



CITY OF
PICKERINGTON

Community Event Packet

Event Name: _____

Event Date(s): _____

Email completed packets to
recreation@pickerington.net
or drop off to City Hall.

City of Pickerington
100 Lockville Road
Pickerington, Ohio 43147
(614) 837-3974 (phone)
Monday-Friday; 8:00am-5:00pm
Available online at www.pickerington.net

Updated: 1/24/2024

Office Use Only

Submission Date: _____

Reviewed by: _____

Request for Meeting Sent Date: _____

Meeting Date: _____

Calendar Invitation Sent: _____

City Manager Conditional Approval Date: _____

Permit Issued Date: _____

Attachments Check List

Refer to the Community Event Permit Application sections as to whether or not you must submit the following. Attach copies when applicable with application.

Office Use Only – Submitted Items

- Certificate of Liability Insurance
- Community Event Permit Application
- Non-Profit Tax Exempt Form
- Detailed Site Plan/Map
- Resident/Business Notification Letter
- Event Safety Plan
- Request for Special Duty Officer(s)
- Street Closure Request Form
- Community Activity Signs Form
- Letter from Owner (water or electric)
- Full and Final Release of Liability (event and electric)
- Building Permits (tents, stage, etc.)
- Inflatable Request for Inspection Form
- Fireworks Permit
- Copies of Food Vendor Licenses
- Facility Reservation Form
- PLSD Facility Approval Letter

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Community Events Guidebook

Application and Process

Every individual or organization who intends to hold a Community Event within the City of Pickerington, must submit an Application to the Parks and Recreation Department at least 60 days prior to the scheduled event, unless exempt by law. 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.

A Community Event is defined as 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 are invited on private property which may affect public safety, health or welfare by the 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.

Criteria of Issuance of an Event Permit

- The Permit Application must contain no false or misleading information.
- The event is produced by a not-for-profit organization or primarily for the benefit of a not-for-profit organization.
- The Permit Application must be completed and returned to the Parks and Recreation Department within the required time frame and no waiver from this requirement will be granted.

Criteria for denial of a Community Event Permit

- The conduct of the event will substantially interrupt the safe and orderly movement of other traffic contiguous to its route.
- The conduct of the event or the number of events scheduled during the time period will require the diversion of so great a number of other City employees, such as Police, Parks or Service staff, that adequate staff would not be available to complete City assignments.
- 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.
- The conduct of the event may result in violence to persons or property, causing serious harm to the public.
- The event is to be held for the primary purpose of advertising a product, goods, or service.
- The event site or route will cause too great a disturbance to surrounding residents and businesses, or has been used frequently.
- The date or location of the event is in direct conflict with an existing event.
- Any proposed use of public property, right-of-way, or facilities will unreasonably interfere with normal use of the property, right-of-way, or facility by the City or the general public.
- Past events held by applicant cause concern about the likelihood the events would not follow City of Pickerington policy and regulations.
- The event will not have a positive benefit or impact on the Pickerington community.

Permits

- The City Manager or designee may grant a permit, grant a permit with conditions, or deny a permit within 10 business days of the meeting or receipt of initial application if a meeting is not required.

- Permits will be issued within 10 business days of the Parks and Recreation Departments receipt of proof that all conditions have been met.
- In some cases a conditional permit may be granted if all materials have not yet been received.

Revocation of permit

- A Community Event Permit may be revoked before or during an event at the discretion of the City Manager or designee, onsite when the health or safety of the public is threatened by an emergency, disorder or other unforeseen condition that has arisen.
- If a Community Event Permit is revoked, the event must be cancelled and activities must be terminated immediately.
- No refunds of fees paid prior to event will be refunded. Individual or organization will be responsible for paying fees on any services incurred.

Appeal Process

All appeals must be presented in writing to the City Manager and they will respond within 10 business days.

Enforcement of other laws

- Nothing contained in this document shall prohibit the authority of any law enforcement 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, provision of this Code, ordinances of the City, unreasonably obstructs to public streets and sidewalks of the City, or if such person engages in acts that cause or would tend to cause a breach of the peace.
- The granting of any Community Event Permit required by this policy shall not eliminate the 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; or compliance with any other applicable federal, state or local statutes ordinances, rules or regulations.

Resources and Fees

If the Event organizer requests City services and/or equipment, or if the Events Committee has determined that City services are necessary to hold a safe and successful event within the City of Pickerington, the event organizer will be invoiced for those services at the conclusion of the event.

City Fees and Billing

City Council reviews all fees on a yearly basis. If requested, a nonbinding estimate of the cost of City services and equipment will be provided to the event organizer after the initial meeting with the Events Committee.

After the event, the City of Pickerington will send the event organizer an invoice(s) outlining the cost of the services provided by the City. The final amount due could be affected by weather, changes made by the event organizer, crowd size and other factors.

Payment is due upon receipt. In some cases, a deposit may be required. The following fees for applications/permits have been set.

Parks and Facilities Reservations

Event organizers may secure park shelters, fields, and other various spaces by submitting a Facility Reservation form to the Parks and Recreation Department. For more information visit www.pickerington.net. Please reserve space for your event as early as possible. Permit holders not returning the facility in the same condition as it was

secured before their event shall be billed for clean up or repair services as recommended by City staff, plus any additional costs for repairs. The fees to reserve a facility are as follows:

Fees: \$40/time slot – City Resident/Non-Profit, \$80/time slot – Non-Resident

Time Slots: 9:00am-1:00pm, 1:00pm-5:00pm or 5:00pm-9:00pm

City Equipment

A Community Event may require equipment that may or may not be available from the City. Street closure, detour and no parking signs, barricades and cones may be provided by the Service Department for a fee. The fee will be determined by the time required for delivery, setup and pickup. A minimum of 2 hours may be charged for each staff member required for services.

Pickerington Police Department Services

Police may provide security services, road closures, traffic direction, etc. Event organizers will normally be charged the following special duty rates for Police Officer services:

- \$75/hour for all officers, with a minimum of 2 hours billed per officer.
- In the event that not enough officers sign up to voluntarily work an event, the event requires that officers be ordered to work, the City of Pickerington is contractually required to pay all officers the City's overtime rate for any hours worked. That rate is currently 1.5 times the hourly rate assigned for all officers, including supervisors, with a minimum of 2 hours billed per officer.

If a business or individual that has contracted for a special duty officer wishes to cancel the job, notification must be made to the Police Department or to the officer directly at least one hour prior to the scheduled start of the job. If neither the Police Department, nor the officer is called to cancel the job or cancellation has been made less than one hour prior to the scheduled start of the job, the business or individual contracting for the special duty officer will be billed for 2 hours "show-up" time for all officers scheduled to work.

Parks and Streets Departments Services

The need for City staff to work events will be determined at the Event Committee meeting. Some of the services that may be required:

- Streets may provide temporary directional signage for event parking, reserved parking and handicapped parking
- Streets may assist Police in road closures and detours and may provide barricades or other traffic devices to control closures
- Parks may remove excess litter not removed by event
- Parks may staff the parks to service restrooms if deemed necessary

Regulations

Insurance, Indemnity and Permission

Event organizers will be responsible for any and all damages caused by or related to the event. If the event is held on any property not owned by the City of Pickerington or the sponsoring organization, the organization must submit proof of permission for use of property.

The sponsoring organization, permit holder or host establishment shall be required to obtain a Certificate of Liability Insurance for bodily injury and property damage arising from the event. The City of Pickerington requires \$1,000,000.00 of commercial general liability and \$2,000,000.00 of general aggregate limit. This will be at the discretion of the City of Pickerington Risk Manager. The City, in its sole discretion, may waive the insurance requirement. It may also be waived when it is necessary to comply with any federal, state or local law, statute,

regulation or constitutional provision. City of Pickerington must be named as additionally insured on the Certificate of Liability Insurance.

The Hold Harmless-Indemnification Agreement in the initial application must be signed by an authorized representative of the sponsoring organization.

First Aid and Emergency Services

The Violet Township Fire Department will identify general first aid and emergency services issues to consider at the community event and, at their sole discretion, will determine the amount of service required for safe operation of the event. Violet Township Fire Department may provide on-site first aid services for a fee determined by the Township. The event organizer is responsible for making arrangements with the Fire Department for first aid and emergency services to be provided on-site.

Security and Safety Services

The Pickerington Police Department will identify general security issues to consider at any community event and will, at their sole discretion, determine the amount of police required for safe operation of the event. A private security company may be hired for events on private or public property, but the plan and suppliers of services must be approved by the Police Department. Sworn law enforcement officers or other approved City staff will be required if they will be posted in streets or roadways.

Events should have a plan in case of extreme weather or other threats. Events are encouraged to share these plans with both Police and Fire Departments.

Traffic Control and Road Closures

Approval for use of City streets, alleys, sidewalks and parking lots for events will be included in the permit process. The Event Committee will review: resident/business impact, detour routes, signage and notification, set up of barricades and directional signage, traffic control and safety.

All road closures and lane restrictions must be set up and removed by City of Pickerington staff. Any event personnel working on or near a public roadway are required to wear safety vests or brightly colored apparel.

- The event organizer is responsible for maintaining a minimum 12-foot wide fire and emergency lane through all areas.
- If roads are to be closed or access to certain residents or businesses is restricted, the event organizer is responsible for preparing, printing and distributing a notification letter to all affected residents and businesses 14 days prior to event. Letter and distribution list must be approved by the City Manager prior to being delivered.

The Pickerington Police Department will determine the following:

- A list of the roads to be closed and corresponding intersections and detours;
- Required placement of volunteers and personnel; and
- Dates and times of the closure and reopening

Parking

Event organizers are required to provide a detailed parking plan that will accommodate the number of guests expected. Events using private lots must obtain and provide the City with written permission from the owner of the lot. If a shuttle will be used, application must indicate the route, and pick-up/drop-off points.

- Approval for vehicles to park or drive on sidewalks, bike paths or City-owned property will be included in the permit process.

- If parking in an area not striped for parking, event must ensure there is adequate access for safety and fire vehicle access.
- City staff can revoke permission to use any City-owned grass lots if it is determined that the field will be damaged due to use and weather conditions.
- City of Pickerington may require any outside shuttle contractor to provide proof of insurance.

Signage

The use of signage for events is regulated by the sign ordinance, specifically Chapter 1292.03 of the zoning code. Event applications must include location and description of all off-site signage.

- Events shall be entitled to a maximum of two off-site promotional signs at each of the five approved locations.
- Off-site promotional and directional signs may not exceed 32 square feet.
- Off-site promotional signs shall not be displayed more than 14 days immediately preceding the event and shall be removed no later than 24 hours following conclusion of the event.
- On-site event signage is to be used ONLY for the duration of the event and during permitted setup and tear-down times.
- Directional signs shall be installed no more than 24 hours immediately preceding the event and shall be removed within 24 hours following conclusion of the event.
- No limit on colors
- No changeable copy or letters

Restrooms

The event organizer is responsible for providing adequate restroom capacity including restrooms for people with disabilities. These may include temporary portable restrooms when permanent facilities are not available or deemed not adequate by the Event Committee. The City must approve locations of any temporary restrooms.

Restrooms in City parks and facilities will be cleaned, repaired and maintained by City staff. Fees will be incurred for this service if it is determined that use will cause need for cleaning and repair that is not within the normal routine of City operations.

Trash

Events are responsible for maintaining the facility in a clean and orderly condition both during and after the event. Events are required to remove all trash from City property and may be required to rent a dumpster. The City must approve locations of any rental dumpsters. The cost of any litter clean up beyond normal daily routine will be charged to the event.

Events are required to have a plan to handle grey water and grease removal. No greases or grey water will be dumped on City property or into City waterways or storm sewers. Hazardous materials are prohibited from entering the trash for disposal at a sanitary landfill. It is the responsibility of the event organizer to identify proper disposal options and utilize them.

Park Usage

All event materials must be removed from park facilities within 24 hours of event conclusion, unless otherwise agreed upon, to include tents, dumpsters, portable restrooms, etc.

Events must follow all parks rules. The Event Committee can grant permission to use the parks in ways otherwise prohibited by rules. These must be indicated on application. Possible permissible activities include:

- Changing hours of operation from dawn to dusk

- Promoting games played for money
- Selling and/or consuming alcohol
- Selling services or goods
- Camping or any temporary lodging or sleeping place
- Erecting or attaching signs
- Erecting and/or building structures or digging holes
- Allowing pets of any kind not caged or leashed
- Driving in or parking in a park not designated for these activities
- Parking vehicles in a closed park
- Playing music of any kind

Events must return the park to the same condition as it was prior to the event operation. Any excessive clean-up costs or repair costs will be billed to the responsible individual or organization. A post-event evaluation will review the following items:

- All event-related items have been removed including resulting trash and animal waste
- Tent stake holes have been patched or repaired
- Surfaces have been cleared of stains
- Damage to park including but not limited to: trees, shrubs, flowers, turf, light poles, park furniture, sculptures, water feature/fountains, and electrical panels

Noise Violations

According to the City Ordinance 648.10, sound emanating from permitted community events will receive an exception to the ordinance. The Event Committee can place certain requirements on sound emanating from events, including specific times of operation and overall sound level. Events must indicate on their permit the types of noises that will result from their event. Permission for an event may not be granted if the noise is deemed to cause too much inconvenience for surrounding neighbors and/or businesses.

The Pickerington Police Department and/or the City Manager or designee has the ability to cancel activities at any time if, at their sole discretion, the sound caused by an event is causing an unreasonable burden on surrounding residents or wildlife.

If sound is expected to disrupt local residents or businesses, the event organizer is responsible for preparing, printing and distributing a notification letter to all affected residents and businesses at least 2 weeks prior to the event. Letter and distribution list must be approved by the City Manager prior to being delivered.

Tent Requirements

Tents 400 square feet or larger will not be erected, maintained or used without a permit from the City of Pickerington. Fees will be established by the responsible authority. Inspection times must be arranged prior to the event.

Submittals are requested 6 weeks in advance of the event. Plans sealed by a design professional are required for the City of Pickerington Permit.

Tents may be staked on approved City property, but it is the responsibility of the event organizer to contact Ohio Utilities Protection Service (OUPS). OUPS must be contacted at 800-362-2764 at least 48 hours before tents are erected to mark area utilities.

Temporary Structure Requirements

A permit for temporary structures (stages, etc.) must be secured through the City of Pickerington Building Department. The event organizer must submit layout drawings of the event site attached to the Community Event Permit Application, or at a minimum of 6 weeks in advance of the event to the Building Department. Information required includes location of structure and modification of any building or structure.

Drawing submittals are required for the City of Pickerington Permit.

Events must contact the Building Department to schedule field inspections at least 48 hours in advance of event setup. Setup must be ready for inspection at a time deemed to be mutually agreeable by the Building Department and Violet Township Fire Department officials and event organizer. After hours and weekend inspections are negotiable.

Amusements and Attractions

City of Pickerington Building Department and Violet Township Fire Department must inspect all haunted houses. All inflatables and amusement attractions, such as rides must be inspected, licensed, and follow all rules and regulation of the Ohio Department of Agriculture.

Temporary Electrical Requirements

A permit for temporary electrical service must be secured through the Building Department for generators over 5,000 watts. All outdoor extension cords must be 3-prong UL listed extension cords.

Hard-wired electricity may be available in parks. Those with standard outlets may be used without prior authorization. In order to connect into other hard-wired electricity that may be available, prior permission must be received and will be coordinated with the Parks and Recreation and Service Departments.

Temporary Water Requirements

Permission must be granted as part of the facility reservation process to use any faucets in any parks prior to usage. Most will need to be opened by a Parks staff member.

A permit for use of fire hydrants in Pickerington must be secured through the Service Department.

Fireworks Requirements

Fireworks 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. Submit a copy of the fireworks permit prior to approval.

Food and Beverage

Events must ensure that all food and beverage services adhere to the regulations set by the Franklin County Public Health, including obtaining a permit if required. Generally, food that is not being sold does not require a permit. A Temporary Food Service Permit through Franklin County Public Health is \$67 per day for up to five days.

A list of all vendors and/or caterers who will be selling or providing food and/or beverages may be required to be provided to the Event Committee. The City of Pickerington has the right to deny permission for any vendor to sell or serve food on public property.

Ohio Fire Code does not permit cooking under or near tents or membranes (OFC 2017 Rule-3104.7).

Alcohol

Events must ensure that the sale of alcohol adheres to the regulations set by the State of Ohio. A Special Events Liquor Permit must be obtained from the Ohio Department of Commerce, Division of Liquor Control. When received, a copy of liquor permit must be sent to the City of Pickerington.

If the event is sponsored or co-sponsored by the City of Pickerington, or it is held on City property, the event organizer may be required to provide the Event Committee the names of the alcohol servers. The event organizer is responsible that all servers are age 21 or older and check identification of all persons being served and making sure intoxicated persons are not served.

Proof of Liquor Liability Insurance in the minimum amount of one million dollars on an “occurrence” basis, naming the City of Pickerington as additionally insured is required at least 30 days prior to event.

Any event that includes the sale of alcoholic beverages that is held on public property may require having Pickerington Police Officers on-hand; number required and times will be determined by the Police Chief, or designee.

Contacts and Resources

City of Pickerington Contacts

City Hall

614-837-3974

Building Dept

614-833-2221

Engineering Dept

614-833-2221

Risk Management

614-837-3974

Parks and Recreation Dept

614-833-2211

Planning and Zoning Dept

614-833-2204

Police Dept

614-575-6911

Service and Utilities Dept

614-833-2292

Violet Township Contacts

Violet Township Fire Dept

614-837-4123

Other Important Contacts

Franklin County Public Health

614-525-3160

Ohio Department of Agriculture Division of Amusement Ride Safety

614-728-6280

Ohio Dept of Commerce Division of Liquor Control

614-644-2360

Ohio Utilities Protection Service (OUPS)

800-362-2764

Community Event Permit Application

General Information

Contact's Name: _____

Organization: _____

If organization is a Non-Profit, please attach tax exempt form.

Website: _____

Address: _____

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

City: _____ State: _____ Zip: _____

Contact Phone: _____ Email: _____

Event Information

Name of Event: _____

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

Location of Event: _____

Type of Event: Run/Walk* Festival Sports Tournament Parade* Other _____

**Please attach the proposed route with map or turn by turn directions for approval. City of Pickerington will determine if this route is appropriate for the event with varying factors being considered.*

Brief Event Description: _____

Attendance: Anticipated Participants _____ Anticipated Spectators _____

Setup Day/Date _____ Start/End Time _____

Event Day/Date _____ Start/End Time _____

Take Down Day/Date _____ Start/End Time _____

Rain Date Day/Date _____ Start/End Time _____

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

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

Will the normal operation of residents or business 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.

Event Safety Plan

Pickerington Police Department (614) 575-6911 | Violet Township Fire Department (614) 837-4123

Below is a list of items that should be considered for any event. Please submit an initial Event Safety Plan with Community Event Permit Application and be prepared to discuss each item at event meeting with city staff. Final version must be submitted in writing at least 2 weeks prior to the event.

1. **Layout/Map** – Location of tents, stage, parking, entrances, exits, restrooms, command post, parade/race route, shelters, amusement rides, vendors, emergency/first aid, fences, etc.
2. **Crowd Control** – Plan includes police, fire, security, and/or organization representative(s) assigned to each area.
3. **Communications** – Internal and external contacts including names of representatives, area of responsibility, contact information which includes property owner, coordinators for event, stage, tent, parking, logistics, safety, cell phone, radios, city staff, police, fire, emergency contacts, etc.
4. **Emergency Procedures** – In the event of a police/fire emergency, the event will be closed; Weather related – name of representative and contact information of person monitoring weather in the area; 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 and evacuation routes.

Security and First Aid

Pickerington Police Department (614) 575-6911 | Violet Township Fire Department (614) 837-4123

Will you be requesting Pickerington Police for event security? Yes No

If yes, please submit Special Duty Form.

If no, please list who will be responsible for event security. _____

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

If yes, where? _____

Will you have an on-site First Aid provider? Yes No, will call EMS as needed

Will request VTFD to remain on-site for duration of event

If yes, please list organization with contact information. _____

Traffic Control and Parking Resources

Pickerington Police Department (614) 575-6911 | Service Department (614) 833-2292

Please describe your traffic, parking and overflow plan:

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

If yes, please submit Special Duty Form.

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

If yes, please submit Street Closure Form.

Reminder: Community Event Permit Holder is required to notify affected residents and businesses at least 14 days in advance.

Will you be utilizing any City parking lots? Yes No

If yes, which parking lots? _____

Will you be charging a fee for parking? Yes No If yes, how much? _____

**Note: No parking fees for City owned parking lots and streets.*

Signage

Planning and Zoning Department (614) 833-2204

Will you be advertising for your event with temporary signage? Yes No

If yes, submit Application for Community Activity Signs Form.

Sanitation

Service Department (614) 833-2292

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

**Failure to properly cleanup site following the event can incur charges if deemed necessary by city staff.*

Will additional trash receptacles be needed? Yes No

If yes, will you be providing additional receptacles? Yes No

Will additional trash dumpster be needed? Yes No

If yes, please list company information, including location, delivery date/time and pickup date/time.

Will streets need swept following event? Yes No

Will portable restrooms be needed? Yes No

If yes, please list company information, including location, delivery date/time and pickup date/time.

Water Services

Service Department (614) 833-2292

Do you need access to water? Yes No

If yes, please describe in detail including source of water. If utilizing private water taps, provide permission letter from subject property owner(s).

Electric

Building Department (614) 833-2221 | OUPS (800) 362-2764 before you dig

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

Electric permits and inspections may be required. Please describe your electric and/or generator usage below. Contact the City of Pickerington Building Department for additional permit information.

Will you be utilizing electricity for your event? Yes No

If yes, please specify: Private residence City electric (lights) City electricity (outlets)

** If utilizing private electricity, provide permission letter from subject property owner(s).*

Community Event Permit Holder is required to confirm with the City what electrical options are available and work within available electric capacities. The City will not be responsible for modifying connections needed for the event. Outdoor extension cords must be 3-prong UL listed extension cords. Proper grounding is required.

Please list vendor(s) utilizing electricity below. Full and Final Release of Liability and Indemnification Agreements must be turned in at least 2 weeks prior to the event for each vendor.

Equipment

Building Department (614) 833-2221

Will you use tents? Yes No

If yes, please list quantity, sizes*, and attach a map with proposed locations. _____

**If a tent or cluster of tents exceeds 400 square feet. A Building Permit Application is required. Provide engineered plans for the staking detail.*

Rental Company: _____

Will you use inflatables? Yes No

If yes, who is setting up inflatable? Event Organizer* Rental Company**

Rental Company: _____

**If event is setting up the inflatable, you must fill out the Request for Inspection form to schedule an on-site inspection through the Ohio Department of Agriculture Amusement Ride Safety Division.*

***If rental company is setting up, please confirm that each inflatable has Gold sticker indicating the company meets current inspection standards as approved by the Ohio Department of Agriculture Amusement Ride Safety Division.*

Will any temporary structures be used (e.g. bleachers, stages, signs, etc.)? Yes No

If yes, please list specifics and locations: _____

Entertainment Activities

Violet Township Fire Department (614) 837-4123 | Parks and Recreation Department (614) 833-2211

Will you have music? Yes No

If yes, please describe type of music (DJ, live band, portable sound system, etc.) and start/end time

Will you have fireworks? Yes No

If yes, contact Violet Township Fire Department for appropriate permits.

Food and Beverage

Violet Township Fire Department (614) 837-4123 | Franklin County Public Health (614) 525-3160 |

Pickerington Police Department (614) 575-6911

Will food and or beverages be served at your event? Yes No

If yes, please describe: _____

Please select type of food being prepared: Pre-packaged food/beverage Cooked on-site

If food is to be cooked on site, please select one of the following:

Vendor with Food Vendor License from Franklin County Public Health (e.g. food truck, etc.)

Individual/Organization cooking food for event only (e.g. concessions stand, fundraiser, etc.)

Vendor(s) must submit a copy of their license with the Community Event Permit Application. Violet Township Fire Department Fire Prevention Bureau requires an inspection. 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.

If preparing cooked food, a Temporary Food Permit Application from Franklin County Public Health is required. An inspection by the Violet Township Fire Department Fire Prevention Bureau is also required.

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

If yes, the Chief of Police must approve an alcohol permit. Please contact Pickerington Police Department for additional information.

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

**Any event that includes the sale of alcoholic beverages that is held on public property may require having Pickerington Police Officers on-hand; number required and times will be determined by the Police Chief, or designee.*

Facility Reservations

Parks and Recreation Department (614) 833-2211

Will you be reserving a City facility/park for your event? Yes No

If yes, complete the Facility Reservation Form and return it to the Parks and Recreation Department. Fees are due at time of submission in order to save the date, time and location for event. Space can also be reserved online prior to submission at <https://cityofpickerington.activityreg.com>.

Will your event take place on Pickerington Local School District property? Yes No

If yes, please attach school approval.

Questions

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

Signatures

Event Name: _____ Date(s) _____

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. I understand I am responsible for submitting all necessary paperwork prior to the event taking place.

Primary Contact's Name (printed) _____

Signature: _____ Date: _____

Community Event Permit

Please keep a signed copy of this permit with you for duration of event.

Event Name: _____

Date(s) _____

Special Conditions: _____

Approved Denied

Reason for Denial: _____

City Manager Signature: _____

Date: _____

Outstanding items that need completed by the stated deadline are listed below. Failure to provide these documents will result in the permit being VOIDED.

Items listed below should be sent to recreation@pickerington.net.

Deadline: _____

Date Completed: _____

Date Completed: _____

Date Completed: _____

Date Completed: _____

Date Completed: _____

Date Completed: _____

Date Completed: _____

Date Completed: _____

Date Completed: _____

Full and Final Release of Liability and Indemnification Agreement

As part of the Community Event Permit Application, the submitting organization needs to complete the Full and Final Release of Liability and Indemnification Agreement. Any additional organization or vendor utilizing electric services must also fill out the form below. The submitting organization is responsible for collecting a copy of this signed release and submitting a copy to the City of Pickerington 14 days prior to the event.

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

Event Name: _____ Date(s): _____

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: _____

Vendor Utilizing Electric Services

Certificate of Liability Insurance Sample



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:** **CONTRACT NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR COVER DOCUMENT IN RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY ENDORSEMENTS AND CLAIMS.

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

Date: _____

Person Requesting: _____

Name of Organization: _____

Billing Address: _____

Phone Number: _____ Email: _____

Event / Type of Duty

Traffic Control and Event Detail \$75.00 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.

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.

Event Information

Event Name: _____

Date(s) Requested: _____

Hours: From: _____ To: _____

Number of Officers Requested: _____ Traffic Control 1

_____ Traffic Control 2

_____ Special Duty Officer

Specific Location for Officers to Report to: _____

Name of Person to Report to: _____

Cell Phone Number of Person to Report to: _____

Approval

Signature of Requestor: _____ Date: _____

Request Approved By Signature: _____ Date: _____

Title: _____

Payment Information

Method of Payment: Cash _____ Check _____ Invoice After Event _____

Email to Where Invoice Can Be Sent: _____

Street Closure Request Form

_____ Street Closure _____ Assemblage

Person Requesting: _____

Name of Organization: _____

Organization Address: _____

Phone Number: _____ Email: _____

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 submitted seven (7) days prior to the planned event.
3. 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.
4. Organizer is responsible for distribution of notification to all businesses and residents living in the requested or effected area of the closure a minimum of seven (7) days prior to the event.
5. Cleanup of the area must take place immediately after the time listed below as the ending time of the event.

Event Information

Event Name: _____

Date(s) Requested: _____

Street Closure Time: From: _____ To: _____

Specific Road(s) or Intersections closed (*please attach map if multiple closures*): _____

Person Responsible for Clean-up: _____

Person Responsible for Notifying Impacted Residents*: _____

**Please attach a copy of the letter to this form.*

Applicant's Signature: _____ Date: _____

Approval

City Manager Approval Signature: _____ Date: _____

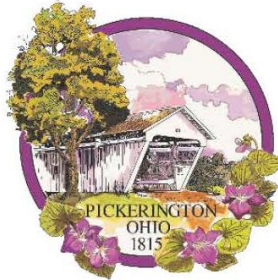
Chief of Police Approval Signature: _____ Date: _____

Approval Notification: _____ Police Dept _____ Service Dept _____ Fire Dept _____ Recreation Dept

Application for Community Activity Signs

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 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: _____

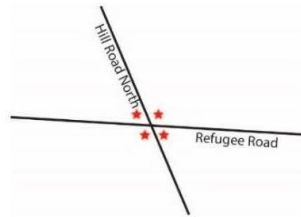
COMMUNITY ACTIVITY SIGNAGE

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

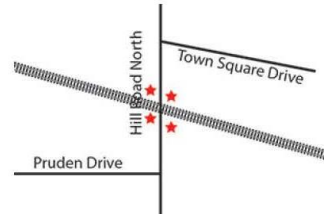
- _____ 1. The intersection of Hill Road North (State Route 256) and State Route 204.



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



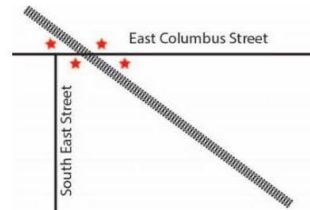
- _____ 3. Immediately north of the railroad tracks on Hill Road North (State Route 256).



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



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



Application for Permit



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):

- New Construction Addition Alteration Change of Occupancy
 Repair / Replace Other Signage Change of Use

4 sets of plans required at submittal

Residential: Application type (Check all that apply):

- New Construction Addition Alteration Repair / Replacement

2 sets of plans required at submittal

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

<p>Property Owner:</p> <p>Name _____</p> <p>Address _____</p> <p>City, State, Zip Code _____</p> <p>Phone/Fax _____</p> <p>e-mail _____</p>	<p>Tenant: (If owner, write "Owner" or leave blank)</p> <p>Name _____</p> <p>Address _____</p> <p>City, State, Zip Code _____</p> <p>Phone/Fax _____</p> <p>e-mail _____</p>
<p>Contractor: <small>(If owner is completing work - Homeowner's Affidavit must be completed.)</small></p> <p>Name _____</p> <p>Address _____</p> <p>City, State, Zip Code _____</p> <p>Phone _____ Registration # _____</p> <p>e-mail _____</p>	<p>Designer: (If owner, write "Owner" or leave blank)</p> <p>Name _____</p> <p>Address _____</p> <p>City, State, Zip Code _____</p> <p>Phone _____ Certification # _____</p> <p>e-mail _____</p>

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.

2024 Facility Reservation Form



CITY OF PICKERINGTON

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

2024 Facility Reservation Form

Name _____
 Organization _____
 Address _____
 City _____ State _____ Zip _____
 Phone (Home) _____ (Cell) _____ (Work) _____
 Email (Required) _____

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

Reservation Information

Facilities (check all that apply)	Event Description
Sports Fields <input type="checkbox"/> Diley Road Softball Field 1 <input type="checkbox"/> Diley Road Softball Field 2 <input type="checkbox"/> Sycamore Creek Softball Field 1 <input type="checkbox"/> Sycamore Creek Softball Field 2 <input type="checkbox"/> Sycamore Creek Soccer Field 1 <input type="checkbox"/> Sycamore Creek Soccer Field 2 <input type="checkbox"/> Sycamore Creek Soccer Field 3 <input type="checkbox"/> Anchored Base Set - \$25 (key issued)	Sports Courts <input type="checkbox"/> Victory Park Basketball Court 1 <input type="checkbox"/> Victory Park Basketball Court 2 <input type="checkbox"/> Sycamore – Basketball Court <input type="checkbox"/> Sycamore – Pickleball Court 1 <input type="checkbox"/> Sycamore – Pickleball Court 2 <input type="checkbox"/> Sycamore – Tennis Court 1 <input type="checkbox"/> Sycamore – Tennis Court 2
	Park Shelters <input type="checkbox"/> Victory Park – Terry O'Brien Shelter <input type="checkbox"/> Sycamore – Pickering Shelter <input type="checkbox"/> Sycamore – Moorhead Shelter <input type="checkbox"/> Sycamore – Hilltop Shelter <input type="checkbox"/> Simsbury Disc Golf Course Shelter <input type="checkbox"/> Willow Pond Park Shelter <input type="checkbox"/> Diley Road Softball Shelter 1 <input type="checkbox"/> Diley Road Softball Shelter 2
	Other Locations <input type="checkbox"/> Simsbury Disc Golf Course <input type="checkbox"/> Sycamore – Randy Hughes Skate Park <input type="checkbox"/> Sycamore – Covered Bridge <input type="checkbox"/> Sycamore – Amphitheater <input type="checkbox"/> Sycamore – Gazebo <input type="checkbox"/> Olde Pickerington Village Gazebo

Reservation Dates and Fees	\$80 Fee (per time slot, per facility)	\$40 - City Resident Discount Fee / Non-Profit Organizations
Starting Date: _____	Day(s) of Week	Time Slot(s)
Ending Date: _____	<input type="checkbox"/> Sunday	<input type="checkbox"/> 9:00am – 1:00pm
Total Date(s): _____	<input type="checkbox"/> Monday	<input type="checkbox"/> 1:00pm – 5:00pm
	<input type="checkbox"/> Tuesday	<input type="checkbox"/> 5:00pm – 9:00pm
	<input type="checkbox"/> Wednesday	
	<input type="checkbox"/> Thursday	
	<input type="checkbox"/> Friday	
	<input type="checkbox"/> Saturday	
	Notes (please attached separate document if additional clarification needed)	
	Fee: Total Time Slots _____ x Fee Amount _____ = Total 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 - April 30. Reservations must be made at least 72 hours in advance. Additional information including online reservations 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 or reschedule a reservation 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. Requests to reschedule must be communicated within 5 business days of the reservation date.
- 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 do 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 _____

2024 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	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		1					
Sycamore Creek Park Covered Bridge							
Sycamore Creek Park Gazebo						8	
Sycamore Creek Park Hilltop Shelter				1		50	
Sycamore Creek Park Moorhead Shelter				1		50	
Sycamore Creek Park Pickering Shelter				2		80	
Sycamore Creek Park Pickleball Courts		2					
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		2					
Victory Park Basketball Courts		2					
Victory Park Terry O'Brien Shelter				2		95	
Willow Pond Park Shelter				1		50	

Park Rules

- Parks open from dawn to dusk
- Damaging or removing park property, natural features and wildlife is prohibited
- No littering or dumping
- Loud or disruptive behavior is prohibited
- Advertising or commercial enterprise requires permission of the City Manager
- No camping without a written permit from the City Manager
- No fires except in designated areas
- Hunting and trapping is prohibited
- Pets must be on a leash no longer than 6 feet at all times and owners must pick up after their pets
- No swimming, wading, or boating
- Catch and release fishing only
- No motorized vehicles except in designated areas.
- 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**
Reserve park space online at <https://cityofpickerington.activityreg.com>
-  **In Person**
Register in person from 8:00am-5:00pm, Monday - Friday in City Hall, 100 Lockville Road
-  **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
-  **By Email**
Email the completed Facility Reservation Form with your VISA or MasterCard information to recreation@pickerington.net

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. Refunds will be distributed by check or credit card.

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.