



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](http://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](http://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](http://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](http://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](mailto: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

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

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

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

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

- 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

- 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

- Please describe your traffic, parking and overflow plan

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

- 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.

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- 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

- 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

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○ 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

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- 
- 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

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## **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

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- 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

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- 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

- Will you reserve a City facility/park for your event? \_\_\_\_\_ Yes \_\_\_\_\_ No

- If yes, complete a Facility Reservation Form and return it to the Parks and Recreation Department on page 31 and 32.

- If yes, list which facility/park\_\_\_\_\_

- If yes, list date/time of reservation\_\_\_\_\_

## XI. Questions

List any questions that you would like addressed prior to meeting with City staff to review the Community Event Permit Application.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

## 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 \_\_\_\_\_

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\_\_\_\_\_ Approved

\_\_\_\_\_ Denied

City Manager \_\_\_\_\_

Date \_\_\_\_\_

Reason for Denial

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## 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 \_\_\_\_\_

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### 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 \_\_\_\_\_

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### 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.

Building Department • City of Pickerington • 51 E. Columbus St. • Pickerington, Ohio 43147 (614) 833-2221 • Fax (614) 833-2273 •  
[www.pickerington.net](http://www.pickerington.net)

## 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 complete 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: \_\_\_\_\_

Dates Requested: \_\_\_\_\_ to: \_\_\_\_\_

**ATTACH TWO COPIES OF A PICTURE OF THE PROPOSED SIGN.**

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.

Planning & Zoning approval is required before community activity signage may be displayed. There is no fee associated with this application. The Planning & Zoning Department will review the community activity signage for compliance with the following criteria:

- Sign promotion is limited to a total of **14 days** per event. Expiration date stickers will be provided and must be placed in the upper corner of each sign.
- Signs may not exceed **32 square feet** in size.
- No more than 2 signs may be displayed at each for the **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.

Applications should be submitted to the Planning and Zoning Department at 51 East Columbus Street. Please visit [www.pickerington.net](http://www.pickerington.net) for more information. Should you have any questions pertaining to community activity signs, please do not hesitate to contact our office at 614-833-2204.

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

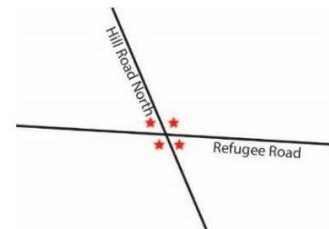
# COMMUNITY ACTIVITY SIGNAGE

Please initial below to indicate which of the 5 approved locations you plan to use:

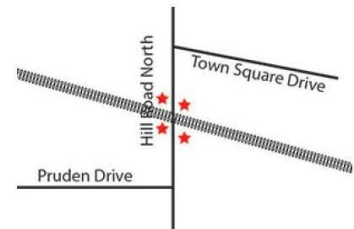
- \_\_\_\_\_ 1. The intersection of Hill Road North (State Route 256) and State Route 204.



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



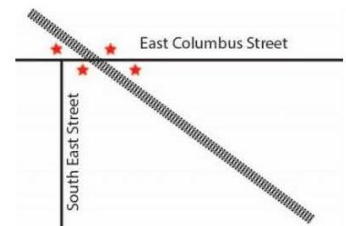
- \_\_\_\_\_ 3. Immediately north of the railroad tracks on Hill Road North (State Route 256).



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



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



**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 _____		<b>Office Use Only</b>	
Organization _____		Received Date _____ Cash _____	
Address _____		Approved By _____ Credit Card _____	
City _____ State _____ Zip _____		Total Paid _____ Check # _____	
Phone (Home) _____ (Cell) _____ (Work) _____		Receipt Number _____	

Email (Required) \_\_\_\_\_

### Reservation Information

Event Date \_\_\_\_\_ Day of the Week \_\_\_\_\_ Event Description \_\_\_\_\_

Facilities (check all that apply)

<input type="checkbox"/> Diley Road Softball Field 1	<input type="checkbox"/> Sycamore - Amphitheater	<input type="checkbox"/> Sycamore - Pickleball Court 2*	<input type="checkbox"/> Sycamore - Softball Field 2
<input type="checkbox"/> Diley Road Softball Field 2	<input type="checkbox"/> Sycamore - Basketball Court	<input type="checkbox"/> Sycamore - Pickleball Court 3*	<input type="checkbox"/> Sycamore - Taylor Tennis Court 1
<input type="checkbox"/> Diley Road Softball Field Shelter 1	<input type="checkbox"/> Sycamore - Covered Bridge	<input type="checkbox"/> Sycamore - Pickleball Court 4*	<input type="checkbox"/> Sycamore - Taylor Tennis Court 2
<input type="checkbox"/> Diley Road Softball Field Shelter 2	<input type="checkbox"/> Sycamore - Gazebo	<input type="checkbox"/> Sycamore - Randy Hughes Skate Park	<input type="checkbox"/> Sycamore - Taylor Tennis Court 3
<input type="checkbox"/> Olde Pickerington Village Gazebo	<input type="checkbox"/> Sycamore - Hilltop Shelter	<input type="checkbox"/> Sycamore - Soccer Field 1	<input type="checkbox"/> Victory Park Basketball Court 1
<input type="checkbox"/> Simsbury Disc Golf Course	<input type="checkbox"/> Sycamore - Moorhead Shelter	<input type="checkbox"/> Sycamore - Soccer Field 2	<input type="checkbox"/> Victory Park Basketball Court 2
<input type="checkbox"/> Simsbury Disc Golf Course Shelter	<input type="checkbox"/> Sycamore - Pickering Shelter	<input type="checkbox"/> Sycamore - Soccer Field 3	<input type="checkbox"/> Victory Park Terry O'Brien Shelter
	<input type="checkbox"/> Sycamore - Pickleball Court 1*	<input type="checkbox"/> Sycamore - Softball Field 1	<input type="checkbox"/> Willow Pond Park Shelter

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

Times and Fees (check all that apply)

Time Slots	Fee	City Resident / Non-Profit Discount Fee
<input type="checkbox"/> 9:00am – 1:00pm	<input type="checkbox"/> \$60	<input type="checkbox"/> \$30
<input type="checkbox"/> 1:00pm – 5:00pm	<input type="checkbox"/> \$60	<input type="checkbox"/> \$30
<input type="checkbox"/> 5:00pm – 9:00pm	<input type="checkbox"/> \$60	<input type="checkbox"/> \$30

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

- 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.
- 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.
- 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.
- The group or organization using the facilities shall assure that:
  - All park rules are followed.
  - Damages made to the facilities or equipment during their time of use shall be their financial responsibility.
  - 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	Putting Green	Restrooms	Shedlet	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](http://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.





## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	NAIC #
INSURED	INSURER A:	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

**COVERAGES**

CERTIFICATE NUMBER:

POLICY NUMBER:

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>GENERAL LIABILITY</b>						
	<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE \$
	<input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$
							MED EXP (Any one person) \$
							PERSONAL & ADV INJURY \$
							GENERAL AGGREGATE \$
							PRODUCTS - COMPI/OP AGG \$
	GEN'L AGGREGATE LIMIT APPLIES PER:						
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						\$
	<b>AUTOMOBILE LIABILITY</b>						
	<input type="checkbox"/> ANY AUTO						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per person) \$
	<input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS					BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
	<b>UMBRELLA LIAB</b>	<input type="checkbox"/> OCCUR					EACH OCCURRENCE \$
	<b>EXCESS LIAB</b>	<input type="checkbox"/> CLAIMS-MADE					AGGREGATE \$
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION						\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>						
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y <input type="checkbox"/> N					WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER \$
	If yes, describe under DESCRIPTION OF OPERATION						E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

The City of Pickerington is added to this policy by endorsement for the duration of the \_\_\_\_\_ (Event) on \_\_\_\_\_ (Date).

**CERTIFICATE HOLDER****CANCELLATION**

City of Pickerington  
100 Lockville Road  
Pickerington, OH 43147  
614-837-3974 Fax: 614-833-2210

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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ACORD 25 (2010/05)

The ACORD name and logo are registered marks of ACORD

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

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

Event \_\_\_\_\_ Date of Event \_\_\_\_\_

Contact Name \_\_\_\_\_

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