



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, its responsibilities and its contractual obligations.

This policy will establish specific guidelines that will be used to evaluate the feasibility of and the issuance of licenses for Athletic Events at the Voice of America MetroPark Athletic Field Complex ("Complex") which are not organized, sponsored or cosponsored by MetroParks. It also is intended to ensure safety and balance the needs of general park users, Athletic Event Organizers ("Licensee"), event participants, and the communities surrounding the parks. Athletic event requests submitted to MetroParks for approval must be compatible with MetroParks Rules and Regulations and must not compromise the unique features of the Complex.

MetroParks accepts reservations for Athletic Complex use including: Daily Use and Tournaments, leagues. The Complex which consists of 22 multi-purpose natural turf fields and 2 synthetic turf fields are reservable for single use or multiple use play in hourly blocks of time, see license rental fees chart on page 5. MetroParks defines tournament play as two or more consecutive days of play by a single organization utilizing two or more fields for six or more hours per day, in which the organizer charges a pay to play fee. Note: Additional fields may become available for reservation for daily use or multiple use play in hourly blocks of time and if so, will be subject to the license rental fees as listed on page 5. All use of the playing fields and use of most of the parking lots surrounding the complex (as indicated by signage on site) require an official reservation issued by MetroParks to ensure the quality of the fields and to provide for a positive park experience for all, unscheduled and/or unauthorized use of the Complex is NOT PERMITTED.

MetroParks intends to provide players and coaches with a "world class" playing experience. In order for MetroParks to provide a clean, well-maintained and safe playing environment at the most affordable cost, the following fees and use policies have been adopted.

### **General Information**

1. As defined in an agreement with the Butler County Convention and Visitors Bureau ("BCVB"), which provided capital funding for the Athletic Complex, **all event organizers and teams utilizing the VOA Athletic Field Complex for events which require overnight lodging shall select overnight accommodations within Butler County.** The Licensee is required to contact the BCVB to discuss overnight accommodations at 513-860-4194 or at shawn@travelbutlercounty.com.
2. Before or after a field use license contract has been executed MetroParks Management reserves the right to:
  - o Fill all open unscheduled fields and time slots with multiple parties and sports; and
  - o Move scheduled play to fields other than those first assigned in order to protect field quality and accommodate the needs of all visitors/users.
3. MetroParks reserves the right to deny Field Use Requests\*. If after preliminary review, the proposed event is denied or special conditions of use will be required, the organizer will be notified. MetroParks also reserves the right to cancel review of a proposed event if the Licensee does not submit accurate, complete or timely information or remit all fees as required in this policy or contract.

*\*Field Use Requests denials may be based on conflicts with other prescheduled events or activities, or requests from an organization which in the past, failed to follow 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.*

4. Athletic Field License Agreements and Permits will only be issued when the following are complete:
  - a) Completed Field Use Request is received, and preliminary approval has been given by MetroParks; and
  - b) Required deposit has been paid in full; and
  - c) Required Certificate of Insurance for the dates of play has been received by MetroParks. \*Licensed parties shall agree to and provide MetroParks with proof of valid insurance coverage prior to the time a license contract is executed and if the coverage expires prior to the use dates covered in the license contract again no less than 30 days prior to such dates. Failure to provide proof of insurance coverage pursuant to this policy for each occasion of licensed play is grounds for termination of a license contract.
  - d) Signed copy of Athletic Field Complex Policy and Fees received by MetroParks.
5. All areas of the park land closes at dark unless otherwise specifically authorized in advance by the MetroParks. If requested from the Licensee, MetroParks can arrange for overnight security. This request should be indicated on the Field Use Request form. MetroParks also reserves the right to require overnight security based upon the type of event and/or the presence of equipment, merchandise, or other conditions that elevate security concerns. Sworn peace officers will provide overnight security, which shall be coordinated by the scheduling supervisor at the MetroParks Division of Public Safety. Officers work in an off-duty status and payment shall be made directly to the officer. Payment for off-duty officers shall not be made to MetroParks. The scheduling supervisor at the MetroParks Division of Public Safety will invoice the responsible party at the rate of \$45 per hour, per officer, at the conclusion of the event. Payment shall be made to the officer within 14 days unless otherwise arranged with the scheduling supervisor. MetroParks will suspend the ability of any event organizer and/or organization to make future reservations in the event off-duty officers do not receive payment within 14 days.
6. The natural turf fields are open for reservations and use from April 15<sup>th</sup> thru October 31<sup>st</sup>. The turf-growing season for natural turf fields is extremely limited, therefore, use prior to April 15<sup>th</sup> or after November 1<sup>st</sup> is limited to ensure field quality. Exceptions for play outside of the established seasons must be specifically approved by MetroParks Executive Director, Deputy Director and/or Assistant Director. The synthetic turf fields are open for reservations year-round.
7. Due to the nature of the use of the licensed fields, Licensee agrees to complete and cause each participant in a tournament or licensed play or activity permitted by the license agreement to sign the MetroParks Participant Waiver of Responsibility Form. The Executive Director of MetroParks, in his or her sole discretion, may authorize alternative language or waive this requirement in writing.
8. Licensee and all other Licensed Parties understand and agree that he/she/they are prohibited from driving off-road vehicles, ATVs, APVs, utility vehicles, gators, golf carts, etc. within the Park, and no motor vehicle shall be driven off a designated Park roadway without prior approval from the Executive Director of MetroParks or his/her designee as evidenced by a valid MetroParks permit and or license contract provision.
9. In order to ensure public safety is preserved and the facilities are protected, MetroParks requires that Ohio Peace Officers are present during all but the smallest of events. The actual number of peace officers required for an event will be established by the Chief Ranger based upon the number of attendees, volume of traffic, specific type of event, and/or other factors that may impact the event, complex, or surrounding communities. Peace officers at a tournament or at other licensed play use will be obtained by the scheduling supervisor at the Public Safety Division. Peace Officers work in an off-duty status for the event organizer, but remain under the control and direction of MetroParks Public Safety Division. Payment for peace officer services shall be made directly to the officer and shall not be made to MetroParks. Established rates for Peace Officers is \$45 per hour per officer for security duties and \$50 per hour per officer for traffic duties. Supervisors are required when the number of officers required is greater than two, at a rate that is \$5 per hour higher than the established officer rate. More than one supervisor may be required for large events that employ multiple officers. The Chief Ranger may require the use of Public Safety Assistants to augment peace officers during events. Public Safety Assistants are non-sworn personnel and have an established rate of \$15 per person per hour. The scheduling supervisor at the MetroParks Public Safety Division will invoice the responsible party for the hours worked by all Peace Officers and Public Safety Assistants at the conclusion of the event. The event organizer or responsible party shall have 14 days to render payment as specified in Paragraph #5 of this policy.

10. All motor vehicles entering the parks must **display a valid Motor Vehicle Permit ("MVP")**. 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.
  - a) Butler County residents may receive a free annual permit. Residents are encouraged to apply for a permit in person in advance of the athletic season of use.
  - b) Non-Butler County Residents may purchase MVP's for \$8/daily or \$15/annual. Individual MVP's are available at the MetroParks Administrative Office (513-867-5835), Voice of America Welcome Center (513-755-4402), or on-line in advance of each use occasion at [www.YourMetroParks.net](http://www.YourMetroParks.net).
  - c) Included with Tournament Option 2 and 3 are **200** Motor Vehicle Permits covering the dates of tournament play that will be issued to the organizer prior to the event. Motor Vehicle Permits will be distributed after final payment is made. These permits must be displayed on each individual motor vehicle for entrance into the Athletic Complex and are not for resale.
  - d) The organizer may choose to pay for additional Motor Vehicle Permits before or after the event. For more information on this contact MetroParks.
11. **In the case of inclement weather**, any organization scheduled to play on the fields must review the Voice of America MetroPark Sports Field Conditions webpage in advance of each occasion to determine if the fields have been closed in order to prevent injuries and surface damage. MetroParks will use the following criteria for closing any field(s): standing water, saturated fields and any unsafe playing conditions. If inclement weather occurs during licensed use, teams must use their own best judgment to continue or cancel during that use period. Any Licensee who uses fields that have been closed by MetroParks through the Voice of America MetroPark Sports Field Conditions webpage will be assessed a \$500.00 per field fine. Notice of field closures due to inclement weather will take place no later than 4:00 p.m. on weekdays and 8:00 a.m. on Saturday, Sunday and legal holidays. The Licensee and/or team may be notified of closings by posted signs and/or the MetroParks website. **The Voice of America MetroPark Sport Field Conditions website is [www.YourMetroParks.net/Parks/voice-of-america-metropark/athletic-complex/field-status](http://www.YourMetroParks.net/Parks/voice-of-america-metropark/athletic-complex/field-status).**
12. It is the responsibility of the Licensee that all persons in attendance at any event or activity under his/her/their control shall comply with MetroParks Rules and Regulations and Athletic Field License Agreement & Permit provisions at all times. See MetroParks website at <http://yourmetroparks.net/about/policies-rules> for specific information about MetroParks Rules and Regulations.
13. Only the Licensee whose name is on the rental application or other person duly authorized by the Licensed party can submit changes to the proposed use of park property. Changes must be submitted in writing and if agreeable to MetroParks, approval in writing by MetroParks staff will be provided. MetroParks staff will determine if additional fees are necessary.

### **General Steps**

1. Unless already provided and agreed to in an executed multi-year contract a person or organization proposing to use the Complex shall complete and **submit a Field Use Request form (Attachment 1)** that must be received by MetroParks at least 90 days (3 months) in advance of the proposed event date and no further in advance than 24 months. Requests received more than 365 days in advance of the proposed event date, require approval from the Butler County Visitors Bureau. Request forms received less than 90 days are subject to approval based upon event details and availability.
2. Unless the submitting party is otherwise notified by MetroParks or already approved in an executed multi-year license contract, Field Use Requests submitted to MetroParks by event organizers for field use held less than 365 days in advance of the proposed use date will receive preliminary approval or denial from MetroParks within thirty (30) business days, which will involve a check for date/time conflicts and basic compatibility with MetroParks Rules, Regulations and Policies.
3. If a proposed tournament or other activity receives preliminary approval, MetroParks will make the required athletic complex reservation and notify the Organizer (potential Licensee) who shall then pay the non-refundable deposit within ten (10) business days from the date of notification. MetroParks cannot further process use requests until the deposit is paid. For

more information on ways to make payment contact MetroParks Administrative Office at 513-867-5835 during normal hours of operation, Monday-Friday, 8:30a.m. to 5:00 p.m.

4. **Good communication is imperative when utilizing MetroParks facilities for athletic activities.** A pre-event planning meeting will be facilitated within 60 days prior to each licensed use occasion. The meeting with the Licensee and a MetroParks representative will discuss the event, clarify any issues and tour the facility where event is proposed to be held. Throughout the approval process and through the completion of the event the Licensee shall communicate any additions, changes, etc. in original plan to MetroParks immediately so necessary modifications and arrangements can be considered, approved and accommodated.
5. The Licensee shall provide MetroParks **prior to execution of the Athletic Field License Agreement & Permit at least Two Million Dollars (\$2,000,000) of comprehensive general liability insurance** per occurrence or any combination of a comprehensive general liability and an umbrella policy totaling Two Million Dollars (\$2,000,000) insurance per occurrence, naming the Licensee as the insured and MetroParks as an additional insured, to fully and adequately protect against claims arising from the use of the premises. A copy of a certificate of insurance evidencing the existence of valid coverage shall be provided to MetroParks at least 30 days prior to each licensed use occasion. Neither party extends to any other person or organization indemnification or protection from liability arising from use of the premises. Further, the Licensee must agree that any subcontractors/vendors authorized by the Licensee (if Licensee has been authorized by MetroParks to arrange for vendors), providing services on the licensed premises, shall have the same minimum coverage with MetroParks also named as an additional insured. The insurance certificates of all subcontractors/vendors, providing services on the Licensed premises, shall also be submitted to MetroParks prior to the execution of the Complex License Agreement and Permit.
6. The **Licensee is required to contact the Butler County Visitors Bureau (BCVB) at 513-860-4194 to discuss overnight accommodations if any required as determined by BCVB** at least 60 days prior to tournament or other use. Written approval from the BCVB is required prior to the License Agreement and Permit being issued.
7. Unless otherwise authorized by MetroParks in writing, **MetroParks and/or it's licensed contractors or permit holders are the sole providers of Athletic Complex beverages and food or other sales made on MetroParks property.** 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 the MetroParks for such purposes. Licensed parties (organizers) must provide a list of all items, goods or services that will be for sale within the Park at least 30 days prior to the event.
8. If not already arranged and/or provided for in a multi-year license contract final Field Layout & Specifications need to be submitted at least 30 days prior to the tournament or other use occasions unless prior approval from the Sr. Park Manager of VOA Park has been given in writing.
9. An Athletic Field License Agreement and Permit will be drafted by MetroParks for review by the Licensee no later than 30 days prior to the use date. All requirements listed in the General Information, Section 4, must be met prior to receiving the Athletic Field License Agreement and Permit if not otherwise previously arranged and/or provided for in a multi-year license contract. The Organizer (potential Licensee) shall execute and return the contract to MetroParks within five (5) business days of receipt of the contract. The final signed contract shall be sent to the Organizer no later than five (5) business days prior to the event.

*\*The Licensee shall ensure that the Agreement requirements are fulfilled and submitted to MetroParks by the deadline dates specified in the Agreement, or the event may be cancelled at the sole discretion of MetroParks. A license Agreement may only be amended by a written agreement signed by the authorized representatives of MetroParks and the Licensee. The authorized representatives may negotiate and approve amendments to the Agreement.\**

Type of Use	Definition:
Daily Use	Up to two synthetic field rentals by a single organization for five or fewer hours per day.
Tournament Use	Two or more consecutive days of play by a single organization utilizing two or more fields for six or more hours per day, in which the organizer charges a pay to play fee.

**License Rental Fees**

Type of Use	Synthetic Turf Field Rate (per field per hour)	Natural Grass Field Rate (per field per hour)	Press Box Rate	Lights (Synthetic Turf ONLY per field per hour)
Daily Use	\$70.00	N/A	\$75.00	\$35.00
Tournament Option 1* - up to 12 natural grass fields and 2 synthetic (14 fields total) or 15 natural grass fields.	\$90.00	\$60.00	No charge	No charge
Tournament Option 2 – Includes 22 fields Saturday & Sunday**	\$15,000.00		No charge	No charge
Tournament Option 3 – Includes 22 fields for Friday, Saturday, and Sunday**	\$18,000.00		No charge	No charge
* To ensure that Tournament Option 1 remains affordable, Synthetic Turf Field requests for 9 or more hours per day per event per organization will be subject to an \$800.00 cap per day per field. Likewise, Natural Grass Field requests for 11 or more hours per day per event per organization will be subject to a \$500.00 cap per day per field.				
**Tournament Option 1 rates will apply to Field 23 and Field 24 if either or both are requested in addition to the 22 fields included with Tournament Option 2 and Tournament Option 3.				

Type of Use	Payment Information
Daily Use	10% non-refundable deposit due ten (10) business days after preliminary approval. Deposit will be applied to outstanding balance for specific reserved times and dates. Outstanding balance to be billed monthly.
Tournament Options 1, 2, & 3	10% non-refundable deposit due ten (10) business days after preliminary approval. Deposit will be applied to outstanding balance for specific reserved times, and dates. Outstanding balance to be paid no less than 45 days prior to event.

- The Press Box is located on the second level of the UC Health-West Chester Hospital Fieldhouse. The Press Box is available to Tournament Organizers when choosing Tournament Options 1, 2, or 3 for the duration of the Tournament. The Press Box is available January-December. The Press Box can hold up to 29 people, and includes tables, chairs, WiFi.
- Tournament Option 1: To ensure that field use at the complex remains affordable for Tournament Option 1, a daily cost cap per field, per organization, per day applies to the field rental fees as follows:
  - Natural: \$500.00
  - Synthetic Turf: \$800.00
- For Daily use only, between the dates of August 15 to May 15, Monday – Friday and hours 8:00 a.m.- 5:00 p.m. there will be a 25% discount on the usage of the Synthetic Turf field applied for users. This does not apply to tournament use.
- Licensed use time periods for Natural Turf Fields are Saturday through Friday 6:00 a.m. to dusk, and no later than 9:00 p.m. Any exception must be specifically approved by MetroParks Executive Director, Assistant Director or Deputy Director in writing.

5. Licensed use time period for Synthetic Turf Fields are Saturday through Friday from 6:00 am to 11:00 pm. The field lighting option is required for use prior to dawn and after dusk.
6. Reservation and rental times shall include ALL set-up, warm-up; and take-down/clean-up time as a complete time block (one hour).
7. Subletting of park rental space and/or assigning license contract right to others (either partial or entire field) is prohibited unless approved in advance by MetroParks Executive Director, Assistant Director or Deputy Director in writing.
8. Field licensed use is available by full field units or only and in one-hour time blocks. Users who need less than a full field or less than an hour must reserve a minimum of a complete field for a minimum of one hour (a time block).
9. No more than two teams or the equivalent may use a field at one time within each block of reserved time. Exceptions must be specifically approved by MetroParks Executive Director, Assistant Director or Deputy Director in writing.
10. Licensee acknowledges that the facility may be rendered unusable or otherwise unavailable due to circumstances beyond anyone's control, including but not limited to: flooding, fire, natural disaster, other acts of God, criminal acts, or acts of war or terrorism. In the event that the facility should become unavailable due to any circumstances previously listed in this paragraph, MetroParks will refund any fees received from renter less the 10% non-refundable deposit. The 10% deposit made for Daily Use will be applied to the total balance that is billed to the Licensee per license rental fees chart on page 5. The MetroParks shall not be liable for Licensee's consequential damages, including but not limited to, other costs incurred in connection with Licensee's event, lost profits and lost business opportunities.

### **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 field use application, submits incomplete or inaccurate information, fails to submit information in a timely manner, or fails to comply with the Athletic Field License Agreement and Permit to meet the fulfillment of their requirements.
2. MetroParks also reserves the right to recover damages/losses from those who have intentionally mislead 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. Fees are not refunded for reserved time(s) not used outside of the circumstances and policies herein. Cancellation of a reservation is subject to the following conditions and fees:
  - Cancellation of Licensed use shall be in written form by a person who is duly authorized by the Licensed Party.
  - If notice of cancellation to MetroParks is made with more than 60 days prior to the scheduled use date, MetroParks will retain the 10% non-refundable deposit; any other fees paid will be refunded to the Licensed party.
  - If notice of cancellation to MetroParks is made with less than 60 days' prior to of the scheduled event or use date will result in no refunds being due or granted. All refund requests must be in writing and will be accepted only from a person authorized to represent the Licensed party.
  - Deposits paid in advance of entering into a License Agreement are non-refundable. However, deposit may be applied to another available date and time of approved by MetroParks.
  - Upon request and approval by MetroParks funds eligible for return under this policy may be credited toward a future event or fee.

**Legal Compliance**

1. Renter agrees to follow and adhere to all local, state, and federal laws applicable to the Licensed use of the MetroParks facilities and the activities emanating there from including but not limited to health, worker’s compensation, discrimination, licensing laws, MetroParks Rules and Regulations, and MetroParks Athletic Field Complex Use Policies.
2. **In compliance with House Bill 143, Return to Play Law** (ORC Section 3707.511) **Effective 4/26/13** Youth Sports Organizations, Coaches, Referee, Officials, & Instructors are required to follow the guidelines for concussion training, safety, and awareness requirements as presented in House Bill 143, the Return to Play Law. Information regarding the law can be found at <https://odh.ohio.gov/wps/portal/gov/odh/know-our-programs/child-injury/resources/rtp-law>
3. **In compliance with Senate Bill 252, Lindsay’s Law** (ORC Sections 3313.5310, 3707.58, and 3707.59) **Effective 8/1/17** Youth Sports Organizations, Coaches, Referees, Officials, & Instructors are required to follow the guidelines for informing and educating students and youth athletes participating in or desiring to participate in an athletic activity, their parents, and their coaches about the nature and warning signs of sudden cardiac arrest. Information regarding the law can be found at <https://www.odh.ohio.gov/landing/Lindsays-Law.aspx>.

***I have reviewed and understand the terms and conditions set forth in the Athletic Field Complex Policy and Fees for Voice of America MetroPark. The event License Agreement and MetroParks General Park Rules and Regulations will govern the use of the Voice of America Athletic Complex should I and/or my organization receive a license to use them. I certify that to the best of my knowledge and belief that the above information is accurate and complete.***

***Organizers Authorized Representative’s Signature:*** ***Date:***

