

**SYCAMORE TOWNSHIP PARK/SHELTER RULES & REGULATIONS
UPDATED 03-11-2008**

RULES & REGULATIONS

Sycamore Township Parks will be open for public use only during times officially posted by the Board of Trustees. No person shall remain in or use any part of the park facilities after closing time, unless by special written permission from the board or its agent.

USE OF PARK FACILITIES

Picnic shelters, picnic areas, picnic tables and play areas are available on a first come first serve basis, unless reserved through the Township offices and issued a written permit. Athletic fields and volleyball courts are also available on a first come first serve basis, unless reserved through the Township offices and issued a written permit. Persons or organizations with written permits have sole use of their designated area during the times listed on the permit. Athletic fields are not to be used if such use will cause damage to the area. Batting Cages must also be reserved through the Township offices.

RESERVATIONS

Person reserving the shelter must be at least 18 years or older. Permit holder must be present for function. Person signing the contract assumes responsibility for their group and condition of the shelter after the group has left. Reservations may be made throughout the year and up to one year in advance of gathering. Payments must be received by stated due date (30 days in advance) or reservations are subject to cancellation. Cash and checks are accepted methods of payment. (\$20.00 fee will be charged to all returned checks). The shelter is reserved for the exclusive use of the reserving group. Only one shelter can be rented at a time.

REFUNDS & RESCHEDULING

Reservation fees are refundable if reserving group gives written notice at least 30 days prior to reservation date or another group rebooks shelter. Reservations are not canceled until written notice is received. If no notice is given, the Township retains the \$25.00 deposit as a processing fee. A group may reschedule their date at no charge with 30 days prior notice.

ALCOHOLIC BEVERAGES & CONTROLLED SUBSTANCES

Beer, Liquor and Wine are not permitted in the park except with specific written permission from the Board or its agent. No person shall possess, or obtain any controlled substance as defined by Section 4301.01 of the Ohio Revised Code within a park.

DELIVERIES & DECORATIONS

Deliveries must be made during period of occupancy with a member of reserving group present. All equipment, containers, etc. must be removed from the premises **before** final departure. Only tape may be used to affix decorations to shelters or tables, however, all tape must be removed at the end of the event. The person assuming responsibility must display their shelter confirmation on the shelter on the clipboard provided indicating the group that is scheduled that day.

SOUND & ATTRACTIONS

Noise or amplified sound must not disturb or interfere with any other activity outside the immediate park area, without written permission from the Parks Director. If you are planning to have attractions/special equipment at your event (moon bounce, dunking tank, pony rides) certain requirements must be met and must be approved by the Township Trustees. The Township does not participate or take any responsibility in the setup or filling of any attraction.

CONSERVATION, FIRES & FIREWOOD

No person shall injure, deface, befoul or disturb any part of the park or any building, sign, equipment or other property found therein. Cutting or chopping of trees, limbs and vegetation, collection of natural materials, and molesting of wildlife is **strictly prohibited**. No person shall hunt, pursue or take wildlife within the confines of the park or therein. Fires are permitted in grills or fireplaces only. Please do not burn any garbage or any other materials that will emit excess sparks. Do not leave fire unattended and make sure fire is completely out before leaving the area. No bon fires are permitted in any park.

CHECK-IN & SET-UP

The reserving guest is provided with a confirmation sheet of the shelter rental. The reserving group is responsible for their shelter set-up. Picnic tables and grills are provided.

CHECK-OUT & CLEAN-UP

The reserving party will be held responsible for any damage to area and for clean up. All garbage must be placed in provided receptacles and all decorations taken down. Person/ Group reserving the lodge will be invoiced for any damages or excessive litter. If shelter is left in good order, the \$25.00 deposit will be returned to the permit holder only.

MOTOR VEHICLES

Vehicles shall be parked in designated parking areas only. No parking on grassy areas is permitted without written permission of the Board or its agent. All handicapped parking restrictions shall be observed. No blocking of park entries, entry ways, trails or walkways is permitted. No person shall leave any vehicle in the park during the hours which the park is closed. Any vehicle within a park after closing time will be subject to towing at the owners expense.

ANIMALS

Pets are permitted in the parks, with exceptions. Pets must be controlled and confined to a leash. Pet owners must have in their possession some device for removal and containment of such pets excrements and shall remove to a waste receptacle and excrement deposited by any pet under their control.

SUPERVISION

No child under ten year's old shall be left unattended in any area of the park.

SOLICITATION

No person shall sell or offer for sale any article, thing, privilege or service without written consent from the Board of Trustees or its agent.

WEAPONS

No person in any park except authorized employee or agents of the Board or law enforcement shall carry or have in their possession firearms of any description, air rifle, pistol, slingshot, or other missile throwing device including archery equipment, or discharge any firearm, fireworks, or explosive substances therein.

WALKING TRAILS & RUNNING TRACKS

No bicycles, skates, skateboards, rollerblades, motorized models, or other objects with wheels except strollers, wheelchairs and motorized vehicles used as a means of transportation for the disabled individuals will be permitted on trails or walkways unless otherwise posted or with written permission of the Board or its agent.

DISORDERLY CONDUCT

No person shall recklessly engage in any boisterous, disorderly or indecent conduct that annoys inconveniences or alarms the community within the park.

ENFORCEMENT/PENALTY

The Board has adopted these rules and regulations which further protect and preserve the resources and property of the parks and insure the safety of all park visitors. Any person violating any of the foregoing rules and regulations shall be deemed guilty of a misdemeanor and upon conviction, shall be fined a sum not exceeding \$100.00 for the first offense, no more than \$500.00 for the second or further offense. Violations of any of these regulations shall be considered grounds for dismissal from a park and revocation of previously granted authorization to the same by any member of the law enforcement agency designated by the Board or by an agent of the Board to enforce the rules and regulations contained herein.

EMERGENCY

In case of Emergency please dial 911. For non-emergency response by the Township, call (513) 791-8447. If you have any questions after office hours, please call (513) 200-2844 for the Maintenance Superintendent.

QUESTIONS

If you have any questions about the above guidelines for the shelters, please call the Sycamore Township Administration office at (513) 791-8447 and someone can assist you.