



CITY OF
PICKERINGTON

City of Pickerington Community Event Permit Application

Event Name _____

Event Date _____

Office Use Only

Meeting Date _____

Provided by:
City of Pickerington
100 Lockville Road
Pickerington, OH 43147
614-837-3974 (phone)
614-833-2210 (fax)
Monday-Friday
8:00am-5:00pm
Available online at www.pickerington.net

Updated 1/09/2020

Attachments Check List

Refer to Community Event Guidebook as to whether or not you must submit the following. When applicable, attach copies of:

- Tent Permit
- Electric and/or Generator Permit
- Temporary Structure Permit
- Sign Permit
- Insurance Requirement
- Detailed layout map, including tent locations, vendor sites and logistical needs
- Site/Route Map
- Neighborhood/Business Notification Letter
- Alcohol Permit and letter to City Council requesting permission and gaining approval to serve/sell alcohol on City property
- Fireworks Permit
- Facility Reservation Form
- Event Safety Plan
- Street Closure Form
- Special Duty Form

Community Event Permit Application At-A-Glance

Every Community Event must go through the permit process whether it is a new or annual event.

I. Definitions

- a. Community Event:** Any festival, concert, parade, run/walk, public performance or announced public gathering held on a public street, right-of-way or public property whether or not admission is charged. Events in which the public is invited on private property which may affect public safety, health or welfare by their impact on surrounding public or private property or which may involve an improper use of the property under other City ordinances, such as zoning restrictions, may be deemed a community event for the purpose of this ordinance.
- b. City:** Within this application the term City shall be defined broadly, but generally be defined as the City of Pickerington.

II. Step One: Community Event Permit Application and Guidebook

Complete and return the City of Pickerington Community Event Permit Application to the City Manager's Office at least 60 days prior to the event. Use this Guidebook as a reference to complete the application. If the community event involves a request to serve alcohol, the application must be submitted at least 120 days prior to the event.

NOTE: City's staff will review a Community Event Permit Application packet only if all forms are completed and all necessary information and supporting documents are included.

III. Step Two: Community Event Representative meets with the City

After the receipt of the Application, an Event Committee meeting may be scheduled. Attendance at the Event Committee meeting is mandatory and must include a person who will be responsible on-site for setup and event operations.

IV. Community Event Administrative Policy

a. Permit required; exception:

No person shall engage, participate in, aid, form or start a community event unless a permit is obtained from the City. This section shall not apply to the following:

- i. Funeral processions supervised by a licensed mortuary;
- ii. Picketing as permitted by City ordinance; or
- iii. Other event as approved by the City.

b. Issue of permit; conditions:

Criteria of Issuance of a Community Event Permit. The City Manager shall issue a Community Event Permit for a proposed community event unless they find:

- i. The Community Event Permit Application is not complete if all material and information contained in the application does not accurately reflect the knowledge of the applying organization/individual;

- ii. The Community Event Permit Application was not completed and returned to the City Manager's Office within the required time frame and no waiver from this requirement has been granted;
 - iii. The conduct of the event will substantially interrupt the safe and orderly movement of other traffic contiguous to its route;
 - iv. The conduct of the event will require the diversion of so great a number of other City employees, such as Police, Parks and Recreation, and Streets and Utilities staff, that adequate staff is not available to complete City assignments;
 - v. The concentration of persons, equipment, vehicles, or animals at the event or assembly sites will substantially interfere with adequate fire and police protection of, or emergency medical service to, areas near such sites;
 - vi. The conduct of the event is possible to result in violence to persons or property, causing serious harm to the public;
 - vii. The event is to be held for the primary purpose of advertising a product, goods, or services, and is designed to be held primarily for profit;
 - viii. The event site or route will cause too great a disturbance to surrounding residents and businesses;
 - ix. The event site has been utilized in a recurring role in the past year and a determination has been made that the proposed use would be too disruptive to the residents or the natural landscaping;
 - x. The route has been utilized in a recurring role in the past year and a determination has been made that the proposed route would be too disruptive to residents or businesses;
 - xi. The date or location of the event is in direct conflict with an existing event; or
 - xii. Any proposed use of public property, right-of-way, or facilities will interfere with normal use of the property, right-of-way, or facility by the City or the general use.
- c. Compliance with other laws.** The granting of a Community Event Permit under this policy shall not eliminate:
- i. Requirements for any business license or any other permits which may be prescribed by any other federal, state or local statutes, ordinances, rules or regulations;
 - ii. Compliance with all applicable federal, state and local statutes, ordinances, rules or regulations.

d. Notice of action on application:

The City Manager shall normally act upon the Community Event Permit required by this application within two weeks (10 business days) of all requirements being fulfilled, notifying the applicant of the decision. If the application is denied, the reasons shall be set forth in writing by the City Manager.

e. Approval of the Community Event Permit under alternative date, time, route, or conditions:

The City Manager, in denying a Community Event Permit under this application, shall be empowered to authorize the conduct of the event on a date, at a time, over a route, and under different conditions from that which were requested by the applicant.

f. Revocation of a Community Event Permit (prior to event occurrence):

A Community Event Permit may be revoked at the discretion of the City Manager upon consultation with the appropriate public safety forces when the health or safety of the public is threatened by an emergency, disorder, or other unforeseen condition which has arisen.

g. Revocation of a Community Event Permit (during event occurrence):

A Community Event Permit may be revoked during an event. If a Community Event Permit is revoked, the event must be cancelled and activities must be terminated immediately. The City Manager, safety forces including Police, Fire and/or EMS, or designee has the authority to revoke a permit for reasons of health, inclement weather, or public safety. This will be determined by the City Manager, safety forces including Police, Fire and/or EMS, or designee after consultation with the senior safety officer on-site and/or with the City Manager.

h. Enforcement of other laws:

Nothing contained in this document shall prohibit the authority of any officer to arrest a person engaged in any act or activity granted under this policy, if the conduct of such person violates the laws of the State, the City's Codified Ordinances, or any other ordinances of the City.

V. City of Pickerington Services and Support

In this section, event services offered by the City of Pickerington and Violet Township are defined.

a. Security and Safety Services

The Pickerington Police Department will identify general security issues to consider at your Community Event. Police officers may be required for traffic control on public roadways and other safety concerns. A private security company may be hired for events on private property. The Pickerington Police Department will work with event organizers to find what meets their specific security needs. The Community Event Permit Holder will receive an estimate in advance for each potential scenario.

b. Special Duty Officers Rates

i. A Community Event Permit Holder will normally be charged a special duty rate for Police services:

1. \$40 per hour as of January 1, 2020 and subject to change for all officers, with a minimum of 2 hours billed per officer. See Special Duty Form for Traffic Control rates.
2. In the event that not enough officers voluntarily sign up to work a special duty assignment, and the Police Department determines the special event may have a significant impact in terms of a large number of people in attendance, negative impact on traffic, etc., it may be necessary for officers to be ordered to work the event on overtime. In these instances, the event organizers will be required to reimburse the Pickerington Police Department those overtime costs. The current overtime rate is 1.5 times the hourly rate of assigned

employee currently as of January 1, 2020 and is subject to change. In addition, the following cancellation policy is included in our event estimates:

Any business or individual that has contracted for a special duty officer from the Pickerington Police Department, who wishes to cancel the job must make notification to the Pickerington Police or the individual officer at least one hour prior to the scheduled start of the job. If neither the Pickerington Police Department nor the officer is contacted, or the cancellation is made less than an hour prior to the scheduled start of the job, the business or individual will be billed for 2 hours "show up" time for all officers scheduled to work. Contact to cancel a job may be made to the Pickerington Police Communications Center 24 hours a day at 614-575-6911.

c. First Aid and Emergency Services

The Community Event Permit Holder is responsible for making arrangements for first aid and emergency services to be provided on-site, if necessary. Violet Township Fire Department can provide on-site first aid services upon request and a fee may be assessed.

d. Traffic Control and Road Closures

Approval for use of City streets, alleys, sidewalks and parking lots is generally given through the Chief of Police in coordination with the Violet Township Fire Department. A parking plan for use of City, non-City, public and/or private lots shall be included with the Community Event Permit Application.

e. Electrical Assistance

In the event that electrical assistance is needed during an event, the Community Event Permit Holder will be invoiced for each electrical board needed at a rate not to exceed \$125 per board and subject to change. It is the responsibility of the Community Event Permit Holder to inquire what the City has to offer. The City of Pickerington is not responsible to modify connections. The City of Pickerington will need to be notified at least 14 days prior to the event for any additional arrangements not approved within the Community Event Permit Application.

VI. Road Closures/ Lane Restrictions

- a.** The Community Event Permit Holder is responsible for maintaining a minimum 12-foot wide fire and emergency lane through all areas. The City Manager will notify the Pickerington Police Department and Violet Township Fire Department of all approved road closures. If roads are to be closed or access to certain residents or businesses is restricted, the Community Event Permit Holder is responsible for preparing, printing, and distributing a notification letter to all affected residents and businesses. Police Officers and/or Streets and Utilities staff may be required on-site to help with traffic control. The Pickerington Service Department and Police Department can provide temporary no-parking signs, traffic cones, road barricades, etc., to secure the road closure. All road closures and lane restrictions will be set-up and removed by the Community Event Permit Holder.
- b.** In order for an event to request that a Pickerington road be closed or lane restricted, the organizers must indicate their intention on the Community Event Permit Application. Those applications that do not meet the following requirements will be denied road closure for their event:
 - i.** A list of the roads to be closed and corresponding intersections;

- ii. A legible map of the closure areas and/or event site including placement of volunteers and personnel;
- iii. *Please note that event personnel are required to wear safety vests or brightly colored apparel if they will be working on or near a public roadway;*
- iv. Proposed times and dates of the closure and reopening;
- v. Provide for reasonable ingress and egress of residents in the affected area; and
- vi. Any request for removal of on-street parking.

c. Notification Letter to Affected Businesses and Residents

Nearby affected businesses and residents shall receive a notification letter at least 7 days prior to the event from the Community Event Permit Holder. Failure to properly distribute the notification letter could result in revoking the Community Event Permit. Letter must receive approval from the City Manager prior to being mailed.

d. On-Street Parking Removal

If you wish to eliminate on-street parking during your event, you must indicate the request on the Community Event Permit Application.

e. Parking

Vehicles may not be parked or driven on sidewalks, bike paths or City-owned grass areas without approval.

VII. Signage

Please describe and indicate the location of all on-site and community activity signage to be used during and around your event on the Community Event Permit Application. All signage must comply with current City of Pickerington sign code regulations.

a. Community Activity Signage

An application for Community Activity Signs is required for placement of community activity signs. All activities proposing to use community activity signage must be open to the general public and sponsored by a public, private nonprofit, or religious organization that is educational, cultural, or recreational in function. Community activity signs cannot have changeable copy (letters) and are limited to 14 days per event, 32 square feet in size, and no limit on colors. Community activity signs are only permitted in the following locations with no more than two signs permitted per location:

1. The intersection of Hill Road (State Route 256) and State Route 204
2. The intersection of Hill Road (State Route 256) and Refugee Road
3. Immediately north of the railroad tracks on Hill Road (State Route 256)
4. Adjacent to the Olde Pickerington Village marker on West Columbus Street.
5. On either side of the railroad tracks on East Columbus Street.

An application for Community Activity Signage can be obtained from the City of Pickerington website at www.pickerington.net or via the Planning and Zoning Division at 614-833-2204.

b. On-Site Signage

On-site signage can be used only for the duration of the event and does not require a temporary sign permit; however, on-site signage must be in compliance with current City of Pickerington sign code regulations. On-site signage must be removed immediately following the conclusion of the community event.

VIII. Sanitation, Services and Equipment, Inspections, and Permits

Sanitation and maintaining an orderly, safe event is the responsibility of the Community Event Permit Holder.

a. Restrooms

The Community Event Permit Holder is responsible for providing and servicing portable restrooms during events when permanent facilities are not available or deemed not adequate by the City Manager for the estimated size of attendance. Please include provisions for people with disabilities. Restrooms in City parks and facilities will be cleaned, repaired and maintained by City staff prior to the event.

b. Litter Prevention

The Community Event Permit Holder is responsible for maintaining the event in a clean and orderly condition both during and after the event. The Community Event Permit Holder may be required to rent a dumpster at their expense. If the event is held on City property, the City shall determine the placement of the dumpster. The cost of any litter clean up beyond normal daily routine will be charged to the Community Event Permit Holder.

c. Fees for City Services and Equipment

If the Community Event Permit Holder requests City services or if the City Manager has determined that City services are necessary to hold a safe and successful event, the Community Event Permit Holder will be invoiced for those services at the conclusion of the event. Fees are determined by the City.

d. Building Inspections, Tents, Temporary Structures and Electrical Issues

Pickerington Building Division welcomes the opportunity to work with you to make certain that all safety issues are addressed and liability issues are minimized for the event. Please review the notes below to determine what services the event may require.

i. *Tents/Temporary Structures*

Tents 400 square feet or larger will not be erected, maintained or used without a permit from the Building Division. Please allow 6-8 weeks for the review and approval process. Contact the Building Division for additional information at 614-833-2221.

e. Field Inspections

Field inspections will be required to verify installation in accordance with approved plans. Please call Pickerington Building Division at 614-833-2221 to schedule your inspections at least 48 hours in advance of the event set-up. Set-up must be ready for inspection at a time

deemed to be mutually agreeable by Pickerington Building Division/Violet Township Fire Department officials and all parties. After hours and weekend inspections are negotiable.

All electrical, water tight connections, GFI protection where deemed necessary and construction work must be done by Pickerington-registered contractors. To become a registered contractor, contact Pickerington Building Division at 614-833-2221. Please note that all outdoor extension cords must be 3-prong UL listed extension cords.

IX. Entertainment

a. Parades, Processions, Bike and Run/Walks

City road closures for the use of parades, processions, bike and run/walks, etc., must be indicated on the Community Event Permit Application and accompanied by a detailed suggested route map. City Manager or designee will have final approval of the route.

b. Fireworks

Firework permits are obtained from the Ohio Department of Commerce, Division of State Fire Marshal and forwarded to the Violet Township Fire Department for proper approval by both the Pickerington Police Department and Violet Township Fire Department. Contact shall be made with the Fire Department to review all fire code requirements concerning firework displays. Please attach a copy of the fireworks permit to the Community Event Permit Application.

c. Amusements and Attractions

It is the responsibility of the organizer to insure that the Pickerington Building Division and Violet Township Fire Department must inspect all haunted houses and the Ohio Department of Agriculture inspects all inflatables and amusement attractions such as rides. This does not act as a substitute for any other entity requiring inspection.

X. Noise Ordinance

Individuals or organizations are solely responsible for ensuring that the event complies with ordinances of the City of Pickerington. The complete Disturbing the Peace Ordinance (Pickerington Codified Ordinance number 648.10) is viewable on the City's web site at www.pickerington.net.

XI. Food and Beverage

Health and licensing requirements apply to all food/beverage sales. A permit must be obtained from the Franklin County Public Health only when a sale price is associated with the exchange of food or beverages. Food served free of charge or free with the option to donate an unidentified amount, does not require a permit or license. The Temporary Food Service Permit through Franklin County Public Health cost is \$28 per day for up to five days.

Licensed caterers need not apply for this permit, but must comply with Franklin County Public Health regulations. Health and licensing inspectors may visit the event and have the authority to close any food/beverage sales operation not in compliance with Health and Licensing regulations. All permits must be clearly displayed. Ohio Fire Code (OFC) does not permit cooking under or near tents or membranes (OFC 2011 Rule – 2404.7, 2404.15.6). For further information on food and beverage guidelines, please call Franklin County Public Health at 614-525-3160.

XII. Alcohol

A Special Events Liquor Permit must be obtained from the State of Ohio Liquor Control Department. For further permit information, contact the State of Ohio Liquor Control Department at 614-644-3155 or www.liquorcontrol.ohio.gov. Please attach a copy of the permit and/or the license to the Community Event Permit Application.

If the event location is on City property, a separate written request for the use of alcohol must be submitted to City Council and Safety Committee for review at least 120 days prior to the event. Please send a copy of the written request to the City Clerk. **Council is strongly encouraged not to waive the requirements of multiple readings pursuant to Charter sections 2.05(B) or (C) to allow the public multiple times to address City Council.**

The Community Event Permit Holder is responsible for checking the identification of all persons being served alcohol and for ensuring all persons acting as servers are age 21 or older. It is also the volunteer servers' responsibility to make sure that intoxicated persons are not served. If the event is sponsored or co-sponsored by the City of Pickerington, or it is held on City property, a list must be available upon request with the names of the volunteer alcohol servers. The Community Event Permit Holder will insure that those serving alcohol have reviewed and are compliant with all liquor laws in Ohio Revised Code Chapter 4301 and Pickerington Codified Ordinance Chapter 612.

Proof of Liquor Liability Insurance in the minimum amount of \$1,000,000 on an "occurrence" basis, naming the City of Pickerington as additionally insured is required. Also see section XVI for insurance requirements. A copy of the certificate must be provided to the City Manager at least 30 days prior to the event. Community Event Permit Holder must comply with all Ohio laws.

XIII. City Properties

Community Event Permit Holder may secure facilities by completing and submitting a Facility Reservation Form with the Community Event Permit Application or by calling the Parks and Recreation Department at 614-833-2211. All rules and regulations provided for City parks must be followed.

XIV. Post-Event Site Evaluation

Community Event Permit Holder not returning the park(s) in the same condition as it was secured before their event shall be billed for clean up or repair services as recommended by Parks and Recreation staff.

A post-event site evaluation will focus on these items:

- a. Have all event-related items (blocks, lumber, chairs, tables, signs, etc.) been removed?
- b. Have all tent stake holes been patched or repaired?
- c. Has all trash been picked up and removed?
- d. Has the water feature/fountain been cleared of debris?
- e. Have all hard surfaces been cleared of stains?
- f. Have any trees, shrubs, flowers, or turf been damaged?
- g. Have any light poles, park furniture, or water feature/fountain been damaged?

- h. Have all electric panels and outlets been closed and secured?
- i. Has the area been cleared of all animal waste?

XV. Insurance Coverage Requirement

The applicant/event organizer and all vendors must provide a Certificate of Liability Insurance naming the City of Pickerington as additionally insured for the event on all commercial general liability and liquor legal liability insurance policies.

The Community Event Permit Holder will be responsible for any and all damages caused by their organization, volunteers, employees, participants and spectators. In order to protect the City against financial loss arising from any incidents or accidents that may occur, the sponsoring organization, Community Event Permit Holder or host establishment shall be required to obtain a comprehensive general liability insurance policy for bodily injury and property damage arising from the event.

This requirement may be waived when it is necessary to comply with any federal, state, or local law, statute, regulation or constitutional provision. The City reserves the right to require insurance of applicants/event producers and/or vendors for activities other than those specifically mentioned above, or to increase the minimum acceptable limits of liability with the reasonable notice to the applicant/event producer.

The Certificate of Liability Insurance must be submitted with the City of Pickerington Community Event Permit Application naming the City of Pickerington as additionally insured. Please include the event name, date and location. Approval of insurance by the City does not in any way relieve or decrease the liability of the applicant/event producer or vendor. The City does not represent that the specified limits of liability or coverage or policy forms are sufficient or adequate to protect the interest or liabilities of the applicant/event producer or vendor.

All insurance must be placed with insurance companies with an AM Best Rating of no less than B+ unless otherwise approved by the City Manager.

For information regarding insurance, please call City of Pickerington at 614-837-3974.

XVI. Full and Final Release of Liability and Indemnification Agreement

The Full and Final Release of Liability and Indemnification Agreement in the Community Event Permit Application must be signed by an authorized representative of the sponsoring organization.

XVII. Americans With Disabilities Act

The City of Pickerington strives to make its programs, services and activities accessible to qualified individuals with disabilities. In that regard, the City suggests that you make reasonable modifications to the programs, services and activities of your event to ensure accessibility to such individuals.

City of Pickerington - Community Event Insurance Guidelines

The following insurance guidelines shall apply when a festival/event is held on public property and involves one or more of the following:

- Expected attendance of 200 or more people;
- The display of fireworks;
- The sale of alcoholic beverages;
- The operation of amusement rides;

The Community Event Permit Holder must comply with the following insurance requirements to be considered for a Community Event Permit. The Community Event Permit Holder and the vendors that are contracted by them must purchase and maintain, for the duration of the event including setup and dismantling, the following types of insurance at their expense:

- 1. General Liability Insurance** - If the Community Event Permit Holder is a business or group, a commercial general liability insurance policy, or its equivalent, written on an occurrence basis, with a minimum of \$1,000,000 combined single limit of liability per occurrence for bodily injury, personal injury, or property damage is required. If food or beverages are to be served, then product liability coverage must also be included with a minimum of \$1,000,000 per occurrence.
 - a. Fireworks Displays** - If the Community Event Permit Holder intends to display fireworks, and obtains a permit from the Ohio Department of Commerce, Division of State Fire Marshal, or contracts with a pyrotechnic vendor who obtains the permit, then the minimum combined single limit of liability, for all pyrotechnics displays is \$2,000,000 per occurrence. The amount may be increased at the discretion of the City based on potential risk of the event. The company that actually launches the fireworks must provide a liability certificate of insurance for \$2,000,000 per occurrence, naming the City of Pickerington as an additional insured and listing the date(s) of the event.
 - b. Bounce House and Other Amusement Vendors** - Bounce house and other amusement vendors must furnish a Certificate of Liability Insurance for \$2,000,000 per occurrence, naming the City of Pickerington as additional insured and listing the date(s) of the event.
 - c. Notice of Policy Cancellation** - All insurance policies must state the City of Pickerington will be notified at least ten (10) days in advance of any intent by the insurance company to cancel or non-renew the Community Event Permit Holder's insurance coverage.
- 2. Liquor Legal Liability Insurance** - ***If the Community Event Permit Holder is a business or group and intends to serve alcoholic beverages at the event and applicant is in the business of manufacturing, distributing, selling, or serving alcoholic beverages, or uses the permitted alcoholic beverage caterer to serve alcoholic beverages, then liquor legal liability coverage must be purchased by the actual firm which serves or sells the alcohol. It can be endorsed to the commercial general liability insurance policy or purchased separately. The minimum acceptable limit of liability per occurrence and aggregate is \$1,000,000.***

- a. Host Liquor Liability Insurance - If the Community Event Permit Holder is a business which will serve or sell alcoholic beverages at the event and is not in the business of manufacturing, distributing, selling, or serving alcoholic beverages, then the Community Event Permit Holder's commercial general liability policy, required above, should not include the ISO Form CG 21500989 liquor liability exclusion amendatory endorsement, or similar exclusion limiting coverage for serving or selling alcoholic beverages.

Contacts and Resources

For general questions or guidance regarding an event, please call Heather Maynard at 614-837-3974 or email hmaynard@pickerington.net.

City of Pickerington Contacts

City Hall

614-837-3974
100 Lockville Road
Pickerington, OH 43147

Building Division

614-833-2221
51 East Columbus Street
Pickerington, OH 43147

Engineering Department

614-833-2221
51 East Columbus Street
Pickerington, OH 43147

Parks and Recreation Department

614-833-2211
100 Lockville Road
Pickerington, OH 43147

Planning and Zoning Division

614-833-2204
51 East Columbus Street
Pickerington, OH 43147

Police Department

614-575-6911
1311 Refugee Road
Pickerington, OH 43147

Human Resources/Risk Management Department

614-837-3974
100 Lockville Road
Pickerington, OH 43147

Service and Utilities Department

614-833-2292
200 Hereford Drive
Pickerington, Oh 43147

Violet Township Contacts

Fire Department

614-837-4123
8700 Refugee Road
Pickerington, OH 43147

Other Contacts

Franklin County Public Health

614-525-3160
280 East Broad Street
Columbus, OH 43215

Ohio Department of Agriculture Division of Amusement Ride Safety

614-728-6280
8995 East Main Street
Reynoldsburg, OH 43068

Ohio Utilities Protection Service (OUPS)

1-800-362-2764

**City of Pickerington
Community Event Permit Application**

General Information

Name of Event _____

Day(s) and Date(s) of Event _____

Location of Event _____

Organization _____

Non-Profit: _____ Yes _____ No If yes, please attach tax exempt form.

Website _____

Contact's Name _____

Please note if the following address is for the: _____ organization or the _____ contact's residence.

Address _____

City _____ State _____ Zip _____

Primary Phone _____

Secondary Phone _____

Fax Number _____

Email _____

Type of Event: _____ Run/Walk _____ Festival _____ Parade _____ Street Fair _____ Other

If other, please describe _____

Brief Event Description – including purpose, target audience and description (add extra sheets if necessary)

Please include a detailed site plan of all activities.

Event Day/Date/Time _____

Setup Day/Date/Time _____

Tear-Down Day/Date/Time _____

Rain Day/Date/Time _____

Will you charge admission fees? Yes No If yes, how much? _____

Will you charge participation fees? Yes No If yes, how much? _____

If event is including a parade, race, run or walk, please attach and submit the proposed route with map and turn by turn directions for approval. City of Pickerington will determine if this route is appropriate for the event with varying factors being considered.

Additional Route Details _____

Attendance: Anticipated Spectators Anticipated Participants

Will the normal operations of residents or businesses be affected by your event? Yes No

If yes, please attach a copy of the proposed notification letter to be approved by the City Manager or designee before being sent to the affected residents/businesses.

I. Security and First Aid

Pickerington Police Department - 614-575-6911 / Violet Township Fire Department - 614-837-4123

- o Describe your internal security procedures (e.g. are you hiring a private security firm?)

- o Will you request Pickerington Police for event security? Yes No

- If yes, submit Special Duty Form on page 30.

- o Will there be a command post at your event? Yes No

- o Will you have an on-site provider of primary first aid? Yes No

- If yes, will you request on-site Violet Township Emergency Medical Service or other provider? VTFD Other

- o Please list the provider of first aid if other than Violet Township:

- Contact _____ Phone _____

II. Traffic Control and Parking Resources

Pickerington Police Department - 614-575-6911 / Engineering Department - 614-833-2221 / Service Department - 614-833-2292

- o Please describe your traffic, parking and overflow plan

- o Will you request the services of Pickerington Police for traffic control? Yes No

- o Will you charge a fee for parking? Yes No If so, how much? _____

- If requesting City parking lots – list specific lot locations, number of parking spaces required. Note: No parking fees for City owned parking lots and streets.

- Will you request that any street(s) be closed? Yes No

- If yes, submit Street Closure Request Form on page 25.
- Community Event Permit Holder is required to notify affected businesses and residences 7 days in advance.

III. Signage

Planning and Zoning Division - 614-833-2204

- o Temporary advertising signage? Yes No Quantity

- If yes, submit Application for Community Activity Signs Form on page 28 and 29.

IV. Sanitation

Service Department - 614-833-2292 / Parks and Recreation Department - 614-833-2211

○ Will streets need to be cleaned after the event? _____ Yes _____ No

○ Describe your clean-up plans both during and after the event

○ Will additional trash receptacles be needed? _____ Yes _____ No

○ Company delivering trash and/or recycling dumpster:

▪ Company _____

▪ Contact _____

▪ Phone _____

▪ After hours Phone _____

▪ Proposed Location _____

▪ Drop off date/time _____

▪ Pickup date/time _____

○ Will portable restrooms be needed? _____ Yes _____ No

○ Company delivering portable restrooms:

▪ Company _____

▪ Contact _____

▪ Phone _____

▪ After hours Phone _____

▪ Proposed Location _____

▪ Drop off date/time _____

▪ Pickup date/time _____

V. Water Services

Service Department - 614-833-2292 / Parks and Recreation Department - 614-833-2211

○ Do you require access to water? _____ Yes _____ No

○ If yes, describe in detail

-
- If utilizing private water taps, provide permission letter from subject property owner(s).

VI. Electric

Building Division - 614-833-2221, Call OUPS at 1-800-362-2764 before you dig

Community Event Permit Holders using electric service or generators will be required to comply with the City of Pickerington Full and Final Release of Liability and Indemnification Agreement on page 22 and 34.

Electric permits and inspections may be required. Please describe your electric and/or generator usage. Contact the City of Pickerington Building Division for additional permit information at 614-833-2221.

- Will you use electricity? Yes No
 - Outdoor extension cords must be 3-prong UL listed extension cords. Proper grounding required.
- Will you use Generators? Yes No
 - Portable Generators – An electrical inspection is not require for the type of generators that allow you to plug electrical equipment directly into outlets located on the generator. However, if there are no outlets on the generator then an electric inspection will be required. If you have any questions, please contact the City of Pickerington Building Division at 614-833-2221.
- Are you utilizing City electrical outlet(s)? Yes No
 - Do you need to utilize lights and/or receptacles? Lights Receptacles
 - Community Event Permit Holder is required to confirm with the City what electrical options are available. City will not be responsible to modify connections needed for event.
- Describe electric and/or generator usage

VII. Equipment

Building Division - 614-833-2221 / Violet Township Fire Department - 614-837-4123 / Parks and Recreation Department - 614-833-2211

Building permits may be required for tents over 400 sq ft. Please provide a site plan with tent details: number of tents, location of tents, distance between tents, size of tents, indicate if the tents will be open or have sides. Contact the City of Pickerington Building Division for additional permit information at 614-833-2221.

- Will you use tents? Yes No
 - If yes, submit a Building Permit Application on page 26 and 27.

Contact the Building Division at 614-833-2221 for any tent 400 sq ft or larger.

- Rental company _____
- Contact person _____
- Phone _____
- List tent size(s) and location(s) or attach map

- Will you use approved inflatables? _____ Yes _____ No
 - If yes, review the Laws and Rules Governing Amusement Rides in Ohio by the Ohio Department of Agriculture Amusement Ride Safety Division and notify them at 614-728-6280 including inflatable needs.
 - Rental company _____
 - Contact person _____
 - Phone _____
 - List inflatable size(s) and location(s) or attach map

- Will temporary structures be used (e.g. bleachers, stages, signs, etc.)? ___ Yes ___ No
 - If yes, list specifics and locations

VIII. Entertainment Activities

Violet Township Fire Department - 614-837-4123 / Parks and Recreation Department - 614-833-2211

- Will you have music? _____ Yes _____ No
 - If yes, what type of music/amplification (e.g. DJ, live band, portable system)?

- Time(s) of music: From _____ To _____ Other _____

- Will you have fireworks? _____ Yes _____ No

- If yes, contact the Violet Township Fire Department at 614-837-4123 for appropriate permits.

IX. Food and/or Beverage

Franklin County Public Health - 614-462-3906 / Pickerington Police Department - 614-575-6911 / Violet Township Fire Department - 614-837-4123

- Will food be sold at your event? _____ Yes _____ No

- If yes, describe

- If yes, each vendor must obtain a food vendor license from Franklin County Public Health at 614-462-3906.
- If preparing cooked food, an inspection by the Violet Township Fire Department Fire Prevention Bureau is required. Please advise all vendors who are cooking: In reference to the *2017 Ohio Fire Code Rule 31 3104.7*; No cooking under membrane structures is permitted.

- Will food be served at your event? _____ Yes _____ No

- If yes, describe

- Will alcohol be sold or served at your event? _____ Yes _____ No

- If yes, will it be on public or private property? _____ Public _____ Private

- The Chief of Police must approve and issue an alcohol permit.

- If serving alcohol on City property, a fee may be required.

- If yes, provide location of alcohol sales, appropriate permits and a complete list of who will be serving alcohol.

- Are you providing special duty police officers? _____ Yes _____ No

- If yes, identify agency:

Agency _____ Phone _____

- A Special Duty Reservation Form is required for all City special duty officers on page 30.

X. Facility Reservation

Parks and Recreation Department - 614-833-2211

City of Pickerington Full and Final Release of Liability and Indemnification Agreement

The participant listed below hereby acknowledges, represents, and agrees as follows:

Activity Name _____ Date _____

By signing this FULL AND FINAL RELEASE OF LIABILITY AND INDEMNIFICATION AGREEMENT, I hereby expressly assume all such risks of injury, loss, or damage to myself or to any third party, arising out of or in any way related to the activities I will be performing. I understand that I am responsible for my safety and the safety of others, not the City of Pickerington.

By signing this FULL AND FINAL RELEASE OF LIABILITY AND INDEMNIFICATION AGREEMENT and in consideration of permission from the City of Pickerington to use its facilities, I further hereby exempt, release, and discharge the City of Pickerington, its employees, public officials, agents, officers and volunteers from any and all claims, actions, causes of action, demands, rights, damages, costs, loss of service, expenses and compensation whatsoever, that I now have or which may thereafter accrue arising out of or in any way related to the activities I conduct on City of Pickerington property.

I further agree to defend, indemnify and hold harmless the City of Pickerington, its officers, employees, insurers, and self-insurance pool from and against all liability, claims, and demands, court costs, and attorneys' fees, including those arising from any third party claim asserted against the City of Pickerington, its officers, employees, volunteers, insurers, and self-insurance pool, on account of injury, loss or damage, including without limitation claims arising from bodily injury, personal injury, sickness, disease, death, property loss or damage, or any other loss of any kind whatsoever, which arise out of or are in any way related to the activities of the program .

I understand and agree that this FULL AND FINAL RELEASE OF LIABILITY AND INDEMNIFICATION AGREEMENT shall be governed by the laws of the State of Ohio, and that jurisdiction and venue for any suit or cause of action under this AGREEMENT shall lie in the courts of Fairfield County, Ohio.

Organization Name _____

Name _____ Title _____

Signature _____ Date _____

City Manager, City of Pickerington _____ Date _____

The Group Organizer assumes full responsibility for collecting a copy of this signed release from each participant in the program who utilizes electric services. See page 34 for blank form.

Signatures

Event Name and Date _____

By signing below, I certify that I have read, understand and agree to abide by the policies and procedures of the City of Pickerington as they pertain to the event I am organizing.

Event Organizer

Print Name _____

Signature _____ Date _____

Event Organizer

Print Name _____

Signature _____ Date _____

Community Event Permit

Event Name _____

Event Date _____

Special Conditions _____

_____ Approved _____ Denied

City Manager _____ Date _____

Reason for Denial

City of Pickerington Street Closure Request Form

Closure
 Assemblage

Date of Event _____

Start Time _____ AM or PM End Time _____ AM or PM

Street(s) closed/used _____

Type of Event _____

Organizations Name _____

Complete Address _____

Day Phone _____ Night Phone _____ Fax _____

Contact Person(s) _____

Person Responsible for Clean-up _____

Person Responsible for notifying area residents _____

Instructions and Regulations

Pursuant to PCO 412.06

1. In the event of an emergency, all street blockages must be removed by the sponsoring organization to allow access for emergency vehicles.
2. This form must be completed and submitted thirty (30) days prior to the planned event. Approval of the City Manager and the Chief of Police must be obtained. A copy of the request shall be forwarded to the Fire Chief and the Service Department.
3. Organizer is responsible for distribution of notification to all residents living in the requested or effected area of the closure seven (7) days prior to the event.
4. Clean up of the area must take place immediately after the time listed above as the ending time of the event.

Applicant's Signature _____ Date _____

CITY USE ONLY

Approved Chief of Police _____ Date _____
 Not Approved

Approved City Manager _____ Date _____
 Not Approved

Cc Police Dept Street Dept Fire Dept Rec. Dept Eng. Dept



CITY OF PICKERINGTON

Application # _____
Date Received: _____
Copy to Fire Dept: Yes / No

Application for Permit

The City of Pickerington has established *Impact Fees* that may be assessed to your project. Please consult the building department staff with questions concerning your project.

Project Address: _____ Lot # / Suite # _____
 Subdivision / Plaza: _____ Parcel # _____
 Description of Work: _____

Valuation of Construction: \$ _____ Total Sq Ft _____ Area of Work (sq ft) _____
 Use Group: _____ Construction Type: _____

Type of work (Check all that apply):
 Building/Structural Electrical HVAC Plumbing Fire Protection Signage

Commercial: Application type (Check all that apply): **4 sets of plans required at submittal**
 New Construction Addition Alteration Change of Occupancy
 Repair / Replace Other Signage Change of Use

Residential: Application type (Check all that apply): **2 sets of plans required at submittal**
 New Construction Addition Alteration Repair / Replacement

No. of Units	No. of Stories	Height in Feet	Elevator	Yes / No
No. of Rooms	No. of Bedrooms	No. of Full Baths	No. of Half Baths	
Gross Sq Ft	Living Sq Ft	Non Living SQ Ft	Garage:	2 or 3 car
Type of Heat	A/C	Yes / No	Basement	Yes / No

Property Owner:
 Name _____
 Address _____
 City, State, Zip Code _____
 Phone/Fax _____
 e-mail _____

Tenant: (If owner, write "Owner" or leave blank)
 Name _____
 Address _____
 City, State, Zip Code _____
 Phone/Fax _____
 e-mail _____

Contractor: (If owner is completing work – Homeowner's Affidavit must be completed.)
 Name _____
 Address _____
 City, State, Zip Code _____
 Phone _____ Registration # _____
 e-mail _____

Designer: (If owner, write "Owner" or leave blank)
 Name _____
 Address _____
 City, State, Zip Code _____
 Phone _____ Certification # _____
 e-mail _____

I hereby certify that I am the Owner of the above named property, or that the proposed work is authorized by the Owner of record and that I have been authorized by the owner to make this application as his/her agent. I agree to conform to all applicable laws of this jurisdiction and, when a permit is issued, allow the authorized City Code Official to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit. I certify that the information and statements given on this application are true and correct.

_____	signature of applicant	_____	printed name	_____	phone	_____	date
_____	signature of owner	_____	printed name	_____	phone	_____	date

*All Commercial Projects will require the signature of the building owner.

INSTRUCTIONS FOR APPLYING

Please refer to the Ohio Building Code per Part Fourteen Building and Housing Code of the Codified Ordinances of the City of Pickerington, Ohio for all requirements. Copies of the Codified Ordinances are available for public examination at the Office of the City Clerk, 100 Lockville Road and on the Internet at: <http://www.pickerington.net>

- **Application Type:** Multiple categories can be selected.
 - New construction - the erection of a new building or structure.
 - Addition - an extension or increase in floor area or height of an existing building or structure.
 - Alteration - the construction or renovation to an existing structure other than a repair or addition.
 - Repair - the reconstruction or renewal of any part of an existing building or structure for the purpose of its maintenance when the work has limited impact on access, safety or health. Repairs do not include the cutting away of any wall, partition or portions of walls, the removal or cutting of any structural beam or load-bearing support or the removal or change of any required element of accessibility, means of egress or rearrangement of parts of a structure affecting the egress requirements. Repairs do not include addition to, alteration of, replacement or relocation of any standpipe, water supply, sewer, drainage, drain leader, gas, soil, waste, vent or similar piping, electric wiring or mechanical or fire protection equipment.
 - Replacement - to put something new in the place of what is existing.
 - Removal - to completely remove something from a building or structure, but is not the demolition of a building or structure.
 - Change of Use - when an existing building or space is to have a different occupancy classification or Use Group as defined in Chapter 3 of the Ohio Building Code than was previously approved and no other work requiring approval is proposed. When the proposed use is in a more hazardous category, the building or space must comply with the current building code, regardless the age or condition of the building. Your design professional will be able to use portions of Chapter 34 of the Ohio Building Code to assist you in being in compliance with building code requirements.
 - Change of Occupancy - when a tenant or occupant of a building or space is changing, the occupancy classification of the new occupancy is not changing from what was previously approved and maintained, and no work requiring approval is proposed.
- **Type of work:** Multiple can be selected.
 - Building/Structural - the building envelope like windows, doors, siding, and roofing in addition to the foundation and framing of the structural systems. This includes masonry chimneys and fireplaces.
 - Electrical - the electric service equipment and the distribution system including panels, switches and outlets. Fire alarms required
 - Heating, Ventilating, Air Conditioning - the equipment and ducting to heat, ventilate, or cool a building. This includes solid, liquid, and gaseous fuel gas distribution and venting.
 - Plumbing - sanitary provisions of a building including:
 - Potable water distribution piping with fixtures connecting to a water source, such as a public water system or a private well, including the heating of water for cooking, cleaning, or bathing.
 - Sanitary sewer collection piping with fixtures to connect to a waste water disposal system such as a public sewer or a private sewage treatment facility.
 - Storm sewer collection piping to connect to a storm water disposal system, such as a public storm sewer or a private storm water retention/detention facility.
 - Fire Protection - a system of building or area fire suppression and/or alarm of building occupants.
 - No work - Section 105 of the Ohio Building Code details what work does not require approval, such as: painting and minor repair including changing lamps on lighting fixtures; the connection of portable electrical or mechanical equipment into existing outlets; leaks in existing plumbing; replacement of damaged piping with piping of the same material and joining method, etc.
- **Project address:** Please provide the project address, including the number and street. If a house number has not been assigned by the Planning and Zoning Department, enter the property parcel identification number assigned by either Fairfield or Franklin County in addition to the street name. This number can be found on the deed to the property that was recorded at the county.
- **Scope of Work:** Please provide a brief description of the scope of work to allow us to quickly determine the scope of the project without reviewing the construction documents. If project is an alteration, describe what is being altered, for instance, adding a deck or finishing a basement. If a building system is being replaced, describe what is being replaced, for instance, complete window replacement or complete reroof or new furnace, or new water heater.
- **Valuation of construction:** Please enter the approximate value of the construction covered by this application, including material and labor costs. If materials are donated, they still have a value. Similarly, donated labor or labor performed but not compensated still has a value. The intent of gathering this information is to gauge the level of work being performed in the city and will not determine the cost of any fees associated with this application.
- **Area of Work:** Please enter the approximate, gross area being constructed or altered, in square feet. Include the area of all floors including basements but do not include any crawl spaces. This area may be used to calculate the costs of any fees associated with this application.
- **Construction documents enclosed:** Written, graphic and pictorial documents prepared or assembled for describing the design, location and physical characteristics of the elements of a project necessary for obtaining an approval.
 - Construction drawings shall be drawn to an appropriate scale. Construction documents can contain drawings with plans, elevations and sections, catalogue cuts, specifications, or other supporting material showing the exact scope of the project.
 - In almost all cases, the construction documents will be required to be sealed by a registered design professional.
 - Submit 3 copies for examination and approval with this application. One copy will be shared with the Violet Township or Madison Township Fire Department for the consideration of comments they may have, one copy is kept on file with the building department, and one copy is to be placed at the project address for reference by inspectors.
 - For change of occupancy applications, please submit the Walk-Through Report prepared by the building inspector.
- **Property Owner/Tenant/Contractor/Designer:** Please provide us contact information for the principal participants in this project. Contractors must be registered with Pickerington and some are to be licensed by the Ohio Construction Industry Licensing Board. For almost all projects, the designer will have to be a registered design professional. Fire protection system designers must be certified by the Ohio Board of Building Standards if not a registered design professional.
- **Signature of applicant:** please read the paragraph that all of the information on the application is true and that you are acting as agent of the owner, unless you are the property owner. Please print your name so we can read it and provide a phone number we can reach you should we have questions, or to notify you when the permit is ready to be picked up.



App#: _____

Permit#: _____

Zoning #

APPLICATION FOR COMMUNITY ACTIVITY SIGNS

Organization / Event: _____

Applicant Name: _____

Applicant Signature: _____

Cell Phone: _____ Email: _____

Attach two copies of a photo of the sign to be installed.

City Manager/Planning Director approval is required before community activity signage may be displayed. All applications must include the date which the community activity signage will be installed; there is no fee for this application.

The Planning and Zoning Department will review the community activity signage for compliance with the following criteria:

- Sign promotion is limited to 14 days per event (You will be given an expiration date sticker that must be placed in the upper corner of each sign).
- Signs may not exceed 32 square feet in size.
- No more than two signs may be displayed at each for the five (5) approved locations.
- Signs cannot have changeable letters.
- The promoted event must be take place in the City of Pickerington or Violet Township to be eligible for community activity sign approval.

An application for community activity signs can be obtained via the City of Pickerington website at www.pickerington.net or from the Planning and Zoning Department at 51 East Columbus Street. Should you have any questions pertaining to community activity signs, please do not hesitate to contact our office at 614-833-2204.

Please complete reverse side of application.

Approved By: _____ Date: _____

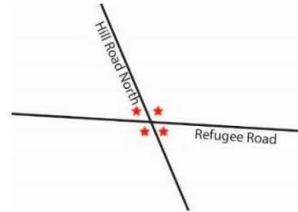
COMMUNITY ACTIVITY SIGNAGE

Community activity signage is permitted in the City of Pickerington for activities that are open to the general public, are sponsored by public, private nonprofit, or religious organizations, and are educational, cultural, or recreational in function. Please initial in acknowledgement of the following five (5) approved locations:

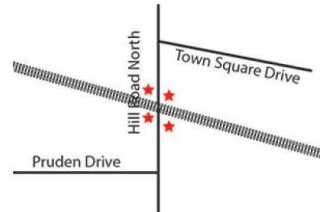
- _____ 1. The intersection of Hill Road North (State Route 256) and State Route 204.



- _____ 2. The intersection of Hill Road North (State Route 256) and Refugee Road



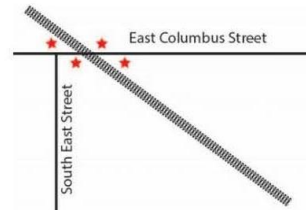
- _____ 3. Immediately north of the railroad tracks on Hill Road North (State Route 256).



- _____ 4. Adjacent to the Olde Pickerington Village marker on West Columbus Street.



- _____ 5. On either side of the railroad tracks on East Columbus Street.



DATES: _____ **TO** _____

**PICKERINGTON POLICE DEPARTMENT
REQUEST FOR OFF-DUTY OFFICERS
SPECIAL DUTY**

DATE _____

PERSON REQUESTING: _____

NAME OF ORGANIZATION: _____

BILLING ADDRESS: _____

PHONE NUMBER: _____

EVENT / TYPE OF DUTY:	Traffic Control:	\$47.00 per hour _____ (SR 256, Diley, Refugee)
	Traffic Control:	\$45.00 per hour _____
	Other Events:	\$40.00 per hour _____

ALL SPECIAL DUTY DETAILS REQUIRE A TWO (2) HOUR MINIMUM SHOW UP. ALL SPECIAL DUTY RATES ARE AS STATED UNLESS OTHERWISE APPROVED BY THE CHIEF OF POLICE.

DATE(S) WANTED: _____

HOURS: FROM: _____ TO: _____

NUMBER OF OFFICERS REQUESTED _____

LOCATION OF SPECIAL DUTY: _____

EVENT TYPE: _____

METHOD OF PAYMENT: INVOICED _____ CHECK _____ CASH _____

Email to Where Invoice Can Be Sent _____

PERSON TO REPORT TO: _____

PHONE NUMBER OF PERSON TO REPORT TO _____

SIGNATURE OF REQUESTOR: _____

REQUEST APPROVED BY: _____

TITLE: _____



CITY OF PICKERINGTON

Parks and Recreation • 100 Lockville Road, Pickerington, OH 43147 • ph: 614-833-2211 • fax: 614-833-2201 • www.pickerington.net

2020 Facility Reservation Form

Name, Organization, Address, City, State, Zip, Phone (Home), (Cell), (Work)

Office Use Only: Received Date, Cash, Approved By, Credit Card, Total Paid, Check #, Receipt Number

Email (Required)

Reservation Information

Event Date, Day of the Week, Event Description

Facilities (check all that apply)

- Diley Road Softball Field 1, Sycamore - Amphitheater, Sycamore - Pickleball Court 2*, Sycamore - Softball Field 2, etc.

*Sycamore Creek Park Pickleball Courts located on Tennis Court 3 (nets are not provided)

Times and Fees (check all that apply)

Table with columns: Time Slots, Fee, City Resident / Non-Profit Discount Fee

Facility reservations and restroom use are available April 1 - October 31. Reservations accepted after March 1 of each year. Reservations must be made at least 72 hours in advance. Online Registration available.

Total Fee (Total Facilities X Total Time Slots X Fee) =

Facility Reservation Information

- 1. Facilities may be reserved throughout the year from April 1 - October 31. Reservations will be accepted after March 1 of each year. Restroom facilities are not available from November 1 - March 31. Reservations must be made at least 72 hours in advance. Additional information available at www.pickerington.net.
2. Any person or organization holding an approved application shall receive a refund only if the Parks and Recreation Department is given proper notice to cancel prior to two (2) weeks from the scheduled date of use. There is a \$15 processing fee to cancel a reservation.
3. In the event of a thunderstorm, severe weather or unforeseen circumstances, as determined by the Parks and Recreation Department, reservations will be rescheduled if possible or refunded. Reservations will not be rescheduled or refunded due to slight rain or cooler temperatures.
4. The group or organization using the facilities shall assure that:
a. All park rules are followed.
b. Damages made to the facilities or equipment during their time of use shall be their financial responsibility.
c. Facilities shall be left clean and neat.

Registration is complete with full payment. Accepted methods of payment include: Cash, Checks made payable to City of Pickerington, VISA and MasterCard.

City of Pickerington charges a \$35 returned check fee

Waiver for Applicant

In consideration of permission granted to me or my child to engage in recreational activities and reservations, I, the undersigned, on behalf of myself, my heirs, executors, administrators and assigns, do hereby release and discharge the City of Pickerington, its employees, public officials, agents, officers, assigns and volunteers for any and all injuries suffered by myself and my child, claims, demands, actions, judgments and executions, which might occur on City of Pickerington premises and/or during City of Pickerington sponsored activities. I recognize and voluntarily accept all of the potential risks and hazards associated with participating in said activities, no matter how remote and unlikely. Further, I recognize the inherent danger involved in such activities and take full responsibility for my actions and physical condition. I hereby consent to receive medical treatment and hereby consent on behalf of my child to receive medical treatment, which may be deemed advisable in the event of injury, accident and/or illness during the event. I do hereby grant and give these groups the right to use my or my child's photograph or image with or without my or my child's name, both single and in conjunction with any persons or objects for any and all purposes including, but not limited to, private or public presentations, advertising, publicity and promotion relating thereto without compensation. I warrant that I have the right to authorize the foregoing uses and do hereby agree to hold the City of Pickerington harmless of and from any and all liability of whatever nature, which may arise out of result of such uses. The City of Pickerington reserves the right to cancel this agreement or make a decision on any situation not covered herein. I hereby acknowledge that he/she has read and agrees to comply with the terms and conditions of this agreement. For the consideration stated above, I hereby agree, on behalf of myself, my heirs, executors, administrators and assigns, to indemnify any, all or any combination of the aforesaid, jointly and severally and to hold harmless from and against any and all actions, claims, demands, liabilities, loss damage or expense of whatever kind of nature, including attorney's fees, which may at any time be incurred by reason of my preparation and/or participation in recreational activities and reservations.

Signature, Date

Payment Method: Cash, Check Number, Credit Card - Please bill my (circle one): MC or VISA

Name of Cardholder, Account Number, Expiration Date, CVC Code

Cardholder Signature, Date

2020 Facility Reservation Form - Page 2

Parks	Amphitheater	Arboretum	Basketball Court	Bike Trail	Community Garden	Covered Bridge	Drinking Fountain	Gaga Ball Pit	Gazebo	Green space	Grills/Fireplace	Ice Rink (Seasonal)	Parking	Pickleball Court	Picnic Tables	Playground	Pond	Puffing Green	Restrooms	Shelter	Skate Park	Sled Hill (Seasonal)	Soccer Field	Softball Field	Swings	Tennis Court	Vending Machines
Colony Park																											
Diley Road Softball Fields																											
Olde Pickerington Village																											
Preston Trails Park																											
Shawnee Crossing Park																											
Simsbury Disc Golf Course																											
Simsbury Park																											
Sycamore Creek Park																											
Victory Park																											
Willow Pond Park																											

Facilities	Electricity	Fields/Courts	Fireplace	Grills	Picnic Tables	Seating (approx.)	Restrooms
Diley Road Softball Fields		2					
Diley Road Softball Fields Shelter 1						30	
Diley Road Softball Fields Shelter 2						30	
Olde Pickerington Village Gazebo						20	
Simsbury Disc Golf Course (18 Holes)		1					
Simsbury Disc Golf Course Shelter				1		50	
Sycamore Creek Park Amphitheater							
Sycamore Creek Park Basketball							
Sycamore Creek Park Covered Bridge							
Sycamore Creek Park Gazebo				1		8	
Sycamore Creek Park Hilltop Shelter				1		50	
Sycamore Creek Park Moorhead Shelter				1		50	
Sycamore Creek Park Pickering Shelter				1		80	
Sycamore Creek Park Pickleball Courts*		4					
Sycamore Creek Park Randy Hughes Skate Park		1					
Sycamore Creek Park Soccer Fields		3					
Sycamore Creek Park Softball Fields		2					
Sycamore Creek Park Taylor Tennis Courts		3					
Victory Park Basketball Courts		2					
Victory Park Terry O'Brien Shelter			1	2		95	
Willow Pond Park Shelter				1		50	

*Sycamore Creek Park Pickleball Courts located on Tennis Court 3 (nets are not provided)

- ### Park Rules
1. Parks open from dawn to dusk
 2. Damaging or removing park property, natural features and wildlife is prohibited
 3. No littering or dumping
 4. Loud or disruptive behavior is prohibited
 5. Advertising or commercial enterprise requires permission of the City Manager
 6. No camping without a written permit from the City Manager
 7. No fires except in designated areas
 8. Hunting and trapping is prohibited
 9. Pets must be on a leash no longer than 6 feet at all times and owners must pick up after their pets
 10. No swimming, wading, or boating
 11. Catch and release fishing only
 12. No motorized vehicles except in designated areas.
 13. Alcoholic beverages are prohibited.
- Violation of any park rule may lead to ejection from the park or prosecution under the laws of the City of Pickerington.

Park Watch

Please be alert to safety hazards, vandalism and other crimes in our parks. Report crimes to the Pickerington Police Department at 614-575-6911.

Registration Information:

Online - Register for select Parks and Recreation Activities 24/7 with Online Registration. Visit www.pickerington.net for more information. Call the Parks and Recreation Department to setup a new household and verify residency status.

In Person - Register in person from 8:00am-5:00pm, Monday - Friday in City Hall, 100 Lockville Road, Pickerington, OH.

By Mail - Send completed registration form and payment to: City of Pickerington, 100 Lockville Road, Pickerington, OH 43147.

Drop-Box - Located outside City Hall, 100 Lockville Road, Pickerington, OH.

By Fax - Fax us your registration form 24/7 with your MasterCard or VISA information to 614-833-2201.

Registration is complete with full payment. Accepted methods of payment include: Cash, Checks made payable to City of Pickerington, VISA and MasterCard.

City of Pickerington charges a \$35 returned check fee.

City Resident Discount Fee
You must live within the City limits of Pickerington, or be the spouse or child (26 years and under) of a resident to receive the City resident discount fee. Even though you have a Pickerington mailing address, or live within the Pickerington Local School District, you may not live within the City limits.



Cancellation of Activities

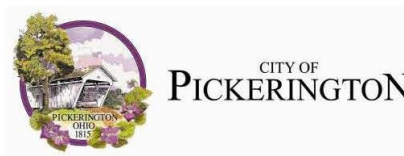
The Parks and Recreation Department reserves the right to cancel activities due to low enrollment. Decisions to offer activities are based upon pre-registration numbers and made 48-72 hours in advance of the start date. Register early to help avoid a cancelled or closed out activity. If an activity is cancelled or closed, you will receive a full refund in the form of a check; no cash or credit card refunds. Refunds take about 3 weeks.

Refund Before the Activity Begins
Refunds will be made only before the start of the activity, pool season or facility reservation for one of the following circumstances and a \$15 processing fee will apply:

- When the activity or pool season pass refund is requested at least seven (7) days in advance (except where otherwise noted) of the first activity meeting, provided it does not reduce the participation level below the required minimum.
- When the facility reservation refund is requested prior to two (2) weeks from the scheduled date of use.
- When a refund request is completed and approved by the Parks and Recreation Department.
- No refund will be given for activities under \$15.
- No refund will be given for materials purchased.

No refunds will be given after the start of the activity.

The Group Organizer assumes full responsibility for collecting a copy of this signed release from each participant in the program who utilizes electric services.



Full and Final Release of Liability and Indemnification Agreement

The participant listed below hereby acknowledges, represents, and agrees as follows:

Activity Name: _____ Dates: _____

By signing this FULL AND FINAL RELEASE AND INDEMNIFICATION AGREEMENT, I hereby expressly assume all such risks of injury, loss, or damage to myself or to any third party, arising out of or in any way related to the activities I will be performing. I understand that I am responsible for my safety and the safety of others, not the City of Pickerington.

By signing this FULL AND FINAL RELEASE AND INDEMNIFICATION AGREEMENT and in consideration of permission from the City of Pickerington to use its facilities, I further hereby exempt, release, and discharge the City of Pickerington, its employees, public officials, agents, officers and volunteers from any and all claims, actions, causes of action, demands, rights, damages, costs, loss of service, expenses and compensation whatsoever, that I now have or which may thereafter accrue arising out of or in any way related to the activities I conduct on City of Pickerington property.

I further agree to defend, indemnify and hold harmless the City of Pickerington, its officers, employees, insurers, and self-insurance pool from and against all liability, claims, and demands, court costs, and attorneys' fees, including those arising from any third party claim asserted against the City of Pickerington, its officers, employees, volunteers, insurers, and self-insurance pool, on account of injury, loss or damage, including without limitation claims arising from bodily injury, personal injury, sickness, disease, death, property loss or damage, or any other loss of any kind whatsoever, which arise out of or are in any way related to the activities of the program .

I understand and agree that this FULL AND FINAL RELEASE AND INDEMNIFICATION AGREEMENT shall be governed by the laws of the State of Ohio, and that jurisdiction and venue for any suit or cause of action under this AGREEMENT shall lie in the courts of Fairfield County, Ohio.

NAME: _____ TITLE: _____

SIGNATURE: _____ DATE: _____



Event Safety Plan

Below is a list of items that should be considered for an event and submitted with the Community Event Permit Application.

Final version needs to be submitted at least 2 weeks prior to the event.

- **Layout/Map**
 - o Tents, Stage, Parking, Entrances, Exits, Restrooms, Command Post, Parade/Race Routes, Shelters, Amusement Rides, Vendors, Emergency/First Aid, Fences, etc.
- **Crowd Control**
 - o Plan
 - Police, Fire, Security, Representative assigned to each area
- **Communications**
 - o Internal Contacts
 - Name of Representative, Area of Responsibility and Contact Information which includes but not limited to: Property Owner, Coordinators for Event, Stage, Tent, Parking, Logistics, Safety, etc.
 - Communication through cell phone, radios, etc.
 - o Public Contacts
 - Name of Representative, Area of Responsibility and Contact Information which include but not limited to: City Staff, Police, Fire, etc.
 - Communication through cell phone, radios, etc.
 - Emergency Contacts
- **Emergency Procedure**
 - o General
 - In the event of a Police/Fire Emergency, the event will be closed.
 - o Weather
 - Name of Representative and contact information of person monitoring weather in the area
 - o Evacuation
 - Name of Representative and contact information of person monitoring if an evacuation needs to take place at the event
 - Shelter to be used nearby
 - Evacuation Routes

I have read and acknowledged the above Safety Plan recommendations for the event.

Event _____ Date of Event _____

Contact Name _____

Signature _____ Date _____