



SPECIAL EVENT POLICY FOR NON-METROPARKS EVENT

MetroParks of Butler County (“MetroParks”) is committed to providing clean, well maintained and safe facilities for the general use of its customer/owners. This requires balancing the high demand for use by special interest groups. Therefore, this policy will ensure equitable access to park facilities while promoting a diverse range of organized activities which are compatible with MetroParks mission and its’ responsibilities.

A **special event** is a sport, recreational, cultural, business or other type of activity, occurring for a limited or fixed duration that impacts the MetroParks by involving the use of MetroParks property, or having impact on the public realm which is not sponsored or co-sponsored by MetroParks. Any organized, pre-planned event that is projected to cause a gathering of 50 or more people on the park grounds outside of the confines of a MetroParks reservable structure (building) and/or which features all or some of the following shall be considered a special event for the purposes of this policy: amplified sound; selling of food, merchandise, tickets and/or services; the solicitation of donations; events open and/or advertised to the public; or events requiring special setup of stages, tents, tables, barricades or other items.

This policy establishes specific guidelines that will be used to evaluate the feasibility and issuance of contracts for special events for use of park grounds. It also is intended to ensure safety and balance the needs of general park users, Special Event Organizers (the person requesting special event park use or a person designated by an organization requesting park use), event participants, and the communities/neighborhoods surrounding the parks. Special events submitted to MetroParks for approval must meet certain criteria to be eligible for consideration, must be compatible with MetroParks Rules and Regulations, and the proposed event site must be able to accommodate the event without undue conflict with other park customers or compromise the unique features of a park. This policy does not apply to the use of **athletic fields**. This policy and/or parts of it does not apply if superseded by other contractual arrangements for multiple events over multiple years with the organizer.

General Steps

1. A person or organization proposing to hold an event on public park grounds will complete and submit a Special Event Request form (attachment 1) that must be received by MetroParks at least 90 days (3 months) in advance of the proposed event date. Request forms received less than 90 days are subject to approval based upon event details and availability. In addition to the fees listed in this policy, a non-refundable rush processing fee of \$100 will be assessed for requests received less than 90 days from event. If at its’ sole discretion MetroParks determines the services required for the event cannot be provided, the special event request may be denied.
2. The below items must be submitted with the Special Event Request form (attachment 1):
 - a. EMS/First Aid Plan;
 - b. Event Schedule including set up and teardown/cleanup time;
 - c. IRS Determination Letter (required if Non-Profit Organization to receive discount);
 - d. Spectator/crowd control plan;
 - e. Request for group Motor Vehicle Permit (MVP), if applicable;
 - f. Tentative list of proposed vendors; and
 - g. Tentative list of proposed sponsors.
3. The Event Organizer shall pay the non-refundable Special Event Request Application Fee (“Application Fee”) and late fee (if applicable) at the time of application. MetroParks will not process the request until the Application Fee and late fee (if applicable) is paid. All fees can be paid by contacting MetroParks Administrative Office at 513-867-5835 during normal hours of operation. See Special Event Request Application Fee Schedule below:

Special Event Request Application Fee Schedule

Total number of attendees/spectators:	Non-refundable Special Event Application fee (per event):
500 or less	\$50.00
501 to 1,000	\$100.00
1,001 to 2,500	\$200.00
2,501 or more	\$300.00

4. Special Event Requests submitted to MetroParks will receive preliminary review within fifteen (15) business days, which will involve a check for date/time conflicts and basic compatibility with MetroParks Rules and Regulations. MetroParks will reserve the grounds of the location, date(s) and time(s) the special event use is requested.
5. The Event Organizer shall obtain a Certificate of Liability Insurance which specifically names MetroParks of Butler County as an Additional Insured. The certificate must be sent to MetroParks within 30 days of preliminary approval. For events with less than 500 attendees the event organizer must provide General Liability coverage of at least \$1,000,000 per occurrence (At least \$1,000,000 of comprehensive general liability insurance per occurrence or any combination of a comprehensive general liability and an umbrella policy totaling \$1,000,000 per occurrence). Events with 500 or more expected attendees the event organizer is required to provide at least \$2,000,000 per occurrence (At least \$2,000,000 of comprehensive general liability insurance per occurrence or any combination of a comprehensive general liability and an umbrella policy totaling \$2,000,000 per occurrence). MetroParks reserves the right to require additional insurance for high risk activities or for activities for which MetroParks' own liability insurance coverage does not apply. The Special Event contract cannot be finalized by MetroParks until the insurance certificate is received and approved.
6. Good communication is imperative when utilizing MetroParks facilities for special events. A pre-event planning meeting will be facilitated within 60 days prior to the event. The meeting with the Event Organizer and a MetroParks representative will discuss the event, clarify any issues and tour the facility where the event is proposed to be held. Throughout the consideration and approval process and completion of the event, the Event Organizer shall communicate any additions, changes, etc. to the original plan to MetroParks immediately so that necessary modifications and arrangements can be considered, approved and accommodated. The Event Layout Plan shall be finalized at this meeting.
7. No person shall solicit donations, sell or solicit for sale any article, privilege or service within the Park unless he/she is properly licensed and possess a special permit issued by MetroParks for such purposes. At least 30 days prior to the event, the organizer shall provide a list of all proposed licensed parties & vendors and must provide a list of all items, goods or services that will be sold or solicited within the Park.
8. Barring circumstances beyond the control of the park system, MetroParks staff shall submit a contract to the Event Organizer no later than 30 days prior to event. The Event Organizer shall execute and return the contract to MetroParks within 5 business days of receipt of the contract. The Event Organizer shall ensure that the contract requirements are fulfilled and submitted to MetroParks by the deadline dates specified in the contract, or the event may be cancelled at the sole discretion of MetroParks. The final signed contract shall be sent to the organizer no later than ten (10) business days prior to the event.
9. A signed Participant Waiver of Responsibility is required for all participants of events being held at any MetroPark, and will be noted in the Special Event contract if required. When required, the Event Organizer shall keep signed copies on file and be able to produce said copies for MetroParks upon request.
10. All matters related to public safety and/or event security are regulated by the MetroParks' Public Safety Division. Such matters may include, but are not limited to, event activities, event entry & exit requirements, vehicular and pedestrian traffic routes and patterns, parking plans, event security activities, law enforcement and medical services, and hazard mitigation.
11. Placement of non-MetroParks signage is regulated by the Park Manager and is allowed up to 24 hours prior to the event. Placement of event related signs shall be at locations which do not cause a safety hazard, do not interfere with the scenic beauty of natural features or unduly impact enjoyment of park facilities reserved and/or rented to other park visitors. MetroParks assumes no responsibility should such signs become lost, stolen or damaged while posted in the parks. Please contact the Park Manager of the park area where the special event is to be held to coordinate.
12. It is the responsibility of the Event Organizer that all persons in attendance at any event or activity under his/her/their control shall comply with MetroParks Rules and Regulations and Special Event Contract provisions at all times. See MetroParks website at <http://yourmetroparks.net/rules.pdf> for specific information about MetroParks Rules and Regulations.

13. All vehicles entering the parks must display a valid Motor Vehicle Permit ("MVP"). Butler County residents may receive a free annual permit. Residents are encouraged to apply for a permit in person in advance. MVP's can be purchased for \$5/daily or \$10/annual for Non-Butler County residents. Non-resident MVP's are available at the MetroParks Administrative Office (513-867-5835) or on-line at www.YourMetroParks.net. Included in the Special Event fees are up to 25 MVP passes for volunteer and staff use. All motor vehicles must park on hard surfaces or in designated parking locations only. No vehicles are permitted on athletic fields, pathways or trails without prior permission from MetroParks. Discounted Group MVP's are available at least 30 days in advance for any organization. One group MVP covers a maximum of 100 vehicles per day for \$200 (multiple Group MVP's may be purchased). Fees for Group MVP's are payable and due ten (10) business days in advance of use.
14. MetroParks reserves the right to deny Special Event Requests, which conflict with other prescheduled events or activities, or from an organization or person which/who in the past, failed to follow event contract provisions, knowingly submitted incomplete or inaccurate information, failed to provide MetroParks with timely information regarding changes to an event, scheduled event activities or the number of expected attendees, caused MetroParks or other park users reasonably preventable damages or loss, and/or failed in the sole judgment of MetroParks to operate the event in a professional and organized fashion. If after preliminary review, the proposed Special Event is denied or special conditions of use will be required, the Event Organizer will be notified. MetroParks also reserves the right to cancel review of a proposed Special Event if the Event Organizer does not submit accurate, complete or timely information, remit fees or provide documents all as required in this policy.

Special Event Fees

1. If the Special Event is for a non-profit organization, special discounts apply. The IRS determination letter must be submitted to MetroParks along with the Special Event Request form in order to receive these non-profit discounts.
2. Facility, building or room rental reservations are separate from the Special Event contract and require a separate Lease Agreement that must be signed, returned and paid for according to the MetroParks policies stated in said Lease Agreement and/or standing MetroParks Facility rental policies (see attachment 2).
3. If the lake closest to the Ronald Reagan Lodge is rented as part of the Special Event or the event requires exclusive use of the Lodge parking areas, rental of the entire Ronald Reagan Lodge, including the Lakeview, Trophy, Community Rooms and adjacent Gazebo, is required, as these activities inhibit the use of the Lodge by other rental customers.
4. Park Grounds Rental Fees listed in the chart below will be invoiced directly to the Event Organizer. If your event requires the use of a MetroParks owned/operated lake, an additional rental fee applies as listed below. All Park Grounds Rental fees are required to be paid at least 30 days in advance of the event.

Basic Park Grounds Rental Fees for Outside Fundraising Special Events	<i>Event times between 2-4 hours</i>	<i>Event times between 4-8 hours</i>	<i>Event times over 8 hours</i>
For Profit Organizers:			
Weekday	\$100.00	\$200.00	\$250.00
Weekends (Friday, Saturday and Sunday) and Holidays	\$250.00	\$500.00	\$700.00
Lake Rental (in addition to the above)	\$200.00	\$400.00	\$550.00
Non-Profit Organizer:			
Weekday	\$50.00	\$100.00	\$125.00
Weekends (Friday, Saturday and Sunday) and Holidays	\$125.00	\$250.00	\$350.00
Lake Rental (in addition to the above)	\$100.00	\$200.00	\$250.00
<i>*Includes practice, event set-up and tear down times</i>			

5. Facility Rentals are available to Event Organizers. The facility fees associated with Special Events held at Voice of America MetroPark are listed below. For facility fees for all other MetroParks locations please contact the Manager of Visitor Services.

Lakeview Room	Resident	Non-Resident
Monday - Thursday 2-4 hours	\$337.50	\$375.00
Monday - Thursday 4-8 hours	\$495.00	\$550.00
Friday 2-4 hours	\$495.00	\$550.00
Friday 4-8 hours	\$720.00	\$800.00
Saturday (10am-12am)	\$1755.00	\$1950.00
Sunday 2-4 hours	\$495.00	\$550.00
Sunday 4-8 hours	\$720.00	\$800.00

Trophy Room	Resident	Non-Resident
Monday - Thursday 2-4 hours	\$180.00	\$200.00
Monday - Thursday 4-8 hours	\$270.00	\$300.00
Friday 2-4 hours	\$270.00	\$300.00
Friday 4-8 hours	\$405.00	\$450.00
Saturday (10am-12am)	\$585.00	\$650.00
Sunday 2-4 hours	\$270.00	\$300.00
Sunday 4-8 hours	\$405.00	\$450.00

Community Room	Resident	Non-Resident
Monday - Thursday 2-4 hours	\$90.00	\$100.00
Monday - Thursday 4-8 hours	\$112.50	\$125.00
Friday-Sunday 2-4 hours	\$225.00	\$250.00
Friday - Sunday 4-8 hours	\$405.00	\$450.00

Gazebo	Resident	Non-Resident
8 am to 1 pm	\$135.00	\$150.00
2 pm to Dusk	\$157.50	\$175.00
8 am to Dusk	\$270.00	\$300.00

6. MetroParks reserves the right to solely determine if additional portable toilets and trash receptacles for sanitation purposes are necessary. The number of portable toilets and trash receptacles required at each event is determined by the Supervisor of Operational Services of MetroParks, or his/her designee, based on the expected attendance, length, location and type of activity. MetroParks will coordinate and ensure that the required portable toilets and trash receptacles are present at the event. One portable toilet is included with the Park Grounds fee. Fees for these services are in addition to the Basic Park Grounds Rental Fee. See chart below for more details:

Portable Toilet/ Trash Receptacles/ Dumpsters Fees for Outside Fundraising Special Events

Expected Attendance (Total of participants, spectators, officials and volunteers)						
	<i>Less than 200 per event</i>	<i>200 - 499 per event</i>	<i>500 - 749 per event</i>	<i>750 - 999 per event</i>	<i>1000 or more per event</i>	<i>Rate</i>
Portable Toilet	1	2	3	4	5+	\$100.00/day per unit (one included)
Trash Receptacles/ Dumpsters	As determined	As determined	1	1	2+	\$125/per day

7. The required number of portable toilets and trash receptacles may be reduced when the Ronald Reagan Lodge is rented for the Special Event; as determined appropriate by the Assistant Director of MetroParks or his/her designee.
8. For public safety purposes, MetroParks requires that Ohio certified Peace Officers are assigned to all but the smallest special events. The number of Peace Officers required at each event is determined by MetroParks based on the expected attendance, length, location and type of activity. The MetroParks Public Safety Division will coordinate and ensure that the required Peace Officers are present at the event. Fees for these services are in addition to the Basic Park Grounds Rental Fee and are payable directly to the assigned officer. There is a 4-hour minimum for each Peace Officer unless prior approval is received from the Executive Director of MetroParks or the Chief Ranger. Peace Officers work in an off-duty status for the Event Organizer, but remain under the control and direction of the Public Safety Division. Under certain circumstances, MetroParks may make use of Public Safety Assistants to augment Peace Officers for routine duties. The use of Public Safety Assistants is at the sole discretion of the Chief Ranger. Public Safety Assistants may be used in addition to the number of Peace Officers established by the following chart, but do not replace Peace Officers. Public Safety Assistants work in the same off-duty status as Peace Officers.

Peace Officer Fees for Outside Fundraising Special Events

Expected Attendance (Total of participants, spectators, officials and volunteers)						
	<i>Less than 200 per event</i>	<i>200 – 499 per event</i>	<i>500 – 749 per event</i>	<i>750 – 999 per event</i>	<i>1000 or more per event</i>	<i>Rate Per Hour</i>
Peace Officer Supervisor may be required as determined	As determined	2 Officers	2 Officers 1 Supervisor	3 Officers 1 Supervisor	4+ Officers 1 Supervisor	** 4 Hour Minimum Officer(Security): \$45 Officer (Traffic): \$50 Supervisor: Add \$5 per hour
Public Safety Assistants	AS DETERMINED PER EVENT: \$15 per hour to augment above officers					

9. MetroParks reserves the right to solely determine if additional Peace Officers and/or Public Safety Assistants are necessary. Additionally, the Executive Director, or the Chief Ranger, shall at his/her discretion determine whether the services of other outside public safety agencies or personnel are required for the event, which may include, but are not limited to, Fire/EMS and/or the EMA. If so, fees to cover the cost of the additional personnel/agencies shall apply.
10. Fees for Peace Officers and Public Safety Assistants will be invoiced after the event has concluded by the scheduling supervisor at the Public Safety Division. Payment shall be made directly to the individual Officer(s) and/or Public Safety Assistant(s) and shall not be made to MetroParks. Invoices must be paid within 14 days of receipt unless otherwise contractually arranged. MetroParks will suspend any responsible party and/or organization from holding future events until such invoices are paid. Additionally, the responsible party and/or organization may be subject to legal action to obtain payment.

Cancellation of Events

1. MetroParks reserves the right to cancel any event and retain any deposits and fees paid if the renter knowingly makes a false statement of material fact, has knowingly omitted to state a material fact in the rental application, submits incomplete or inaccurate information, fails to submit information in a timely manner, or fails to comply with the Special Event Contract and/or Lease Agreement to meet the fulfillment of their requirements.
2. MetroParks also reserves the right to recover damages/losses from those who have intentionally misled or failed to inform MetroParks in a timely manner of changes in schedules, activities or in expected number of attendees which leads to damages or loss on the part of MetroParks and/or other park users.
3. Cancellation of a Special Event by an Event Organizer is subject to the following conditions:
 - a. All cancellations/requests for refund must be made in writing.
 - b. Cancellation with more than 90 days advanced notice of the scheduled date of the event, MetroParks will refund any fees paid, minus the Application Fee.
 - c. Cancellation with more than 30 days and less than 90 days advance notice of the scheduled date of the event, MetroParks will refund any fees paid minus a 20% processing fee, minus the Application Fee.
 - d. Cancellation with less than 30 days advanced notice of the scheduled event, no refund or credit will be granted.
 - e. Upon request and approval funds eligible for return under this policy may be credited toward a future event or fee.