



Madison Township
4575 Madison Lane Groveport, Ohio 43125
Telephone (614) 836-5308 Fax (614) 836-5370
www.madisontownship.org



Madison Township Facility Use Policy

Established September 19, 2022

Madison Township received requests from Township residents, non-residents, community organizations, businesses, and non-profits for the use of our facilities.

These facilities include the Community Center (room), Brobst Park shelters, ball diamond, a football field, and green space.

It is the policy of Madison Township to allow the use of these facilities on a non-discriminatory basis to all groups.

However, the Township must consider the safety of those using the facility and the safety of those residents and businesses next door to the facility.

A Review Committee has been established and is noted on each of the specific Facility Use groups on separate pages.

over

Madison Township Facility Use Policy - page 2

Review Committee:

- 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

Therefore, if a safety issue presents itself before the use of the facility, a Review Committee will review the Use Request and deem the approval or denial based on the following information:

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

- more attendees than the requested area can accommodate safely
- if the hours of the event meet the guidelines of the established facility
- whether the event meets the criteria of the requested facility
- whether the event and its coordinator can provide reasonable safety for the event attendees, parking accommodations, and, where applicable, the neighboring residents and businesses.

Approval or denial of the request will be promptly communicated by the Administrator or their designee.

The office of the Township Administrator will keep records of all requests with notations of approval or denial.