

Madison Township Facility Use Policy Guidelines - Field Use
Green Spaces, Football Field, and Ball Diamond

YOUTH TEAMS/LEAGUE Only - NO Adult Teams

NOTE - we only allow the Ball Diamond and Football Field to be used on an ongoing basis by youth teams and leagues. Other than a family reunion requesting to use one of the fields for a day "game," Leagues with Adults as the participants are not allowed. Day game requests must be approved by the Administrator or Board Chairman at least 1 month before the requested day. Existing approved teams/leagues' schedules will be considered before finalizing.

Madison Township receives requests from sports teams and leagues to use Brobst Park, green space, ball diamond, and football field for organized youth league sporting events.

Review Committee: All requests received per this policy will be reviewed by a committee comprised of the following members:

- Township Administrator
- Public Works Superintendent
- When necessary, the department head of the fire or police or their designee
- When necessary, the Board Chair or his/her designee
- Any ad hoc members assigned by the Township Administrator

Review Criteria: All requests received per this policy will be approved or denied based upon the following team/league criteria:

Residency Requirements - Teams/leagues must have 75% of their (youth-only) team residing within Madison Township Franklin County, and at least one coach must reside within this same boundary. Leagues that are not in the Cities of Groveport or Canal Winchester organization will be given priority over those City or Joint Recreation District leagues which have access to the City and School fields.

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Paperwork for each step must be completed and turned in by the deadline provided.

This includes:

Initial application request

Certificate of Liability insurance

List of practice and game dates

*List of team members (last name only) and coaches with addresses *this information will not be released or sold; however, this information is public records and could be released if requested under a public records request.

Request an Application:

Applicants should request a form for Field Use from the Administration Office at 614-836-5308 or via email at finance@madisontownship.org.

Steps for Approval:

Applicants must submit their completed and signed form for an initial review. By signing this initial form, you are saying that your team meets the residence guidelines listed at the beginning of this form.

After a review of the initial form, the Township will request a copy of their certificate of liability, naming the Madison Township Board of Trustees, 4575 Madison Lane, 5321 Winchester Pike; once the initial paperwork is received, the Administrator or Board Chairman will determine the acceptance and then notify the applicant of the deadline for the practice & game schedules, along with a list of last names and addresses of the team and coach roster. Once this information is received, a FINAL Approval will be provided to the applicant, and information will be shared with the Public Works and Police Department.

If paperwork is not received by the deadline, your name will be removed from the calendar. No additional notifications or reminders will be made.

Field Maintenance is to be discussed and determined by the Public Works Superintendent.

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