196 First St.</b>		<b>Northwoods</b>
			<b>207 Hollybrier Dr.</b>
<b>Franklin</b>	<b>137 Pine St.</b>		<b>Old Bird</b>
			<b>505 Bird St.</b>
<b>Friedt</b>	<b>415 Leatherman Rd.</b>		<b>Terraceview</b>
			<b>250 Terraceview Ave.</b>
<b>Holmesbrook</b>	<b>600 College St.</b>		<b>ValleyView</b>
			<b>618 West St.</b>
<b>Kaleidoscope</b>	<b>155 Ault St.</b>		<b>Weatherstone</b>
			<b>1404 Reimer Rd.</b>
<b>Memorial</b>	<b>279 Grandview Ave.</b>		<b>Wintergreen</b>
			<b>630 Hillcrest Dr.</b>
<b>Miller</b>	<b>266 Chestnut St.</b>		

**EMERGENCY:** *In an emergency*, please contact the Police or Fire at 911.

For other questions or concerns, call 335-2708 (Mon-Fri 8:30-4:30) or Police Dispatch (after office hours) at 334-1511.

# CITY OF WADSWORTH SPECIAL EVENTS PERMIT

## FIELD USE POLICY & PROCEDURES

City of Wadsworth  
effective 2016

### AGREEMENTS & FEES:

**INDIVIDUALS / COMMUNITY GROUPS:** A \$25 fee will be charged per season (April-July and August-October for baseball/softball; others vary as to the sport) to any individual/ group using a City of Wadsworth field without an accompanying shelter reservation or a \$10 fee with a shelter reservation. Said fees do not include prep. Anyone requiring prep must pay a \$50 fee, per use, with or without a shelter reservation. A 48 hour notice is required for prep. Individuals or groups scheduling more than five practices/games per season are considered an 'organization' and are subject to written agreement and 'sports organization' rules. All fees should be made payable to 'City of Wadsworth' and mailed to *City of Wadsworth, c/o Beth Lucas, 120 Maple Street, Wadsworth, OH 44281*.

**SPORTS ORGANIZATIONS \*\*\*:** Formal agreements are required for all sports organizations.

- o One individual, per organization, shall be the point of contact with the City\*\*. Others within the organization must forward all questions/requests through that individual.
- o Field prep arrangements and other conditions will be outlined in the formal agreements.
- o Sports organization fees of \$70 per team for Wadsworth teams and \$100 for non-Wadsworth teams will be charged per season in 2016, with deadlines as outlined in organization agreements. Fees will be \$90 per team for Wadsworth teams and \$125 for non-Wadsworth teams in 2017. A 'Wadsworth team' is one which has at least 75% of its participants residing in the City of Wadsworth and/or in the Wadsworth City School District. Organizations comprised of a single team which schedule field(s) for games will be charged twice the listed fee per season. For-profit organizations will be charged as a non-Wadsworth team. Failure to submit payment may result in the City allowing other individuals or organizations to use the field(s) and/or team schedules being canceled.
- o Agreements must be signed prior to the City scheduling fields for practices/games.
- o First priority for scheduling will be given to 'Wadsworth teams'. Teams/organizations not meeting 'Wadsworth team' criteria may be considered for practice/game slots after all other teams are scheduled (generally in late April for spring/summer play).
- o Events other than practices or regular season games may be scheduled as space permits:
  - ✓ Scrimmage-type events (no prep) - \$10 per scrimmage.
  - ✓ Tryouts (including one prep and with a minimum 48 hours' notice) - \$50 per field, per day
  - ✓ Camps (including only one prep and with minimum 48 hours' notice) - \$50 per field, per day
  - ✓ Tournaments (including only one prep and with a minimum 2 weeks' notice) - \$50 per field, per day
- o Sports organizations shall provide the City with a list of names and contact information for league officers, commissioners and/or representatives and scheduling contacts.

### SCHEDULES:

Commissioners/sports representatives or their designees (not individual coaches) are responsible for submitting all initial schedules, as well as any changes/additions/ deletions. All scheduling must be submitted using the online field registration. A minimum of two individuals per organization should be assigned scheduling privileges to allow prompt response to coaches' scheduling changes. *Phone requests will be referred back to the organization's commissioners/ sports representatives.*

Practices should be scheduled for no longer than 1 1/2 to 2 hours and standard games should be scheduled for approximately 2 hours per slot and each slot designated with a specific team name. Double headers should be listed as two games. All coaches should notify their commissioners when game or practice slots are not needed, and said commissioner shall notify the City so that others may request use of those time slots.

Teams using a field(s) without prior scheduling/approval by the City are subject to loss of all field use privileges for the remainder of the season.

Team schedules must be submitted to the City no later than the dates specified by agreement. After those dates, field use is subject to first-come, first-served availability and open to other sports activities and the general public.

WASA or Youth Football need not submit schedules for the fields for which they have exclusive use and provide maintenance (Muhl and Fieldcrest respectively); but, they must submit schedules for the use of any other fields or for events that fall outside their regular season play, as per these guidelines.

***Commissioners/sports representatives and coaches are responsible for checking the accuracy of all schedules.***

A minimum of 48 hour notice must be given to the City for any additions to the schedule that entail field prep, which will be provided as per agreement with the City.

# CITY OF WADSWORTH SPECIAL EVENTS PERMIT

## *Field Use Policy and Procedures (cont.)*

### **CANCELLATIONS/REFUNDS:**

No refunds shall be made for cancellations of reservations unless such cancellations are made at least two weeks prior to the date of the field reservation. This is not applicable for practices/games scheduled under an organization agreement.

### **PLAYER / TEAM / ORGANIZATION RESPONSIBILITIES:**

Care shall be taken by all teams to limit damage to fields/grass, nets, benches and other facilities to normal wear and tear. Unnecessary damage to any field or property (including grassy areas) is strictly prohibited.

Baseball/softball teams shall rake in depressions around bases, home plate and pitchers mound, after each game, with rakes to be supplied by the association or coaches.

NO motorized dragging of fields is permitted.

After each event, field users shall make sure that all trash/debris is deposited into trash containers. Please bring trash bags when excessive trash is anticipated, tie them, and leave them beside City containers. Additional City bins may be requested for tournaments, etc. and will be supplied, if available.

All team-owned field equipment should be removed from the field within two weeks of the end of the season, unless other provision or agreements for storage have been made.

All banners must be approved by the City of Wadsworth. All banners must be removed at season's end, and no banners may be placed on Wadsworth City Schools or church-owned fields.

All team member drop-offs, unloading of equipment, etc. shall be conducted in a safe manner and in accordance with traffic laws. Stopping/parking in fire lanes or at yellow marked curbs and blocking of driveways and traffic (even temporarily) are strictly prohibited. Parking shall be limited to paved/gravel areas designated for vehicles.

No individual, organization, coach or team may allow another individual, group or organization to use their practice or game slot without prior permission of the City.

Teams shall conduct themselves in a responsible manner, being mindful of neighbors and others using the parks. It is the City's intent to provide a safe and supportive environment for all players. Both participants and observers at events are expected to maintain decorum; and, disruptive behavior, inappropriate language, negative comments or criticism, and/or argumentative discourse with players, coaches, referees, or other spectators will not be tolerated. Disregard of this policy may result in law enforcement being contacted and/or result in an individual or group being barred from use of fields/parks.

**SOFTBALL/BASEBALL FIELD STATUS:** On weekdays, the City of Wadsworth Parks Department makes a determination as to whether or not to close each field by 3:30 p.m. Though the Parks Department sometimes makes the decision to close fields on weekends, generally, after 3:30 and until game time - and on weekends and holidays - coaches and commissioners will make that determination. Once game time rolls around, umpires are responsible for deciding the suitability of playing on the field. At all times, no field should be used should it jeopardize the safety of players or cause damage to the field(s).

*The City of Wadsworth reserves the right to cancel agreements and schedules for any teams/individuals/groups violating City policies or engaging in behavior that is disruptive to the community and/or detrimental to park facilities.*

*Questions? Call Beth Lucas at 330.335.2708 or e-mail [blucas@wadsworthcity.org](mailto:blucas@wadsworthcity.org)*