

LACROSSE FIELD USE POLICY

Purpose

The City of Dublin recognizes the considerable benefits of providing a variety of quality recreational youth lacrosse programs, as they promote healthy childhood development and a heightened sense of community. To maximize these benefits, the City invests in resources necessary for positive, physical, psychological and social development across a broad spectrum of lacrosse activities.

Resource allocation is a key principle in the city's decision-making process as it supports youth lacrosse programs for its residents. On a finite budget, the city's responsibility is to balance the use of public resources in a manner that maximizes service to the greatest number of City residents and generates optimal benefit to the overall needs of the community.

This policy establishes the guiding principles, requirements, procedures and fees that govern the allocation and use of the City of Dublin fields designated for lacrosse.

Priority of Use

The city's primary obligation to accommodating youth lacrosse activities is to first serve Dublin residents and Dublin City School District (DCSD) residents participating in the general recreational level of play for grades K through 12. In appreciation of the long standing relationship between the City and the Dublin Youth Athletics (DYA), the City recognizes DYA as the preferred provider of general recreation youth lacrosse leagues and activities.

Recreational lacrosse league play is recognized by the following criteria:

- The Dublin-based organization is an Ohio non-profit corporation, has received tax-exempt status from the IRS, files all relevant tax returns, maintains compliance with IRS requirements as a tax-exempt entity and is community-focused;
- Teams are formed by the organization without the use of exclusionary tryouts and participation and provides for the inclusion of all levels of skills and abilities;
- Individual teams are coached by unpaid volunteers that may or may not have participants within the program;
- No league games are played against teams from any competitive or semi-competitive leagues;
- All league games are played within the corporate limits of the City of Dublin. (Exceptions may apply for upper age groups.)

Accommodations for non-residents, competitive and semi-competitive teams/leagues, private instructional activities, for-profit organizations, non-Dublin based organizations, competitive tryouts that are associated directly or indirectly with an organized group are considered secondary to the City's priority. The City recognizes the value of various offerings to the community; however, accommodations for secondary activities and leagues will only be made if additional resources are available providing that the needs of the general recreation activities are met. To support this principle, the City will issue permits to other organizations and teams for competitive and semi-competitive level of play as resources are available.



Requests by organizations to provide secondary types of activities for lacrosse field use will be considered based on but not limited to affirmation of the following:

- Recreational scope (i.e.: level of play/competition)
- Residency status of participants
- Population to be served
- Local economic influence
- Exclusivity of participation
- Organizational make-up (i.e.: private, public, for-profit, non-for-profit, etc.)
- Other City-endorsed service/program schedules
- Participant fees and financial proceeds (i.e.: fund raising, profitability, etc.)
- Compliance with Federal, State and City Laws/Ordinances
- Existing City Agreements/Contracts and other commitments to community stakeholders/partners
- Facility maintenance schedules (i.e.: field management practices, renovations, etc.)
- Intended use of requested resources and potential site impacts
- Risk/Liability concerns, including background checks of organization representatives
- Costs and availability of City services required
- Compliance with City policies

Policy

According to Ordinance 96.24 (COMMERCIAL ACTIVITIES):

(A) No person in a park shall sell or offer for sale any article, privilege or service without having first obtained written permission from the Director.

(B) No person in a park shall beg, peddle or solicit for money, a privilege or a service.

All organized lacrosse activities are applicable to City Ordinance 96.24, and require written permission for conducting such activities in City parks. Organized activities are those that are represented or affiliated with an organization, private sports business or other types of structured programs. Such activities include all lacrosse league play (practices and games), tournaments, organized non-league related activities including, but not limited to, camps, clinics, tryouts, training sessions and other similar activities.

Specific requirements and documentation are required in order to receive the appropriate use permit. Permit applications for City of Dublin lacrosse field use, other than common public use, shall be submitted to the Division of Community Events for consideration and approval in advance according to the application deadlines established in this policy. Permit applications can be accessed online at <http://dublinohiousa.gov/facility-reservations/sports-field-use-applications/>

Lacrosse Leagues

All permit applications and supporting documentation for league play must be received no later than Dec. 1 of each year. A league is defined as a group of sports teams that regularly play one another over a period of time. League play consists of only scheduled league games and associated individual team practices. All other uses (tournaments, camps, clinics, tryouts, structured programs, etc.) must receive a separate permit as noted in the following sections of this policy. Permits for league play will be issued on an annual basis in accordance with the City's Lacrosse Field Allocation and Fee Schedule for League Play, (*Appendix A.*)

The following requirements and documentation must be submitted with all league permit applications to affirm all criteria have been met by organizations to qualify for Priorities 1-4, according to Appendix A. Organizations not meeting the requirements will automatically be positioned at the Priority 5 level.

1. Organizations must maintain their primary office address within the corporate limits of the City of Dublin.
2. Organizations must provide documentation of their tax-exempt status with the Internal Revenue Service (i.e., IRS determination letter). Organizations must demonstrate compliance with tax return filing requirements by submitting the most recent federal tax filing submitted to the Internal Revenue Service (Form 990). The City reserves the right to require additional documentation to affirm non-profit and tax-exempt status as necessary. Additionally, upon request by the City, organizations must disclose financial details of all direct and indirect affiliations with individuals or organizational entities associated with financial gain resulting from the use of City property, including but not limited to foundations, sports tournaments, organizations, corporate sponsorships, etc., that are not disclosed on the organization's federal tax filing forms.
3. Organizations must secure general liability insurance for the minimum amount of \$1,000,000 (or an amount deemed appropriate by the City), naming the City of Dublin as additional insured. Organizations must notify the City of Dublin immediately if the insurance has been canceled or changed. A copy of this insurance certificate must be submitted to the City prior to any activities on City property. Failure to maintain the appropriate insurance will result in immediate cancelation of facility use.
4. Organizations must submit their policy in writing regarding the amount of expected game playing time exposure for participants.
5. Criminal background checks are required for all organization representatives, including all coaches, volunteers, staff, Board of Director members and committee chairs. The process used

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to conduct such tests must be approved by the City in advance. Results and documentation of all background checks conducted must be submitted annually prior to the start of each fall season, and prior to the commencement of any new individual representing the organization throughout the year. The City reserves the right to conduct an additional independent background check for any individual and may determine the eligibility of participation or representation based on the results of such checks.

6. A copy of the following documents must also be submitted with the permit application:
 - a. A copy of the organization's Code of Regulations or Bylaws and roster of its Board of Directors;
 - b. The organization's written code of conduct for athletes, spectators and coaches that stresses the importance of good character and specifies ethical obligations and sportsmanship expectations;
 - c. The organization's policy delineating established disciplinary procedures for addressing behavioral problems of athletes, coaches, officials and spectators;
 - d. The organization's emergency communication plan used by the organization to ensure that all member coaches and teams are aware of any severe weather policies or emergency advisory systems. It is the responsibility of the organization or league representative, scheduled referee(s), or permit holder to determine whether or not conditions will endanger the safety of the participants and whether or not the activity will have serious adverse effect on field conditions;
 - e. The organization's previous year's game schedules, indicating the number of games played on City fields;
 - f. Notifications of all registration fees;
7. Organizations are prohibited of "sponsoring" or representing any other organization for the purpose of altering the classification or field use fee assessed to other businesses or organizations.
8. The City of Dublin reserves the right to require additional information relevant to the permit application process or to protect the interests of the City.



Organizations must inform the City of any changes to information provided on the permit application including but not limited to league participation, levels of play or other organizational modifications prior to implementation of such changes. Organizations making any such changes during the given permit period will be required to submit an additional permit application for approval. Accommodations to any such modifications are not guaranteed on City fields, and must be approved prior to implementation.

Lacrosse Tournaments

For scheduling purposes, preliminary schedules for lacrosse tournaments must be received prior to January 1st, each year. The City will make an effort to accommodate the schedules as requested, however cannot guarantee all accommodations. A separate tournament permit application and supporting documentation must be received at least 90 days prior to the scheduled tournament start date. The actual number of fields permitted for use will be at the discretion of the City depending on the amount of play, field conditions or other variables that would appropriately protect field quality. All sports tournaments are subject to the requirements and City fees in accordance to the City of Dublin Sports Tournament Guidebook, (*Appendix B*).

Non-League/Non-Tournament Play

To best accommodate all other field use requests, preliminary schedules for non-league and non-tournament organized activities including, but not limited to games for independent teams from other leagues, tryouts, camps, clinics, instructional training sessions, and other organized activities should be received prior to January 1st for each subsequent year. All non-league/non-tournament activity applications and supporting documentation received after January 1st must be received at least 30 days prior to the beginning date of the activity. Permits will be considered and issued according to the City of Dublin Lacrosse Field Allocation and Fee Schedule for All Non-League and Non-Tournament Organization Play, (*Appendix C*), and according to field availability. Non-League/Non-Tournament permit applications can be accessed online at <http://dublinohiousa.gov/facility-reservations/sports-field-use-applications/>

Field Use Fees

The City of Dublin charges non-refundable fees for each type of use as indicated in the attached Appendices A, B and C.

In order to prepare final invoices each year for league play, organizations must submit their entire team rosters including the address of every player that has participated in the Spring season, including substitute players, player additions, player eliminations, changes/additions, etc. Rosters must be complete, with accurate residency address information, and submitted within five business days following

the final season's game. Final payments must be paid to the City before future applications will be considered for the following permit year.

Payment for non-league/non-tournament activities must be paid in full once the permit has been approved and prior to the scheduled activity.

Accountability

The City of Dublin reserves the right to deny permit holders any future or existing scheduled use, assess additional fees according to the respective fee schedules, and/or require compensation for costs associated with damages to city property if it has been determined that one or more of the following has occurred:

1. Required documentation is not submitted, or inaccurate documentation/information is submitted.
2. Field use fees are not paid within the specified time frame.
3. Lack of good stewardship that contribute to unnecessary field damage.
4. Discrimination because of race, religion, color, gender, national origin, age, disability or any other basis prohibited by state or federal law.
5. Participants of the requesting organization have demonstrated dangerous and/or violent behavior towards others or among themselves, and/or participants/organizations whose literature or stated philosophy promotes hatred and/or violence.
6. Condemnation of other individuals or organizations permitted to use City lacrosse fields, or preventing others from participating in activities offered by such organizations.
7. Subleasing or transferring of field use permit to an unauthorized entity or individual without prior approval from the City of Dublin.
8. Failure to comply with the policies and procedures outlined within this Policy.
9. Disrespectful behavior toward City staff, other park users or the general public.
10. Conducting activities on City property that are not included as the intended permitted use.
11. Unauthorized solicitation on City property of any kind, including the recruitment of individual players, coaches or teams of Dublin-based organizations for the purposes of joining another organization.
12. Any other occurrence that is deemed to be inconsistent with the intent of this policy and the parameters herein.

Miscellaneous

Permits will be issued based on the above mentioned criteria; however, additional criteria may also be considered prior to permits being issued. These criteria include, but are not limited to, conflicts with City sponsored events, field conditions, City field maintenance programs, field capacity issues or other conflicts as determined by the Director of Parks and Recreation or designee.

All outstanding fees must be paid prior to consideration of any new applications. Permits that are approved by the City only authorize the use of available fields, and do not guarantee field availability due to unforeseen circumstances. The City reserves the right to close permitted fields at any time and for any reason.

Organizations and/or individuals receiving field use permits are responsible for all field preparations and must coordinate such with Dublin Youth Athletics. This includes all field lining, goals and any other equipment or services required to conduct the activities associated with said permit. General turf management and other field maintenance shall be solely provided by City staff and will be based on the City's field maintenance schedule. Any services that are in addition to this maintenance schedule may be subject to additional fees. It is the responsibility of the permit holder to ensure appropriate safety measures are taken. Use of fields in inclement weather or attempts to improve field conditions by digging, mowing, and the depositing of unacceptable fill is prohibited. The City of Dublin may seek further payment to compensate for any damages and future field use will be jeopardized. Fields may only be used if field conditions are appropriate. The City of Dublin reserves the right to cancel or postpone scheduled activities based on field conditions.

All rules, regulations, codes of conduct, protocols and guidelines established by the City for the sake of administering this policy must be adhered to at all times. Behavior and conduct of individuals representing or participating in activities associated with a permit are the responsibility of the permit holder.

Evaluation

It is the responsibility of the City's Director of Parks and Recreation to monitor and evaluate the intended outcomes of this policy annually. Based on results of such analysis the Director of Parks and Recreation has the discretion to appropriately modify the administrative processes and parameters herein in order to maintain the intent of this Policy.

Appendix A

Lacrosse Field Allocation and Fee Schedule for All League Play

League Play is limited to general team practices and team games during the Spring season. Spring season begins March 1st and ends the first Sunday in June. League play does not include practices or games outside of the Spring season, nor other activities such as camps, clinics, tournaments, tryouts and other organized activities.

	Priority 1	Priority 2	Priority 3	Priority 4	Priority 5
	City of Dublin Programs	General Recreation	**Middle-Tier	***Select/Elite	Other
Organization Provider		*Dublin Youth Athletics Only	Dublin-Based Organizations	Dublin-Based Organizations	No Restrictions
Residency Requirement (Dublin/DSD)		Minimum 90% Residents	Minimum 90% Residents	Minimum 50% for U9 - U12 No Restrictions for U13 and Up	No Restrictions
Resident Fee Per Player/Season		Waived	\$10 (2018)	\$10 (2018)	\$100
Non-Resident Fee Per Player/Season		\$100 Phased Over 3-Year Period (2018 - \$50; 2019 - \$75; 2020 - \$100)			\$100
Games Played on Dublin Fields		All League Games	Up to 60%	Up to 60%	TBD
League Games Travel Restrictions		Dublin Corporate Limits (Some Exceptions Apply)	Limited to Central Ohio	No Restrictions	No Restrictions
Exclusionary Tryouts		Not Permitted	Not Permitted	No Restrictions	No Restrictions

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Age Restrictions		K-12	U8 & up	U8 & up	No Restrictions
Team Coaching Restrictions		Volunteers Only	Volunteers Only	No Restrictions	No Restrictions

* The City recognizes Dublin Youth Athletics as the only organization eligible to provide general recreation league play on City fields. Dublin Youth Athletics will be responsible to provide sponsorship and representation to other leagues, field scheduling, field lining and goals for other eligible organizations as necessary. Such services will be performed for a pre-set fee established by DYA.



2018 Sports Tournament Guidebook

City of Dublin Community Events

Dublin Service Center
6555 Shier Rings Road
Dublin, OH 43016



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Welcome

We are pleased you have chosen Dublin as the site for your 2018 sports tournament. We are sure you will find a cooperative and friendly spirit among the businesses, merchants, employees and residents of Dublin.

A number of City departments are involved in the logistics necessary to produce a safe and successful sports tournament. In addition, the City requires permits and approvals before an event may take place.

In an effort to simplify the application procedures for sports tournament planners, the City of Dublin has prepared this guidebook. The Community Events staff is available to answer your questions to ensure a successful event.

Please note that the event organizer is responsible for fees and wages for all City services and staff as determined by the Sports Tournament Committee. The event organizer may also be charged a rental fee for use of City facilities and an additional fee for lost or damaged City property. On approval by City Council, Dublin's Hotel/Motel Tax Fund may be available to help offset these and other costs associated with your event, should you choose to apply.

Please feel free to call me at 614-410-4516 or email me at lgischel@dublin.oh.us once you've had the opportunity to review the enclosed information.

Here's wishing you a great event!

Sincerely,

Lori Gischel
Community Events
City of Dublin

Sports Tournament Permit Process

Every event must go through the permit process whether it is a new or annual event.

Definition of an Event:

Event means any sports tournament, festival, concert, parade, public performance or announced public gathering held on a public street, right-of-way or public property. Events in which the public is invited on private property which may affect public safety, health or welfare by their impact on surrounding public or private property or which may involve an improper use of the property under other City ordinances, such as zoning restrictions, may be deemed an event for the purpose of this ordinance.

Step One: Sports Tournament Permit Application & Guidebook

- Complete and return the City of Dublin Sports Tournament Permit Application at least ninety (90) days prior to the event. Use this Guidebook as a reference to complete the application.

Step Two: Sports Tournament/ Permitted Events Committee Meeting

- When a completed permit application has been received and reviewed, a representative of the Community Events staff will schedule your attendance at a Permitted Events Committee meeting, generally held on Thursday mornings anywhere from 90 to 45 days before your event date.
- If, after meeting with the Permitted Events Committee, the completed permit application is approved, the event organizer will receive a permit listing the specific requirements that have been met to hold the event.

Sports Tournament/Community Event Administrative Policy

Permitted Events Committee: Committee consists of City of Dublin staff representing the various departments that may provide a service during an event. These committee members review the Sports Tournament Application and offer suggestions, recommendations, and requirements for approval or denial. The Committee will meet at least once with the applicant. The individual who is requesting the permit, as well as the on-site tournament supervisors, must be present at the permit meeting.

Permitted Event Committee

Representatives from the following City departments attend the Permitted Event meetings as needed:

- Community Events
- Police
- Streets & Utilities
- Park Operations
- Risk Management
- Code Enforcement
- Building Standards
- Engineering
- Recreation Services
- Washington Township Fire Dept.

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Permit required; exception:

No person shall engage, participate in, aid, form or start an event unless a permit is obtained from the City of Dublin Community Events.

Issue of permit; conditions:

Criteria of Issuance of a Sports Tournament Permit. The Director of Parks and Recreation, using the recommendations of the Permitted Events Committee, shall issue a permit for a proposed event unless he/she finds:

- The Permit Application is not complete in all material respects and all information contained in the application does not accurately reflect the knowledge of the applying organization/individual
- The Permit Application was not completed and returned to Community Events within the required time frame (90 days prior to event); and no waiver from this requirement has been granted
- The conduct of the event will substantially interrupt the safe and orderly movement of other traffic contiguous to its route
- The conduct of the event will require the diversion of so great a number of other City employees, such as Police, Parks or Streets & Utilities staff, in that adequate staff is not available to complete City assignments
- The concentration of persons, equipment, vehicles or animals at the event or assembly sites will substantially interfere with adequate fire and police protection of, or emergency medical service to, areas near such sites
- The conduct of the event is reasonably likely to result in violence to persons or property, causing serious harm to the public
- The number of events will require the diversion of so great a number of City employees that adequate staff is not available to complete City assignments
- The event is to be held for the primary purpose of advertising a product, goods, or services, and is designed to be held primarily for profit
- The event site or route will cause too great a disturbance to surrounding residents and businesses
- The event site has been utilized in a recurring role in the past year and a determination has been made that the proposed use would be too disruptive to the residents or the natural landscaping
- The route has been utilized in a recurring role in the past year and a determination has been made that the proposed route would be too disruptive to residents or businesses
- The date or location of the event is in direct conflict with an existing event; or
- Any proposed use of public property, right-of-way or facilities will interfere with normal use of the property, right-of-way or facility by the City or the general use

Compliance with other laws. The granting of any Sports Tournament Permit required by this policy shall not eliminate:

- Requirements for any business license or any other permits which may be prescribed by any other federal, state or local statutes, ordinances, rules or regulations;
- Compliance with any other applicable federal, state or local statutes ordinances, rules or regulations.



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Notice of action on application:

The Director of Parks and Recreation or designee shall normally act upon the Sports Tournament Permit Application required by this policy within two weeks (10 business days) of all requirements being fulfilled, notifying the applicant of the decision. If the application is denied, the reasons shall be set forth in writing.

Approval of the Sports Tournament Permit under alternative date, time, route or conditions:

The Director of Parks and Recreation, in denying an application for a Sports Tournament Permit under this policy, shall be empowered to authorize the conduct of the event on a date, at a time, over a route and under different conditions from that which were requested by the applicant.

Revocation of a Sports Tournament Permit (prior to event occurrence):

A Sports Tournament Permit may be revoked at the discretion of the Director of Parks and Recreation upon consultation with the appropriate public safety forces when the health or safety of the public is threatened by an emergency, disorder or other unforeseen condition which has arisen.

Revocation of a Sports Tournament Permit (during event occurrence):

A Sports Tournament Permit may be revoked during an event. If a Sports Tournament Permit is revoked, the event must be cancelled and activities must be terminated immediately. The Director of Parks and Recreation or designee has the responsibility to revoke a permit for reasons of health, inclement weather, or public safety. This will be determined by the Director after consultation with the senior safety officer on-site and/or with the City Manager.

Enforcement of other laws:

Nothing contained in this document shall prohibit the authority of any officer to arrest a person engaged in any act or activity granted under this policy, if the conduct of such person violates the laws of the state, provision of this Code, or ordinances of the City, or unreasonably obstructs the public streets and sidewalks of the City, or if such person engaged in acts that cause or would tend to cause a breach of the peace.

City of Dublin Services & Support

In this section, all event services provided by the City of Dublin and Washington Township are defined.

Security and Safety Services

The Dublin Police will identify general security issues to consider at any community event and will, at their sole discretion, determine the amount of security required for safe operation of the event.

- Proof of adequate security is required to issue a permit.
- Sworn law enforcement officers or other approved City staff will be required if they will be posted in streets or roadways.
- A private security company may be hired for events on private or public property, but the plan and suppliers of services must be approved of by the Division of Police.



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- The event organizer will receive an estimate in advance for any Dublin Police services.
- Rates for Police services will be set by ordinance and is reviewed and updated yearly.
- All special duty or private special event jobs will be billed at a minimum of 3 hours per job position worked. (A job position is defined as each individual job assignment identified and that is scheduled for 12 hours or less).

The event organizer will receive an estimate in advance for each potential scenario. Event organizers will normally be charged the following special duty rates (subject to change) for Police services:

- \$45.00 per hour for all officers, with a minimum of 3 hours billed per officer.
- \$15.00 per hour for use of a cruiser.

For events that require four or more officers, an event supervisor is required. For these special events charges will be:

- \$45.00 per hour for all officers, with a minimum of 3 hours billed per officer.
- \$52.00 per hour for event supervisor, with a minimum of 3 hours billed per supervisor.

In the event that not enough officers sign up to voluntarily work a special event, the event requires that officers be ordered to work, the City of Dublin is contractually required to pay all officers the City's overtime rate for any hours worked. That rate is currently:

- \$140.00 per hour for all officers, including supervisors, with a minimum of 3 hours billed per officer.

In addition, the following cancellation policy is included in our event estimates:

Any business or individual that has contracted for a special duty officer from the Dublin Police, who wishes to cancel the job, must make notification to the Dublin Police or the individual officer at least one hour prior to the scheduled start of the job. If neither the Dublin Police nor the officer is contacted, or the cancellation is made less than an hour prior to the scheduled start of the job the business or individual will be billed for three (3) hours "show up" time for all officers scheduled to work. Contact to cancel a job may be made to the Dublin Police Communications Center 24 hours a day at: 614-889-1112.

First Aid and Emergency Services

The Washington Township Fire Department will identify general first aid and emergency services issues to consider at the community event and, at their sole discretion, will determine the amount of service required for safe operation of the event.



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- Proof of adequate first aid is required to issue a permit.
- The event organizer is responsible for making arrangements for first aid and emergency services to be provided on-site and the plan and suppliers of services must be approved of by the Washington Township Fire Department.
- Washington Township Fire Department may provide on-site first aid services for a fee determined by the Township.

Traffic Control and Road Closures

Approval for use of City streets, alleys, sidewalks and parking lots for events will be included in the permit process. A parking plan for use of City, non-City, public and/or private lots should be included along with the days/times they are needed. If a shuttle will be used, indicate the route, and pick-up/drop-off points. For the City to allow for a road closure, the following must be considered: resident/business impact, detour routes, signage and notification, set up of barricades and directional signage, traffic control and safety.

Road Closures/ Lane Restrictions

The event organizer is responsible for maintaining a minimum 12-foot wide fire and emergency lane through all areas. Community Relations will notify the Washington Township Fire Department and Dublin Police of all road closures. If roads are to be closed or access to certain residents or businesses is restricted, the tournament coordinator is responsible for preparing, printing and distributing a notification letter to all affected residents and businesses. Police Officers and/or Streets & Utilities staff may be required on-site to help with traffic control. For a fee, the Dublin Streets and Utilities can provide temporary no-parking signs, traffic cones, road barricades, etc., to secure the road closure. All road closures and lane restrictions will be set up and removed by City of Dublin staff at a minimum fee of \$100/hr./staff member.

In order for an event to request that a Dublin road be closed or lane restricted, the organizers must indicate their intention on the Sports Tournament Permit Application 90 days prior to an event. Those applications that do not meet the following requirements will be denied road closure for their event:

- A list of the roads to be closed and corresponding intersections;
- A legible map of the closure areas and/or event site including placement of volunteers and personnel
- Please note that event personnel are required to wear safety vests or brightly colored apparel if they will be working on or near a public roadway
- Proposed times and dates of the closure and reopening; and
- Any request for removal of on-street parking

Notification Letter to Affected Businesses and Residents

The City of Dublin may be able to provide mailing lists. If you need an address list, a written request listing all affected roads must be made to the Events Administrator at least six weeks before your tournament. (This written request can be submitted with your Permit Application.) All affected businesses and residents must receive a notification letter at least 30 days prior to the event. Failure to properly distribute the notification letter could result in cancellation of your Sports Tournament Permit. Letter must receive approval from the Events Administrator prior to being mailed.



On-Street Parking Removal

If you wish to eliminate on-street parking during your event, you must indicate the request on the permit application. Temporary no-parking signs are available from Streets and Utilities for a fee. The tournament coordinator is responsible for the collection and return of such signs at the conclusion of the event. If the temporary no-parking signs and stakes are not returned, the tournament will be charged for the sign in addition to labor costs for picking up the signs.

Parking

Vehicles may not be parked or driven on sidewalks, bike paths or City-owned grass area without approval.

City property

The City of Dublin can provide temporary directional signage for event parking, reserved parking and handicapped parking.

Private parking

The City of Dublin can provide temporary directional signage for event parking and reserved parking to complement your parking plan.

Signage

Please describe and indicate the location of all on-site (City property only) directional and promotional signage to be used during and around your event on the Permit Application. Permission to post any sign on public property must be obtained prior to the display of any signs. These signs must be removed within 24 hours of the conclusion of your event. All signage must comply with current sign code regulations.

On-Site Signage

On-site community event signage to be used ONLY for the duration of the event, with the exception of banners, does not require a temporary sign permit but must be in compliance with Dublin code. On-site hanging banners require a temporary sign permit and may be erected for a maximum of 14 days. A temporary sign permit may be obtained from Code Enforcement, at 614-410-4647, and a copy must be submitted to Events Administrator.

Directional Signage

A temporary sign permit also is required for placement of directional signs. Prohibited sign locations include: any public right of way; any location where the view of approaching and intersecting traffic would be obstructed; any private property sites without prior written authorization granted by the property owner; any site along the State Route 161 median strip.

Sanitation

Event planners are required to provide a detailed sanitation plan including restroom maintenance and trash removal. Events must include provisions for people with disabilities. **Unless previously approved, all tournaments expecting an attendance of more than 1,000 people per location, at any given time will be required to:**



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- 1. Distribute a flyer** provided by the City of Dublin to all participating teams, informing them of the limited plumbing capabilities and requesting tournament participants to use the portable restrooms whenever possible. This will hopefully decrease the possibility of sewer line issues.
- 2. Hire two City of Dublin staff members at \$100/hr./person to maintain the cleanliness of the permanent restrooms and restock supplies as needed.** The City staff will also monitor any issues that arise regarding back-ups, pump failures, etc. and have the right to lockdown the permanent restrooms if use begins to exceed the plumbing capabilities. The City staff must be hired a minimum of 3 hours per day unless determined otherwise by the Event Committee. When additional City services are hired, assigned City staff will check in at the Sports Tournament headquarters at the beginning and end of each shift. To help offset the cost of City Service fees, a Hotel/Motel Tax or "Bed Tax" fund has been created for qualifying community events. For more information, please visit the City's website at <http://dublinohiousa.gov/taxation/hotelmotel-tax-grant/>. Applications are typically due the first week of November.
- 3. The tournament organizer is responsible for providing and servicing rented portable restrooms** during events. The following chart will be used as a guide, identifying how many portable stalls should be rented per tournament. The committee will make final decisions based on each specific tournament needs and will dictate the number of portables each tournament must provide. The City must approve locations of any portable restrooms. Please contact Community Events at 410-4516 for a list of sanitation companies that may offer discounted rates.

Number of Portable Stalls Needed Per Tournament:

ATTENDANCE	DURATION OF EVENT PER DAY		
	1-3 hours	4-6 hours	6+ hours
1,000	4	5	6
2,000	6	10	12
5,000	12	20	28
8,000	22	35	45
10,000	26	45	60
20,000	55	95	120

Litter Prevention & Property Damage

The tournament coordinator is responsible for maintaining the event in a clean and orderly condition both during and after the event. The event organizer will be required to rent a dumpster at his/her expense. A 20 yard dumpster is recommended for attendances larger than 500 people. The cost of any litter clean up post-tournament beyond normal daily routine will be charged to the event at a rate of \$100/hr.



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Litter containers are available through Keep Franklin County Beautiful, Inc., located on the west side of Columbus. Call 614-485-9007 to arrange purchase and pick up. Free recycling containers are available from the Solid Waste Authority of Central Ohio (SWACO), 614-871-5100, 4239 London-Groveport Rd. in Grove City.

If the event is held on City property, the City may require the event organizer to secure a dumpster with size and placement to be determined by the City.

For a fee, the City of Dublin can use the "street sweeper" to clean streets and/or parking lots prior to and/or after your event upon request or as the City deems necessary.

Fees for City Services & Equipment

If the event organizer requests City services or if the Permitted Events Committee has determined that City services are necessary to hold a safe and successful event in the City of Dublin, the event organizer will be invoiced for those services at the conclusion of the event. In addition, fees will be assessed for use of City equipment.

An estimate of the cost of City services and equipment will be provided to the event organizer after the initial meeting with the Permitted Events Committee. This estimate could be affected by weather, changes made by the event organizer, crowd size and other factors.

After the event, Dublin's Finance Department will send the event organizer an invoice outlining the cost of the services provided by the City. Payment is due upon receipt.

All tournaments using the baseball/softball diamonds will be required to pay a City Services fee at a rate of \$100/hr./park to maintain and groom the diamonds throughout the duration of the tournament, unless determined otherwise by City staff. Additional time may be added for preparation of fields. The Park Staff will also determine the availability of the diamonds during unfavorable weather conditions. To plan accordingly, most small tournaments should budget between \$4,000-\$8,000 for City Service fees. Larger tournaments should budget \$15,000-\$21,000 for City Service fees. These estimates can vary depending on the length of tournament, weather conditions, and size of tournament. Again, to help offset the cost of City Service fees, a Hotel/Motel Tax or "Bed Tax" fund has been created for qualifying community events. For more information, please visit the City's website at <http://dublinohiousa.gov/taxation/hotelmotel-tax-grant/>.

Building Inspections, Tents, Temporary Structures & Electrical Issues

Dublin Building Standards and the Washington Township Fire Department welcome the opportunity to work with you to make certain that all safety issues are addressed and liability issues are minimized for your event. Please review the notes below to determine what services your event may require.

Tents

- Tents 400 square feet or larger will not be erected, maintained or used without a permit from the City of Dublin and/or Washington Township Fire Department. Additional information may be required and additional fees assessed for tents larger than 700 sq. ft. or meeting certain criteria. **The permit application can be found on the City of Dublin's website and must be submitted at least 30 days prior to the event.**



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There is a cost for the permit. A check, made payable to the **City of Dublin**, shall accompany the tent permit application.

- Each tent must have a minimum clearance of three feet surrounding it on all sides. In the case of multiple tents this means a total of six feet or more between each structure. Each tent must have a working fire extinguisher at the time of inspection and for the duration of the event.
- Ohio Utilities Protection Service (OUPS) must be contacted at 800-362-2764 at least 48 hours before tents are erected to mark area utilities. Proposed tent locations must be indicated on event application. Additional fees may be assessed to tournaments wanting to place a tent outside the designated tent area boundaries.

Temporary Structures

- A permit for temporary structures (sales trailers, etc.) must be secured through the City of Dublin Building Standards Department. The tournament coordinator must submit layout drawings of the event site attached to the Permit Application. Information required includes location of tents, platforms and bleachers and the erection or modification of any building or structure. Drawings will indicate electrical, propane and plumbing service requirements for such items as special lighting, needs for cooking, portable generators, sound systems and portable toilets.
- Field inspections will be required to verify installation in accordance with approved plans. Please call Dublin Building Standards at 614-410-4680 to schedule your inspections, at least 48 hours in advance of your event set-up. Set-up must be ready for inspection by 1 p.m. on the day before the event. Or, if the event takes place on Sunday or Monday, by 1 p.m. on Friday. After hours and weekend inspections are available for a designated fee, for a minimum of three hours.
- All electrical and construction work must be done by Dublin-registered contractors. To become a registered contractor, contact Dublin Building Standards at 614-410-4670. Please note that all outdoor extension cords must be 3-prong UL listed extension cords.

Entertainment

Fireworks

Fireworks permits are obtained from the Washington Township Fire Department, 6200 Eiterman Rd. The fire department and the Dublin Police both must approve fireworks sites. Contact shall be made with the fire department to review all fire code requirements concerning firework displays. A fee will be charged for the fireworks permit. Please attach a copy of the fireworks permit to the Permit Application.

Amusements & Attractions

Dublin Building Standards and Washington Township Fire Department must inspect all amusements and attractions, such as rides, inflatables and haunted houses. Rides also need to be inspected by the Ohio Department of Agriculture.

Noise Ordinance



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Individuals or organizations are solely responsible for ensuring that the event complies with ordinances of the City of Dublin. The complete Noise Ordinance is viewable on the City's Web site at www.dublinohiousa.gov.

Individuals or organizations must not create noise that can be clearly heard from a distance of 50 feet and is disruptive to any person of normal sensitivity.

The loading and unloading of commercial waste containers may only take place between 7 a.m. and 9 p.m. if the container is located within 500 yards of a residential area. Inappropriate creation of noise or violation of construction and commercial waste removal hours are subject to penalty.

Noise violation exceptions include:

- Construction operations conducted by the City of Dublin
- Operation of safety/emergency equipment, warning sirens & emergency vehicles
- Sound emanating from scheduled events conducted, sponsored, or permitted by the City of Dublin and Dublin City Schools
- Emergency work authorized by the City of Dublin

Food & Beverage

Health and licensing requirements apply to all food/beverage sales. A permit must be obtained from the Franklin County Health Department only when a sale price is associated with the exchange of food or beverages. Food served free of charge or free with the option to donate an unidentified amount, does not require a permit or license.

The Temporary Food Service Permit cost is \$25 for up to five days. Licensed caterers need not apply for this permit but must comply with Health Department regulations. Health and licensing inspectors will visit the event and have the authority to close any food/beverage sales operation not in compliance with Health and Licensing regulations. All permits must be clearly displayed. Ohio and Dublin Fire Codes do not permit cooking inside tents. For further information on food and beverage guidelines, please call the Franklin County Health Department at 614-462-3160.

The type of permits and fees may vary for events that occur in Dublin but outside of Franklin County (i.e. Delaware or Union counties.)

Tournaments partnering with local food trucks must ensure that each food truck has its own power supply. Under no circumstance is it acceptable to run power or extension cords to City buildings. All food trucks are required to have a fire extinguisher and if it has a fire suppression system, it must be in working order. It is recommended that tournament organizer(s) meet with each food truck vendor to determine their on-site location prior to the tournament.

City Parks & Facilities

All non-recreational (middle tier and competitive) clubs and/or organizations will be charged a field use fee for any tournaments played on City athletic fields. All tournaments using City property will require prior written authorization from the City of Dublin.



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Below are the fees to rent park facilities:

Diamonds (see baseball/softball field use policy for definitions):

• Dublin Youth Athletics	Fee Waived
• Dublin-Based, Non-Profit Organizations/Independent Teams	\$100 per field/day
• Non-Dublin, Non-Profit Organizations and teams	\$150 per field/day
• For-Profit Organizations	\$200 per field/day
• Field Lighting – (Fee waived for Dublin Youth Athletics)	\$25 per field/hour

Grass Fields:

• DSL/DYA/Dublin Cricket Club/Columbus Cricket Club	Fee Waived
• Dublin-Based, Non-Profit Organizations	\$100 per field/day
• Non-Dublin, Non-Profit Organizations	\$500 per field/day
• For-Profit Organizations	\$1000 per field/day

Please note these park rules:*

- No alcoholic beverages permitted in City parks, excluding identified City celebrations
- Pets must be on a leash
- Fires are not permitted in parks; open flames within grills are acceptable with permit only
- Use trash receptacles provided
- Park hours are normally from dawn to dark unless prior approval is granted

* *Other accommodations may be made through the permit process if necessary.*

Post-event Site Evaluation

Permit holders not returning the park(s) in the same condition as it was secured before their event shall be billed for clean up or repair services as recommended by Parks staff. For any damaged property, the tournament will be charged at a rate of \$100/hr. plus any additional costs for repairs.

A post-event site evaluation will focus on these items:

- Have all event-related items (blocks, lumber, chairs, tables, signs, etc.) been removed?
- Have all tent stake holes been patched or repaired?
- Has all trash been picked up and removed?
- Have all hard surfaces been cleared of stains?
- Have any trees, shrubs, flowers, or turf been damaged?
- Have any light poles, park furniture, sculpture, or water feature/fountain been damaged?
- Has the irrigation system been damaged?
- Have all electric panels and outlets been closed and secured?
- Has the area been cleared of all animal waste?

Insurance Coverage

Requirement

Sports Tournament organizers will be responsible for any and all damages caused by their organization, volunteers, employees, participants and spectators. In order to protect the City against financial loss



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arising from any incidents or accidents that may occur, the sponsoring organization, permit holder or host establishment may be required to obtain a comprehensive general liability insurance policy for bodily injury and property damage arising for the event.

See attached City of Dublin Event Insurance Guidelines.

This requirement may be waived when it is necessary to comply with any federal, state, or local law, statute, regulation or constitutional provision. In addition, the City, in its sole discretion, may waive the insurance requirement.

Indemnity/Hold Harmless Agreement

The Hold Harmless-Indemnification Agreement in the Permit Application must be signed by an authorized representative of the sponsoring organization.

Americans with Disabilities Act

The City of Dublin strives to make its programs, services and activities accessible to qualified individuals with disabilities. In that regard, the City suggests that you make reasonable modifications to the programs, services and activities of your event to insure accessibility to such individuals.

Hotel/Motel Tax Fund

A Hotel/Motel Tax or "Bed Tax" fund has been created to offset the costs of qualifying community events. It is distributed on a first-come, first-served qualified basis on the recommendation of the Finance Committee with the approval of City Council. For more information, please visit the City's website at <http://dublinohiousa.gov/taxation/hotelmotel-tax-grant/>. Applications are typically due the first week of November.



City of Dublin Sport Tournament Insurance Guidelines

The following insurance guidelines shall apply when a festival/event is held on public property and involves:

- Expected attendance of 500 or more people;
- The display of fireworks;
- The sale of alcoholic beverages;
- The operation of carnival rides;
- Races/marathons/sporting events on public roads/parks
- Operation of inflatable jump houses/ bounce house.

The applicant/event producer must comply with the following insurance requirements to be considered for a sports tournament permit. The applicant/event producer and the vendors that are contracted by them must purchase and maintain, for the duration of event including setup and dismantling, the following types of insurance at their expense:

1. **GENERAL LIABILITY INSURANCE**- If the applicant is a business or group, a commercial general liability insurance policy, or its equivalent, written on an occurrence basis, with a minimum of \$1,000,000 combined single limit of liability per occurrence for bodily injury, personal injury, or property damage is required. If food or beverages are to be served, then product liability coverage must also be included with a minimum of \$1,000,000 per occurrence.
 - a. Fireworks Displays. If the applicant/event producer intends to display fireworks, and obtains a pyrotechnics permit from the Washington Township Fire Department, or contracts with a pyrotechnic vendor who obtains the permit, then the minimum combined single limit of liability, for all pyrotechnics displayers is \$2,000,000 per occurrence. The amount may be increased at the discretion of the City based on potential risk of the event. The company that actually launches the fireworks must provide a liability certificate of insurance for \$2,000,000 per occurrence, including the City of Dublin as an additional insured and listing the date(s) of the event.
 - b. Individual Applicant. If the applicant/event producer is not a business or group, but instead an applicant who is an individual, who expects more than 500 attendees to the event, and/or intends to serve or sell alcoholic beverages at the event, the applicant /event producer must provide proof of personal liability insurance in the amount of not less than \$500,000 combined single limit through either a homeowners policy or other liability insurance policy by submitting a certificate of insurance.
 - (1) If alcohol is served or sold by the individual, the certificate of insurance must specify that incidental/host liquor liability coverage applies for this particular event and specify the date of the event, unless the individual contracts with a City permitted alcohol vendor to serve the alcohol.



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- (2) It is recommended that the individual applicant use the services of City permitted alcoholic beverage caterer to serve the alcohol. In such cases, the individual applicant must provide a certificate of insurance from the permitted caterer evidencing liquor legal liability of \$1,000,000 per claim and aggregate. This certificate must list the City of Dublin as an additional insured.
- c. Notice of Policy Cancellation. All insurance policies must state the City of Dublin will be notified at least ten (10) days in advance of any intent by the insurance company to cancel or non-renew the applicant/event producer's insurance coverage.
2. Commercial Bounce Houses are permitted in designated areas in selected community parks. The City of Dublin requires that all Bounce Houses in community parks obtain an Inspection Permit from Washington Township Fire Department. Bounce House vendors must provide a valid "Amusement Ride Safety License" issued by the Ohio Department of Agriculture and proof of liability insurance. The public is not permitted to bring their personally owned equipment. Bounce Houses shall not remain in City parks overnight. Bounce Houses shall be set up and removed only by trained and qualified representatives of the Bounce House Company in compliance with the manufacturer's specifications. Bounce Houses shall be free standing and weighted. Stakes may permitted in designated areas only within in City parks upon City approval. Confirm location prior to event. Bounce Houses shall not be tied or tethered to trees, tables or other park amenities or structures.
3. OTHER- The applicant/event producer and all vendors must list the City of Dublin as an additional insured for the event on all commercial general liability and liquor legal liability insurance policies.

The City reserves the right to require insurance of applicants/event producers and/or vendors for activities other than those specifically mentioned above, or to increase the minimum acceptable limits of liability with the reasonable notice to the applicant/event producer.

The certificate of insurance must be submitted with the City of Dublin Sport Tournament Permit Application. Approval of insurance by the City does not in any way relieve or decrease the liability of the applicant/event producer or vendor. The City does not represent that the specified limits of liability or coverage or policy forms are sufficient or adequate to protect the interest or liabilities of the applicant/event producer or vendor.

All insurance must be placed with insurance companies with an AM Best Rating of no less the B+VI unless otherwise approved by City's Risk Manager.

For further information regarding insurance, please contact:

Dublin Human Resources

Risk Manager/Safety Administrator

6555 Shier Rings Rd. Dublin, OH 43016 614-410-4400 ~ 1-800-647-1501



Appendix C

City of Dublin Lacrosse Field Allocation and Fee Schedule for Organized Activities Not Associated With Dublin-Based Permitted Leagues

Dublin Youth Athletics	Fee Waived
Dublin Residents (General Use)*/Dublin based not-for-profit organizations**	\$100/field/day
Non Dublin based not-for-profit organizations**	\$500/field/day
For-profit organizations:	\$1000/field/day

Priority 1: City of Dublin Recreation Programs and Special Events

Priority 2: Dublin Youth Athletics

Priority 3: All Other Organized Activities

*General use includes resident and/or business non-instructional activities such as birthday parties, family outings, business outings and other such uses that are informal in nature. Fees only apply to reserved field use. Fees are waived for all other general field use by Dublin residents and are accommodated on a first-come, first-served basis.

** Non-profit teams and organizations must submit documentation of their tax-exempt status with the Internal Revenue Service (i.e., IRS determination letter). Organizations must demonstrate compliance with tax return filing requirements by submitting the most recent federal tax filing submitted to the Internal Revenue Service (Form 990).



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Community Lacrosse Field Use Policy

Director's Approval

Director of Parks and Recreation Approval:

Date: _____ Signature: _____

Annually Reviewed by:

Date: _____ Signature: _____

Date: _____ Signature: _____

Date: _____ Signature: _____

