

Kent Parks & Recreation Special Event Policies

**** IMPORTANT INFORMATION – Please read before completing the application ****

The intent of this policy and application approval process is to streamline the collection and distribution of information to and from various City departments for each requested special event on Kent Parks & Rec property. The applicant will be responsible for lost or damaged City property and any applicable fees for City-provided services or use of City facilities as outlined below.

Any individual or organization that intends to hold a special event on Parks & Rec-owned property within the City's corporation limit is required to submit an application to the Parks & Recreation Department at least 90 days prior to the scheduled event, and no sooner than one (1) year prior to the event. Exceptions to this deadline must be approved by the Parks & Rec Department. Any public or private gathering including races, festivals, parades, performances, or other group events that utilize Kent Parks & Rec property will be subject to this policy and application process.

During the review of the application, the Parks & Recreation Department may request a meeting with the applicant to review details of the event and make comments prior to approving or denying the request.

By submitting and signing the Kent Parks & Recreation Special Event Application, it is understood the applicant agrees to the following:

- All information provided must be complete, accurate, and not misleading in any way.
- The event is produced by a not-for-profit organization or primarily for the benefit of a not-for-profit organization. Exceptions may be approved by the Kent Parks & Recreation Department.
- Provisions for parking and signage for event participants will be the responsibility of the applicant.
- The event organizer is responsible for providing adequate restroom capacity, including restrooms for people with disabilities. These may include portable restrooms when permanent facilities are not available or deemed not adequate by Kent Parks & Recreation.
 - Kent Parks & Recreation must approve the location of any temporary restrooms.
 - Restrooms in parks and facilities will be cleaned, repaired, and maintained by Parks & Recreation staff. Fees will be incurred for this service if it is determined that use will result in the need for cleaning and repair that is not in the normal routine.
- Trash generated by the event must be properly accounted for and any post event trash collection to be performed by the City must be properly communicated in the application. The applicant will be responsible for any costs incurred by the City for removing trash generated by the event.
 - Kent Parks & Recreation may require the event organizer to provide a dumpster dependent on the size and nature of the event.
- Any signage, structures, or other materials related to the event must be thoroughly removed within twenty-four (24) hours after the conclusion of the event.
- The City retains the right to reject the application if any of the following conditions exist:

- The event will substantially disrupt the vehicular or pedestrian traffic in and around the surrounding area.
- Adequate City staffing for the event exceeds the City's ability to provide while maintaining normal City operations.
- Sufficient Fire and Police protection is unable to be provided to the event or the surrounding area due to the size, location, or type of event.
- The event is expected to cause a disruption of the peace or result in reduced health, safety, and welfare of the public.
- The event is held for the primary purpose to advertise a product, goods, or services.
- A conflict with another previously approved event at the same location or utilizing similar City services exist.
- Past events held by applicant cause concern about the likelihood the event would follow City of Kent policies and regulations.
- The event will not have a net positive benefit or impact on the Kent community.
- Applications will be approved, approved with conditions, or denied within two (2) weeks of receipt of the completed application by the Special Events Coordinator and/or the Parks & Recreation Director. If a meeting is required as part of the approval process, the response will be provided within one (1) week of the meeting.
- All responses will be provided using the email address on the application. If another form of communication is preferred, please indicate on the application.
- Appeals to denied applications can be submitted in writing to the Kent Parks & Recreation Board for review, within two (2) weeks of notification of denial.
- Granting of this permit does not eliminate the applicability of all other laws, federal, state and local statutes, City ordinances, rules, and regulations.

Rental and Application Fees

- In conjunction with the applicant, Kent Parks & Recreation will determine if the proposed event requires Kent Parks & Recreation Maintenance staff to be present. Maintenance staff are required to work a minimum of 3 hours, at the cost of \$56.00 / hour worked (\$74.00 / hour on Sundays).
 - If Kent Parks & Recreation Maintenance staff work over the estimated time, the applicant will be charged for the additional hours worked following the completion of the event.
- If the proposed event is a new event, or an event that has not previously gone through the Kent Parks & Recreation Special Event Application process, a \$150 administration fee will be charged. If the event has previously gone through the application process, the administration fee will not be applied.
- If the proposed event is taking place in a park with more than one (1) pavilion or rentable space (Fred Fuller Park, Al Lease Park, and Plum Creek Park), the applicant will be charged for the rental cost of all rentable spaces in that location.
- Kent Parks & Recreation will send an invoice to the applicant once the costs are determined using the application and any meetings with the applicant.

- If the applicant has an outstanding balance following an event, it may affect their standing for future Special Event Applications.
- All proposed events are subject to facility rental fees dependent on the location, size, and planned activities.
- Kent Parks & Recreation will send the applicant an itemized invoice at least 60 days before the event. Payment is required at least 30 days before the event is scheduled to take place.
- Refunds
 - The administration fee is non-refundable.
 - Refund requests must be made at least 2 weeks before the event is scheduled to receive a refund of rental payments. After that date, all rental payments become non-refundable.
 - Estimated staffing costs can be refunded if the event is cancelled and Kent Parks & Recreation Maintenance staff do not work the event.

Rental Information

| Location | Hours | Weekday | Weekend |
|-------------------------|--|---|---|
| Roy Smith Shelter House | Mon-Fri (3-11 PM) Sat/Sun (10AM-11 PM) | \$75 – Resident \$100 – Non-Resident | \$100 Resident \$125 Non-resident |
| Old Jailhouse | Mon-Fri (3-11 PM) Sat/Sun (10AM-11 PM) | \$50 – Resident \$75 – Non-resident | \$75 – Resident \$100 – Non-resident |
| Outdoor Shelters | Mon-Fri (10AM-11 PM) Sat/Sun (10AM-11 PM) | \$25 – Resident \$50 – Non-resident | \$50 – Resident \$75 – Non-resident |
| Kent Recreation Center | Cost per 2-hours | N/A | \$75 – Resident \$100 – Non-resident |

Revocation of Permit

- A Special Event permit may be revoked before or during an event at the discretion of the Special Events Coordinator, the Parks & Recreation Director, or the Parks & Recreation Board when the health or safety of the public is threatened by an emergency, disorder, or other unforeseen condition that has arisen.
- If a Special Event permit is revoked, the event must be cancelled, and activities must be terminated immediately.
- No refunds of fees paid prior to the event will be refunded. Event organizer will be responsible for paying fees on any services incurred.

Emergency Action Plan

- Every application must include an Emergency Action Plan that describes the actions to be taken if there is an emergency during the event.
- This plan must also include a detailed site map for the proposed event, showing locations of any food vendors, temporary bathrooms, first aid, alcohol vendors, tents or other temporary structures, and any other important features.

- The Emergency Action Plan should list an ideal make-up date in case of an emergency cancellation, which would be determined by Kent Parks & Recreation staff.
- The applicant may be asked to alter or update their Emergency Action Plan if Kent Parks and Recreation Staff deem it unfit or incomplete.

Fire Prevention/Suppression

- The following information has been copied from Chapter 316 of The Codified Ordinance of the City of Kent. The Codified Ordinance can be found at <https://codelibrary.amlegal.com/codes/kent/latest/overview>
 - Any vendors who utilize cooking or other heating equipment shall have a fire extinguisher with a minimum rating of 2A10BC available at all times.
 - A clear fire lane shall be maintained throughout the course of the affected area.
 - Gasoline powered generators may be permitted, but gasoline storage on site shall be limited to five (5) gallons which shall be stored in a UL approved container.
 - Use of tents, canopies, etc. of greater than 900 square feet in size, or to be used above or in close proximity to open flames, cooking grills, or other flammable agents, shall be permit issued by the fire department, and shall be consistent with the Ohio Fire Code.

Food Vendors

- Food vendors shall be licensed and inspected by the Kent City Health Department. A list of all food vendors and their proposed food items must be submitted at least fourteen (14) days prior to the event, to be reviewed for licensing and health provisions.
- <https://oh-kent.civicplus.com/227/Food-Safety>

Health and Sanitation

- The sponsor of events greater than three hours in duration shall meet the following guidelines:
 - Temporary comfort facilities (Port-a-potties) shall be provided in a number sufficient for the anticipated crowd if Kent Parks & Recreation bathroom facilities are not sufficient.
 - The sponsor shall provide or make arrangements for hand washing and sanitary provisions for all food providers in proximity to the area where food is to be sold.
 - The sponsor shall provide proper receptacles for the disposal of grease, fat, and other cooking residue, if applicable.
- The event organizers may be responsible for providing, or making arrangements for, first aid for events which last longer than three hours to the satisfaction of the fire chief or their designee.

First Aid and Emergency Services

- The event organizer is responsible for making arrangements for first aid and emergency services to be provided on-site.

Security and Safety Services

- The event organizer is responsible for making arrangements for security and safety services to be provided on site.

Traffic Control and Road Closures

- If a partial or full road closure is deemed necessary for the proposed event, the applicant will be required to complete an additional application that will be provided by Kent Parks & Recreation staff.
- Additional information may be found at <https://oh-kent.civicplus.com/468/Forms>

Event Description

- Applicants must submit a detailed description of their event along with their application. There is a blank page attached to the application, or the applicant may attach their own description.

Proof of Liability Insurance and Hold Harmless Agreement

The applicant is responsible for any and all damages caused by or related to the event. The applicant shall be responsible for carrying the required liability insurance policy with a minimum amount of \$1,000,000 per occurrence with an additional \$1,000,000 excess liability. Certificate of Insurance must be provided with the application. The City of Kent is to be listed as additional insured.

In addition to the proof of liability insurance certificate, the applicant is responsible for completing the Hold Harmless Agreement included in the application. In the agreement, the user shall hold harmless, defend and indemnify the City of Kent, Ohio, its elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and board members, including employees and volunteers thereof against all claims, suits, actions, costs, attorney fees, expenses, damages judgements, or decrees, of every name and description, by reason of any person or persons or property being damaged or injured by the User/Contractor/Producer, or any of his Subcontractors, or any person employed under said User/Contractor/Producer, or under any of his Subcontractors, or in any capacity during the progress or arising or growing out of the event, whether by negligence or otherwise.

Applications received which are missing either of these documents will not be considered complete and will not be reviewed until all required documentation has been provided.

There is no fee for submitting this application. Please submit completed applications by mail or in person to: **City of Kent, Parks and Recreation Department, 497 Middlebury Rd. Kent, Ohio 44240.** Scanned applications can be emailed to oliver.wuensch@kentohio.gov.

Contacts and Resources

Kent Parks & Recreation

497 Middlebury Road
Kent, OH 44240
Phone: (330) 673-8897

Special Events Coordinator – Oliver Wuensch

Email: oliver.wuensch@kentohio.gov

Phone: (330) 422-9642

Parks & Recreation Director – Angela Manley

Email: angela.manley@kentohio.gov

Phone: (330) 673-8897

Kent Police Department

301 S Depeyster Street
Kent, OH 44240
Phone: (330) 673-7732

Kent Fire Department

320 S Depeyster Street
Kent, OH 44240
Phone: (330) 676-7393

Fire Inspector - Lt. Vince Yost

Email: vince.yost@kentohio.gov

Phone: (330) 676-7390

Kent Health Department

Kent Central Gateway – PARTA Bldg.
201 E. Erie Street 2nd Floor
Kent, OH 44240
Phone: (330) 678-8109

Ohio Department of Commerce Division of Liquor Control

6606 Tussing Road
Reynoldsburg, OH 43068
Email: web.liqr@com.state.oh.us
Phone: (614) 644-2360

Applicant Information:

Name: _____

Street Address: _____

Telephone Number: _____ E-mail Address: _____

Organization Information:

Name: _____

Contact: _____

Street Address: _____

Telephone Number: _____ E-mail Address: _____

Non Profit Number or Tax ID: _____

This Application is considered complete upon the submittal of the following (Check all that apply):

___ Completed and signed Kent Parks & Rec Special Event Application (this form)

___ Completed and signed Hold Harmless Agreement

___ Proof of Insurance Certificate listing the City of Kent as additional insured

___ Emergency Action Plan for the proposed event

___ Detailed Event Description (attached)

I have read and agree to adhere to the provisions of the Special Event Application Policy. I understand that failure to follow these provisions may result in the denial of future applications. I hereby attest to the truth and exactness of all information supplied on and with this application.

Signature of Applicant: _____ Date: _____

For Office Use Only

Application Received On: _____ Application Received By: _____

Is a meeting needed? : YES NO Meeting Date: _____ Meeting Time: _____

Permit Sent to: ___ Police Department ___ Fire Department ___ Health Department

Additional Information (attach if necessary):

Special Events Coordinator: _____ Date: _____

Parks & Recreation Director: _____ Date: _____



497 Middlebury Road - Kent, Ohio 44240
Phone: (330) 673-8897 - www.kentparksandrec.com

Hold Harmless Agreement

The user shall hold harmless, defend and indemnify the City of Kent, Ohio, its elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and board members, including employees and volunteers thereof against all claims, suits, actions, costs, attorney fees, expenses, damages judgments, or decrees, of every name and description, by reason of any person or persons or property being damaged or injured by the User/Contractor/Producer or any of his Subcontractors, or any person employed under said User/Contractor/Producer, or under any of his Subcontractors, or in any capacity during the progress or arising or growing out of the event, whether by negligence or otherwise.

Applicant Information: *(please print clearly)*

Contact: _____

Organization: _____

Street Address: _____

Phone Number: _____ E-mail: _____

Event Information: *(please print clearly)*

Special Event: _____ Date: _____

I (We) have read and agree to adhere to the provisions of the Special Event Policies. I (We) understand that failure to follow these provisions may result in the denial of future applications. I (We) hereby attest to the truth and exactness of all information supplied on and with this application.

I (We) assume full responsibility for any damages to City of Kent facility and/or property that occur as a result of the requested use. Furthermore, I (We) understand that City of Kent and its staff, will not be held liable for any injury or damage which may occur to me, my guests, and/or members of the above-named organization and our property during our requested use of the facility. All applicants must provide a Certificate of Insurance per the attached outline requirements.

Applicant Signature: _____ Date: _____

City Representative: _____ Date: _____