

<b>Policy Name</b>	RJRD USE APPLICATION & AGREEMENT
<b>Administrative Procedure</b>	Instructions to process special use applications & agreements for “special events and camping events”
<b>Issue Date</b>	7.25.2016
<b>Revision Date</b>	

<b>Purpose</b>	Provide administrative procedure to process requests for the use of RJRD property, structures and pavilions.
<b>Attachment(s)</b>	Special Event Use Application Camping Event Use Application Authorized Motor Vehicle Permit
<b>Special Notes</b>	

**OVERVIEW:**

The RJRD Board of Trustees approved the Special Use Application and Agreement and the Camping Use Application and Agreement March 28, 2016.

The RJRD Board of Trustees approved the Rules & Regulations on May 23, 2016.

The RJRD Board of Trustees approved the Annual Fee Schedule on [Still in Governance Committee].

**ADMINISTRATIVE ROUTINE PROCEDURE:**

1. Upon receipt of either application, the Administrator reviews for completeness for each of the applicant’s responses on the application.
2. The review includes the “General Conditions of Use” cited specifically for each type of use application.
  - Questions regarding the applicant’s information are communicated with the applicant through electronic mail or telephone. Electronic mail is printed and attached to the application and telephone conversation notes are hand-written on the application.
3. The event information is reviewed for Rules & Regulation compliance. If the event is not supported by the Rules and Regulations, the application is denied. Note: A transition period exists until the Master Plan has been approved. If the Rules and Regulations do not permit the event, the Administrator will consult with the appropriate committee to prepare a briefing memo for full Board action to permit the event.

4. The event information is reviewed for special event needs as described under “event information,” “event activity description,” or “additional event description.” Examples include (a) the use of a vehicle to transport event supplies to the event area. If this is needed a “Authorized Vehicle Permit” is completed and provided to the applicant. (b) access keys for a secured area are provided per the RJRD Security and Key Policy.
5. The number of expected participants and spectators is noted. If the information indicates that 50% or more of the parking lots will be utilized or >26 people, the application is immediately “flagged” for full Board approval and information. Note: the large parking lot can accommodate approximately 150 cars and the small parking lot can accommodate approximately 50 cars.
6. When applicable, the Administrator confirms the confirmation of appropriate permits and insurance certificates of liability. Examples: (a) food vendor license, (b) “F” permits for alcohol use or (c) Insurance Certificate of Liability with RJRD shown as additional insured. This application will be “flagged” as a non-routine application.

#### **APPLICATION APPROVAL:**

1. After the Administrator has approved the event, the event is scheduled in the Administrator’s Calendar that serves as the “RJRD Master Calendar” ***until an electronic version is created.*** Note: Once there is an electronic version it will be saved as a pdf file and then uploaded to the RJRD Website for the public to view available dates and communicate events. The full Board will obtain information about “routine” property uses in this way. SEE ADMINISTRATIVE NON-ROUTINE PROCEDURES.
2. Electronic mail notification is sent to Safety Services to Dispatch, Fire Department Chief and Police Department Chief.

#### **ADMINISTRATIVE NON-ROUTINE PROCEDURE:**

The “routine procedure” is followed but for any event that includes any of the following items, it will be brought to the attention of the Governance Committee and Committee Chairs. As necessary, answers and input will be provided to the Governance Committee for continued processing.

A first discussion briefing memo will be prepared and presented to the full Board for eventual approval and awareness of the event.

Below are items that will initiate the “non-routine” procedure.

- Alcohol Use
- Gambling Use
- Events >50 people
- Events that could use 50% or more of the parking lots

**Revisions**

Date	Administrator	Details of revision

# RJRD

## Special Event/Activity Use Application & Agreement

4374 Broadview Road, Richfield, Ohio 44286

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**Please read the following carefully before completing the Special Event/Activity Permit Application & Agreement.**

**For additional information or assistance, please contact the Richfield Joint Recreation District Administrator by phone 330.659.9201 Ext. 238 or e-mail [dbluso-rogers@richfieldvillageohio.org](mailto:dbluso-rogers@richfieldvillageohio.org).**

**Office hours: 12:00PM to 4:30PM, Monday – Friday.**

### Special Event/Activity Procedures

- A permit must be obtained to conduct a special group event or activity in the “Property”. Requests are accepted up to twelve (12) months in advance and until one (1) month prior to the date of the event/activity. See Definition of Public Assembly in the Rules and Regulations.
- Special event/activity requests are evaluated on a case-by-case basis. Requirements will vary depending on size and scope of the event, date, time, location, etc. A permit fee and insurance may be required. The permit fee will vary depending on the event/activity and is nonrefundable.
- If proof of insurance is required, a copy of the insurance certificate with the following coverage must be on file with the Richfield Joint Recreation District two (2) weeks prior to the event/activity. The insurance coverage required is:
  - Bodily Injury 1,000,000 (minimum)
  - Property Damage 500,000 (minimum)
  - Richfield Joint Recreation District named Additional Insured with the name & date(s) of the event/activity included

### General Conditions of Use

#### General Rules for Use

Richfield Joint Recreation District

**Resolution 4-2016 Adopted 3.28.2016**

**Administrative Procedures Adopted 7.25.2016**

All rules and regulations of Richfield Joint Recreation District, including but not limited to those specified in this permit, must be strictly observed at all times. Please read the following carefully. Any questions should be directed to the Richfield Joint Recreation District Administrator by phone 330.659.9201 Extension 238.

**By completing and signing this agreement, the applicant confirms the acknowledgement of the complete set of Rules and Regulations for the RJRD District property.**

- The Applicant will be held liable and responsible for any damage done to the Richfield Joint Recreation District Property, Buildings, Areas, Structures and/or the Reserved Area.
- Alcoholic beverages are strictly prohibited. **See rules and regulations.**
- “PACK-IN AND PACK-OUT” ONLY - All debris must be removed and the area restored to its original condition at the end of the event.
  - a. Removal of Display and Décor - All trash, refuse, or other items brought to the Park or produced by Applicant must be placed in the provided waste containers or dumpsters or removed from the Park by Applicant immediately after the Event. The details regarding displays and décor are required to be included in the application. Applicant must obtain approval of the hanging devices for displays and décor.
  - b. If Applicant fails to immediately remove said items, the Richfield Joint Recreation District may do what is reasonably necessary to complete the removal at the sole expense of Applicant.
- At no time are signs/paint to be used to mark directions/distances on trees, paths, signs, posts, buildings or any other Richfield Joint Recreation District property.
- Volume of sound shall be kept at a reasonable level so that it is not objectionable to other Park visitors.
- Vehicle parking shall be permitted only in areas so designated. Parking in unauthorized or no parking areas may result in the issuance of citations, towing of vehicles and/or termination of this permit.
- Promotional literature, advertising, public service announcements or general information concerning this activity must clearly state that it is being held “within Richfield Joint Recreation District”. It is requested that the identity guidelines established for Richfield Joint Recreation District be adhered to.
- The Richfield Joint Recreation District reserves the right to amend, modify and/or revoke the permission/privileges granted herein at any time and as deemed appropriate or necessary. The Applicant agrees to abide by and be subject to the amended and modified rules.

The Richfield Joint Recreation District has established Rules for the use of the Park. **By signing this Application the Applicant confirms that the Applicant has received a copy of the Rules and agrees to comply with such Rules.**

This Application shall become contractually effective when signed by Applicant and accepted by the Richfield Joint Recreation District.

**APPLICANT INFORMATION**

<i>Applicant's Name</i>	<i>Organization Group (If applicable)</i>
<i>Street Address</i>	<i>Apartment/Suite</i>
<i>City, State</i>	<i>Zip Code</i>
<i>Day Time Phone Number</i>	<i>Evening Phone/Alternate</i>
<i>Email</i>	
<i>Event Day On-Site Contact (if different from Applicant)</i>	
<i>On-Site Contact Number</i>	

I have read and agree to Richfield Joint Recreation District Special Event/Activity Procedures and the General Conditions of Use.

<i>Signature of Permit Holder</i>	<i>Date</i>

**SPECIAL EVENT INFORMATION**

<i>Name of Event</i>
<i>Requested Reservation(s)</i>
<i>Requested Area(s)</i>
<i>Proposed Date(s) of Event</i>

**ACTUAL HOURS OF EVENT:**

<b>From</b>		<b>AM/PM</b>	<b>TO</b>		<b>AM/PM</b>
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**SET UP TIMES:**

<b>From</b>		<b>AM/PM</b>	<b>TO</b>		<b>AM/PM</b>
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**ACTUAL HOIURS OF EVENT:**

<b>From</b>		<b>AM/PM</b>	<b>TO</b>		<b>AM/PM</b>
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**TEAR DOWN TIMES:**

<b>From</b>		<b>AM/PM</b>	<b>TO</b>		<b>AM/PM</b>
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**PARTICIPANTS & SPECTATORS:**

<b>Expected Participants</b>	<b>Expected Spectators</b>
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**SPECIAL EVENT/ACTIVITY DESCRIPTION**

Please  “Type of Event” as applicable or describe.

	<b>Affiliate Events</b>
	<b>Day Camps</b>
	<b>Exercise/Fitness Classes</b>
	<b>Photography and/or Filming</b>
	<b>Organized Hikes/Walks/Runs</b>
	<b>Other (Please specify):</b>

Please indicate  if the following will be required during your event (check all that apply): \*Additional Fees May Apply

	<i>Additional Dumpsters</i>
	<i>Additional Portable Restrooms</i>
	<p><i>I acknowledge that no advertisement will be distributed until the receipt of a confirmed permit.</i></p> <p style="text-align: center;"><b><i>Any advertising will be at your own risk.</i></b></p>

**ADDITIONAL EVENT DESCRIPTION:**

Please include any special accommodations required for your event: e.g. temporary vehicle accesses, gate access

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**FOR THE RICHFIELD JOINT RECREATION DISTRICT USE ONLY**

Debbie Bluso Rogers	Administrator
<i>Approved by (Print)</i>	<i>Title</i>
<i>Signature</i>	<i>Date</i>

**FEES: To be determined.**

**General Rules and Regulations are posted on our website at [www.rjrd.org](http://www.rjrd.org)**



# RJRD

## Camping Activity Use Application & Agreement

4374 Broadview Road, Richfield, Ohio 44286

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**Please read the following carefully before completing the CAMPING Use Application & Agreement. For additional information or assistance, please contact the Richfield Joint Recreation District Administrator by phone 330.659.9201 Ext. 238 or e-mail [dbluso-rogers@richfieldvillageohio.org](mailto:dbluso-rogers@richfieldvillageohio.org) from 12:00PM to 4:30PM, Monday – Friday.**

### CAMPING Procedures

- A permit must be obtained to conduct a CAMPING event or activity in the “Property”. Requests are accepted up to SIX (6) months in advance and until one (1) month prior to the date of the event/activity. See Definition of Public Assembly in the Rules and Regulations.
- Special event/activity requests are evaluated on a case-by-case basis. Requirements will vary depending on size and scope of the event, date, time, location, etc. A permit fee and insurance may be required. The permit fee will vary depending on the event/activity and is nonrefundable.

### General Conditions of Use

## General Rules for Use

All rules and regulations of Richfield Joint Recreation District, including but not limited to those specified in this permit, must be strictly observed at all times. Please read the following carefully. Any questions should be directed to the Richfield Joint Recreation District Administrator by phone 330.659.9201 Extension 238 or e-mail [dbluso-rogers@richfieldvillageohio.org](mailto:dbluso-rogers@richfieldvillageohio.org).

- The Applicant will be held liable and responsible for any damage done to the Richfield Joint Recreation District Property, Buildings, Areas, Structures and/or the Reserved Area.
- Alcoholic beverages are strictly prohibited. **See rules and regulations.**
- **“PACK-IN AND PACK-OUT” ONLY & CAMPERS WILL NEED TO BRING POTABLE WATER.** - All debris must be removed and the area restored to its original condition at the end of the event.
  - a. Removal of Display and Décor - All trash, refuse, or other items brought to the Park or produced by Applicant must be placed in the provided waste containers or dumpsters or removed from the Park by Applicant immediately after the Event. The details regarding displays and décor are required to be included in the application. Applicant must obtain approval of the hanging devices for displays and décor.
  - b. If Applicant fails to immediately remove said items, the Richfield Joint Recreation District may do what is reasonably necessary to complete the removal at the sole expense of Applicant.
- At no time are signs/paint to be used to mark directions/distances on trees, paths, signs, posts, buildings or any other Richfield Joint Recreation District property.
- Volume of sound shall be kept at a reasonable level so that it is not objectionable to other Park visitors.
- Vehicle parking shall be permitted only in areas so designated. Parking in unauthorized or no parking areas may result in the issuance of citations, towing of vehicles and/or termination of this permit. **ANY SPECIAL NEEDS ARE TO BE INCLUDED ON THE APPLICATION AND COMMUNICATED IN DETAIL TO THE ADMINISTRATOR.**
- Promotional literature, advertising, public service announcements or general information concerning this activity must clearly state that it is being held “within Richfield Joint Recreation District”. It is requested that

Richfield Joint Recreation District

**Resolution 4-2016 Adopted 3.28.2016**

**Administrative Procedures Adopted 7.25.2016**

the identity guidelines established for Richfield Joint Recreation District be adhered to.

- The Richfield Joint Recreation District reserves the right to amend, modify and/or revoke the permission/privileges granted herein at any time and as deemed appropriate or necessary. The Applicant agrees to abide by and be subject to the amended and modified rules.

The Richfield Joint Recreation District has established Rules for the use of the Park. **By signing this Application the Applicant confirms that the Applicant has received a copy of the Rules and agrees to comply with such Rules.**

This Application shall become contractually effective when signed by Applicant and accepted by the Richfield Joint Recreation District.

**APPLICANT INFORMATION**

<i>Applicant's Name</i>	<i>Organization Group (If applicable)</i>
<i>Street Address</i>	<i>Apartment/Suite</i>
<i>City, State</i>	<i>Zip Code</i>
<i>Day Time Phone Number</i>	<i>Evening Phone/Alternate</i>
<i>Email</i>	
<i>Event Day On-Site Contact (if different from Applicant)</i>	
<i>On-Site Contact Number</i>	

I have read and agree to Richfield Joint Recreation District Camping Activity Procedures and the General Conditions of Use.

Richfield Joint Recreation District  
**Resolution 4-2016 Adopted 3.28.2016**  
**Administrative Procedures Adopted 7.25.2016**

<i>Signature of Permit Holder</i>	<i>Date</i>

**CAMPING INFORMATION**

<i>Name of Event</i>
<i>Requested Reservation(s)</i>
<i>Requested Area(s)</i>
<i>Proposed Date(s) of Event</i>

**ACTUAL HOURS OF EVENT:**

<b>From</b>		<b>AM/PM</b>	<b>TO</b>		<b>AM/PM</b>

**SET UP TIMES:**

<b>From</b>		<b>AM/PM</b>	<b>TO</b>		<b>AM/PM</b>

**ACTUAL HOIURS OF EVENT:**

<b>From</b>		<b>AM/PM</b>	<b>TO</b>		<b>AM/PM</b>

**TEAR DOWN TIMES:**

<b>From</b>		<b>AM/PM</b>	<b>TO</b>		<b>AM/PM</b>
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**EXPECTED NUMBER OF PARTICIPANTS**

**DESCRIPTION OF ACTIVITIES/SERVICE PROJECTS DURING CAMPING EVENT**

**REQUESTED AREAS**

**SPECIAL ACCOMODATIONS REQUIRED**

**PLEASE DESCRIBE BELOW ANY SPECIAL ACCOMODATIONS REQUIRED FOR YOUR EVENT; E.G. TEMPORARY VEHICLE ACCESS, GATE ACCESS**

**PLEASE INDICATE  YOUR ACKNOWLEDGMENT OF THE FOLLOWING:**

	<i>I acknowledge that my camping event is a "pack in and pack out."</i>
	<i>I acknowledge that no advertisement will be distributed until the receipt of a confirmed permit has been received. Any advertising prior to confirmation is at risk to the applicant.</i>
	<i>I have provided my Driver's License/State Id</i>  <i>Number: _____</i>  <i>and my vehicle(s) license plate number(s).</i>  _____

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**FOR THE RICHFIELD JOINT RECREATION DISTRICT USE ONLY**

Debbie Bluso Rogers	Administrator
<i>Approved by (Print)</i>	<i>Title</i>
<i>Signature</i>	<i>Date</i>

**FEES: To be determined.**

**General Rules and Regulations are posted on our web**



**AUTHORIZED VEHICLE: Event**

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**DATES:**

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**TO**

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**Approved:** \_\_\_\_\_  
*RJRD Administrator*



**AUTHORIZED VEHICLE: Event**

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**DATES:**

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**TO**

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Approved: \_\_\_\_\_  
*RJRD Administrator*