

## Madison Township Facility Use Policy Guidelines for use of the Park Shelters or Green Space

Madison Township receives requests from residents and non-residents to use the shelter house(s) or green space throughout the year. Madison Township official meetings and events are given priority when booking the park shelters or green space.

**Rental Fees:** Fees are established by resolution by the Board of Trustees.

Currently, there is no fee to reserve this space; however, paperwork must be completed with the Administration Office and a confirmation document issued to secure the space.

### **Request a Date:**

Those interested in reserving the shelter house or green space should call the Administration Office at 614-836-5308. While general email questions will receive a response. All dates must be booked either in person or over the phone.

Keep in mind that weekend dates specifically go quickly. The park shelters are available for reservation from mid-May through the end of October unless deemed by the Township that safety and weather reasons require adjusting these dates.

### **General process information:**

**Date Availability** - The date of interest must be available. Only 2 dates may be secured and on the reservation book by the same individual address at the same time. The Township only books one event day.

**Residency Requirements** - There is no requirement for use.

**Paperwork** - Information to complete the paperwork will be taken over the phone. Within a reasonable time frame (usually less than 72 hours, excluding holidays), the paperwork will be emailed (if no email is available, paperwork can be mailed, or the requestor may come to the office during business hours). Within the email, a deadline for the return of completed paperwork will be included.

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

**Payment** - Currently, no payment is required. Donations are accepted by Madison Township and can be mailed or brought to Madison Township Administration, 4575 Madison Lane, Groveport, Ohio 43125.

## Madison Township Facility Use Policy Guidelines for use of the Park Shelters or Green Space - page 2

### Forms of Payment - NA

Special Duty Officer(s) - The Review Committee will determine if a Special Duty Officer is required.

Special Duty rates are based on a minimum of 3-hour time frames. The current hourly rate is \$50.00, but it could change. Payment is due directly to the Office before the event starts time - when your guest arrives. If the payment is not received, the Officer has the authority to immediately cancel the event.

Whether a special duty officer is required for an event or not. If the Police notice an issue or are called regarding it, or the building cameras show a need for concern and the police are called, they may deem the event to be a safety concern. The Officer will notify their supervisor (who will then discuss the concern with at least two of the following personnel, the Police Commander, Police Chief, Administrator, Public Works Superintendent, or Board Chair) for a final decision shutting down the event.

**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.
- determine if special duty officer(s) are required for the event.

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 once the paperwork has been received.

Madison Township Facility Use Policy Guidelines  
for use of the Park Shelters or Green Space - page 3

**Review Committee:** All requests received per this policy will be reviewed by Township Administration Office employee(s). If there is a question about an event, it will first be taken to the Administrator and then, if needed to the Fiscal Officer. Any additional information that might be needed will try to be obtained by the requestor. Issues not able to be addressed or resolved by this process will go to a Review 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

# # #