



City of Marysville
209 South Main Street
Marysville, OH 43040
937-645-7350

City of Marysville

Special Event Policy Guidelines

Purpose

The City of Marysville is committed to meeting the recreational and leisure needs of the community. This policy is established to monitor, control and prioritize street closures, and other facility use within the City when requested by organizations and other agencies for the purpose of conducting special events (i.e., 5K road races/walks, parades, block parties, etc.) in a fair and nondiscriminatory manner.

All City of Marysville Special Events for City Park, Streets and Right of Ways permit applications (for other than construction/utility work on streets) must be submitted through the Public Service Department, 209 S Main Street, Marysville, Ohio 43040, (937) 645-7350. The Public Service Department coordinates all Special Events for City Parks, Streets and Right of Ways (excluding construction/utility related) permits with the Division of Police.

Note: Residential block parties are exempt from insurance requirements and fees but still need to have the “Hold Harmless Agreement”, “Road Closure Application” with approval by the Division of Police, Street Department and possibly the Fire Department.

Definition of Facilities

Facilities are defined as any land or buildings falling within the parks under the jurisdiction of the City of Marysville including but not limited to grounds, trails, buildings, and parking areas; city parking lots; and public streets (see Definition of City Street below).

Definition of City Street

City Street is defined as any thoroughfare, whether with in a residential, industrial, commercial or other type of development, which carries traffic from one property to another and located within a public right of way.

Definition of Right of Way

Right of way is defined as a strip of land taken or dedicated for use as a public way. In addition to the roadway, it normally incorporates the curbs, lawn strips, sidewalks, lighting and drainage facilities, and may include special features such as grade separation, landscaped area, viaducts and bridges.



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Scheduling Priorities

The scheduling for use by community organizations and other agencies are based on the following criteria:

Level of affiliation to the City of Marysville

- Marysville/Union County Non-Profit Organizations
- Level of broad based benefit for City of Marysville Residents
- City of Marysville Residents/Businesses

For Profit Organizations who are not City of Marysville Residents/Businesses

Approval of requests will be evaluated based on the organization classification by the following and availability of facilities: (Please note that Category A events will be given highest priority in scheduling of events.)

Category A: City of Marysville sponsored events.

Category B: City of Marysville Public and Private Schools and their affiliated Programs. (Booster Groups, Parents Associations, etc.)

Category C: Union County nonprofit organizations with official mailing address (no P.O. boxes) located within Union County, Ohio.

Category D: An event hosted by a resident/business of the City of Marysville in which no fees are collected and/or charged for participation in the event.

Category E : An event hosted by a resident/business of the City of Marysville in which fees are collected and/or charged for participation in the event but are non-profit in nature.

Category F: An event hosted by a “for profit” organization where fees are collected and/or charged for participation in the event and all proceeds benefit the “for profit” organization.



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Definition of Resident

Resident is defined as a person who lives within the City of Marysville corporation limits. This is different than a Marysville mailing address.

- Verification of residency must be submitted with each request. Non-profit organizations of Marysville/Union County, Ohio must provide a tax identification number, have an organized governing board and organizational by-laws, and be willing to provide copies upon request.

Non-Profit Organizations

Non-Profit organizations must provide a tax identification number, have an organized governing board and organizational by-laws, and provide copies upon request.

Profit Organizations

Profit organizations must provide taxpayer identification number and must provide a written statement explaining the reason why the facilities and /or streets of Marysville are necessary for the event. An explanation of where the profits from the event will be distributed is also required.

Schedules

All requests for Special Events facility use, or for City Streets closures permit applications must be received in writing with exact dates and times stated on the completed Special Event Permit for City Facilities and Streets permit application including description of event and a notarized Hold Harmless Agreement must accompany the usage request (organization categories B, C, D, E and F). Requests must be received no later than two (2) weeks before the event. The scheduling of events will follow the procedures outlined under “Scheduling Priorities” section (page 1) of this policy. If a request is reviewed and approved by City staff, the event takes precedent over any later requests unless it is needed for use by City of Marysville.

User Fees

If shelters, pool, or pavilions are reserved, user fees must be paid at the time of the reservation or dates will not be reserved. (See Shelter/Pavilion/Pool Rental Contract).

- If a rain date is scheduled for an event, fees must be paid to hold that date, also. (If rain date is not needed, a refund of fees shall be returned to the person/organization paying for the reservation.)
- Renting of shelters and/or pavilion for an event does not reserve the entire park; only the area where the shelter, pavilion and surrounding area in close proximity to that specific area of the park. Entire park facilities can never be rented or reserved for exclusive use. If



City of Marysville
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the shelter or pavilion is not rented, the facility is not guaranteed to be available for the event.

- Category F: A minimum of \$250.00 is payable at time of scheduling the event with 5% of the gross income (before expenses minus the initial \$250.00) of the event being paid to the City of Marysville payable immediately after the event.
- Any City services that are needed must be paid immediately following the event, such as police coverage, street closure barricades, and/or additional cleanup. Billing costs shall be the actual cost to the City to provide the requested services. Needed items shall be itemized on the Fee Schedule. Electric permits must be paid in advance as well as any deposits.
- Electricity. No electricity will be provided by the City unless an electric permit has been filled out and fees paid (see Event Electrical Use Form). There is to be no hook-up, adjustments to any city street light poles or boxes. (Note: There is a \$20.00 refundable deposit for the keys to the electric boxes located on Court Street and Parking Lot at 6th and Main).
- Concessions. If the event will have food vendors, the user is required to contact the Union County/Ohio Health Department (937) 642-2053 to notify them of the event. All food vendors must have an Ohio Department of Health Food Service License and a City of Marysville Parks and Recreation Department permit. (see Concession Permit Form) If event is a “donation” for food; contact the Health Dept. (937-642-0801) regarding need of a permit.

Restricted Activities

Unless otherwise approved in writing by the City Administration, City Council, the Public Service Director and/or the Superintendent of Parks and Recreation. (These restrictions may not be applicable to City of Marysville sponsored events.)

- Alcoholic beverages are not permitted in any City of Marysville Park facility nor in the right of way or on any city streets.
- Inflatable play structures are not permitted.
- Exotic or specialized animals or reptiles; whether they are for display, hands on and/or for riding purposes, are not permitted.
- Commercial tents are permitted except at Eljer Park, but no anchor spikes (ground penetrating) at any park or in the city parking lots or streets.
 - User shall be responsible for damage to underground utilities.
 - Removal of tents is required immediately following the event and may not be left overnight.
- Musical bands, electrical instruments, or amplified sound systems are not permitted which interfere with other facility patrons or neighbors.



City of Marysville
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- All music and amplified sound must stop before dark. (No exceptions)

Denied Request

Requests for City of Marysville facilities and special events will be refused when any of the following apply, as determined by staff:

- Risk and Liability – Activities deemed by City Insurance/Risk Management and/or the City Law Director that involve high risk to participants or high liability to the City of Marysville.
- Delinquent User or Group – An individual, group or organization that has demonstrated the inability to follow the rules and regulations of the facility; respect staff, patrons or the facility and/or the inability to make restitution for damages from previous facility usage in the City of Marysville or any neighboring communities or the user / groups failure to pay for previous or current city services.
- Right to Exclude – The City of Marysville reserves the right to exclude any program/activity that is determined to be detrimental to existing city programs and activities or is not in the best interest of the City and its residents.
- Damage to Facilities. - The Public Service Director, or his designee may cancel scheduled events to negate damage to facilities.

Security and Public Safety

Marysville Division of Police will identify general security issues to consider at the event. Police officers may be required for traffic control on public streets. Marysville Police will work with event organizers to find what meets their specific security needs. The City may require the applicant to provide security with off duty Marysville Police officers and Fire fighters/Paramedics for medical care if deemed necessary by the City Administration for the safety of the general public at the rates stated in this document.

Traffic Control and Road Closures

For the City to allow for a street/parking lot closure, the following must be considered: resident/business impact, detour routes, signage and notification, set up of barricades and directional signage, traffic control and safety. City street closure for parades, foot races, etc., must be indicated on the permit application and accompanied by a detailed suggested route map. The Chief of Police will have final approval of the route and will work to determine the best route possible. The City may require the applicant to provide traffic control and road closures with off duty Marysville Police officers or other City staff at the rates stated in this document. (See “Request & Procedures for Special Duty Police Officers”.)



City of Marysville
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Litter Control

Where dumpsters are located: all litter generated from the event shall be bagged and placed in the dumpster. Litter where dumpsters are not provided shall be bagged and containerized and placed in or next to existing refuse containers and/ or removed. Failure to handle litter generated from the event in proper manner may result in charges.

City of Marysville Park Rules & Regulations

It is the user's responsibility to assure the City that all City of Marysville Codified Ordinances pertaining to the park rules and regulations shall be followed. A complete list of park rules & regulations can be found at:

<http://www.marysvilleohio.org/index.aspx?NID=182>

Parking

The user shall develop a parking plan and submit it to the Parks and Recreation Department upon request. Note that during the summer months at American Legion Park, the Municipal Pool will be in operation with normal business hours.

Insurance

Applicant shall be responsible for carrying the required liability insurance policy with a minimum amount of \$1,000,000 per occurrence with an additional \$1,000, 000 excess liability. Certificate of Insurance must be provided to the City of Marysville no later than two weeks prior to the event. Also, the attached "Hold Harmless Agreement" must be signed at the time of signing the special event permit request.

Basis

- All coverage shall be written on an occurrence basis.
- Insurance company must have an AM BEST rating of A- or better.
- City of Marysville Named as Additional Insured
- The additional insured language, which must be on insurance certificates as follows:

"The following are additional insured: The City of Marysville, Ohio, its elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and board members, including employees and volunteers, thereof. Coverage shall be primary to the additional insured and not contributing with any other insurance or similar protection available to the additional insured whether other available coverage is primary, contributing or excess."

- Location: Requested Site for Use



City of Marysville
209 South Main Street
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- Effective Date: Date(s) of Event

Cancellation Notice

Applicant shall provide, during the life of the contract, or for a longer period as stipulated herein, the coverage as described above, which shall include an endorsement stating the following:

“Thirty (30) days advance written notice of cancellation, non-renewal, reduction and/or material change shall be sent to:

City of Marysville, 209 S Main Street, Marysville, OH 43040 or dropped off in person at same address.

Coverage Expiration

If any of the above coverage expires during the term of this contract, the user shall deliver renewal certificates and/or policies to the City of Marysville at least ten days prior to said expiration date.

Enforcement of laws

It is the organization’s responsibility to conduct the event in accordance with all the applicable Ohio Laws and Regulations. 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 permit if the conduct of such person violates the laws of the state, provisions of the codified ordinance of the City of Marysville, or if such person engaged in acts that cause or would tend to cause a breach of the peace.

Additional Note:

100% of reservation fees are due at contract signing. City of Marysville services are payable upon billing from the City. Category F fee balances are due immediately following the event with proper documentation accompanying the payment.



SPECIAL EVENTS APPLICATION

- | | |
|---|--|
| <input type="checkbox"/> Parade
<input type="checkbox"/> Bicycle Race
<input type="checkbox"/> Street Closure
<input type="checkbox"/> Parking Lot
<input type="checkbox"/> Park Facility
<input type="checkbox"/> Right of Ways
<small>(Not for construction work in right of way)</small> | <input type="checkbox"/> March or Walk
<input type="checkbox"/> Block Party
<input type="checkbox"/> Foot Race (5K's)
<input type="checkbox"/> Parking Spaces on street
<input type="checkbox"/> Parking Lot
<input type="checkbox"/> Other _____ |
|---|--|

*All applications for special events must be submitted not less than 14 days prior to the event.
All block parties must be concluded by dusk and no alcohol is permitted in the street right-of-way or street*

PLEASE PRINT CLEARLY:

Name of Organization: _____

Organization/Event Representative/Contact: _____

Applicant's Street Address: _____

City, State and Zip Code: _____

Applicant's Telephone Number: _____

Applicant's E-mail Address: _____

Organization's Telephone Number: _____

Organization's E-mail Address: _____

Non Profit Number or Tax ID Number: _____

Date (s) of Event: _____

Time of street closure: Start time: _____ End time: _____

Time of Event: Start time: _____ End time: _____

Approximate Number of Participants: _____

Hold Harmless Agreement

Name of Event: _____

Location of the Event: _____

Date of the Event: _____

The user shall hold harmless, defend and indemnify the City of Marysville, Ohio, its elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and board members, including employees and volunteers thereof against all claims, suits, actions, costs, attorney fees, expenses, damages judgments, or decrees, of every name and description, by reason of any person or persons or property being damaged or injured by the User/ Contractor/Producer or any of his Subcontractors, or any person employed under said User/Contractor/Producer, or under any of his Subcontractors, or in any capacity during the progress or arising or growing out of the event, whether by negligence or otherwise.

I (We) assume full responsibility for any damages to City of Marysville facility and/or property that occur as a result of the requested use. Furthermore, I (We) understand that City of Marysville, its staff, its boards and members of the Parks Department and Recreation Department, will not be held liable for any injury or damage which may occur to me, my guests, and/or members of the above-named organization and our property during our requested use of the facility. All applicants must provide a Certificate of Insurance per the attached outline requirements.

Name of Facility User, Contractor, Producer or Company:

Date: _____ Phone: _____ Fax: _____

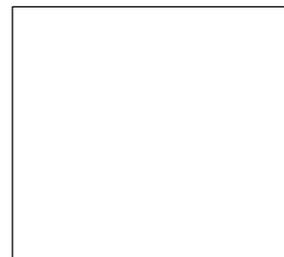
SIGNED: _____ DATE: _____
Event Representative

Printed Name: _____

Title: _____

Sealed and signed this _____ day of _____, 20____.

Notary Signature



For the City:

APPROVED _____ DATE: _____
City of Marysville Public Service Director



Event Electrical Use Form

Only applicable when requesting use of electric

Applicant Name: _____

Address: _____

_____, Ohio **Zip Code** _____

Phone #: _____ **Contact Name:** _____

Name of Event: _____

Description of Activity: _____

Date(s) Requesting Electricity: _____

All electrical outlets are 110 v outlets with 20 amp breaker.

(There are three 220 v outlets set up with twist plugs with 30 amp breakers which only pertain to uptown electrical boxes by city hall Sixth St. parking lot and by courthouse on Court Street.)

Service Requested:

220 v \$25.00 per day _____ # of Days = \$ _____

110 v \$20.00 per day _____ # of Days = \$ _____

Electric Line Channels:

\$ 5.00 per day _____ # of Days = \$ _____

Refundable Key Deposit: **\$ 20.00**

(separate payment please)

Charge is per user, not per event. Total due: _____

There are to be no alterations to the electrical box.

Release of Claims

I/we recognize and acknowledge that there are certain risks and I/we agree to assume all such risks including any resulting from physical injuries, death, loss of service or consortium, loss or damage of property, or any other loss which I/we may sustain as a result of my using the electrical service. Furthermore, I/we promise not to sue the City of Marysville, and its officers, agents, servants, employees and insurers from any and all liabilities, claims, demands, actions or causes of action resulting from physical injuries, including death, loss of service or consortium, loss or damage to property, or any other loss to me/us on account of my/our using the electrical service. There shall be no refunds based on weather, or any other acts of God. The only basis for refund would be cancellation of the event.

Applicant's Signature: _____ Date: _____

Applicant's Printed Name _____

**Please attach a copy of your organization(s)
Proof of Insurance**