



CITY OF LOVELAND FACILITY USE POLICY

Revised: 6/2006

The City of Loveland manages all city-owned park facilities: For maximum feasible use within each park's carrying capacity; For fair and equitable distribution; For the provision of first class maintenance with the approved budget.

The City of Loveland will fairly and consistently enforce the field use policies as outlined below.

I. GENERAL POLICIES

1. All City of Loveland parks are open to the general public from dawn to dusk with the exception of those fields and courts that are lighted, in which the closing time is 11:00 PM. All field and court lights are to be turned out at 11:00 PM since these are residential areas. If a game is not finished by 11:00 PM, then prevailing league rules dictate the status of the game. The lights will not remain on to finish the game with the exception of Phillips Park. Walk-on use is permitted on city fields with the exception of Phillips Park. If a permit holder arrives with a written permit, the field must be vacated. The City of Loveland, Loveland Recreation Board and/or Recreation Director reserves the right to limit or prohibit an organized group from using a field without a permit. Phillips Park athletic fields may only be used by "permit". Some fields may be designated for "rest" or will be closed when conditions dictate.
2. During certain periods, some facilities are reserved for general public use rather than league play.
3. Youth and Adult leagues or organizations not affiliated with the City of Loveland, as well as some tournaments, camps, tryouts and special events are charged daily rates as indicated in Section VIII herein.
4. Where ball diamonds and soccer fields overlap, softball/baseball use will have priority over spring soccer, due to the limited season. This policy is subject to modification depending on the use of certain fields.
5. Starting times for reserved use of all fields is 5:00 PM Monday through Friday, 8:00AM on Saturday, 12:00PM on Sunday. The City of Loveland, Loveland Recreation Board and/or Recreation Director may grant exceptions to this policy on an individual basis.
6. Field schedulers must stagger starting times whenever possible and as dictated by the City of Loveland, Loveland Recreation Board, and/or Recreation Director for specific facilities to ease parking and traffic concerns. Carpooling is recommended whenever possible.
7. Due to heavy use on the City facilities, the turf-growing season for athletic fields is extremely limited. Therefore, early season use (before April) is strongly discouraged and will be kept to a minimum. If practice is absolutely necessary, it must take place off of the immediate field areas. All coaches in each program should be advised of this policy.
8. Fields must be left in a litter free condition. Organizations are subject to fines for fields that are left in a littered condition, plus \$35 per hour (one-hour minimum) for the time required to pick up the litter. The City of Loveland, Loveland Recreation Board, and/or Recreation Director will notify the organizational liaison within three (3) days of the violation.
9. All park rules must be followed (*attached*).

II. FIELD ASSIGNMENTS & PERMIT PROCESS

1. Prioritization of Field Assignments

Field use assignments are determined by the number of teams, participants, and the percentage of residents participating in the league, initially, based on the prior year's survey or new data provided by the organization. City of Loveland residents are given priority for field use. All field use is determined by availability. The City of Loveland, Recreation Board and Recreation Director will utilize the following guidelines in determining field use priority:

- 1st priority: Given to City-sponsored leagues or activities and/or leagues or activities recognized by the Loveland City School District. In order for the recognition of a school league or activity to be valid, a letter from the School Superintendent on letterhead must accompany the application for field use. The Loveland City School District leagues and/or activities will not have exclusive rights to the fields as a first priority, but requests will be granted within reason.

In order to be considered "City-sponsored" a minimum of 51% of the participants must reside in the City of Loveland.

- 2nd priority: Given to youth sports organizations best serving City of Loveland residents. The organizations will be allocated the number of fields needed and space available to reasonably accommodate the number of City of Loveland residents in the organization. Organizations with a larger percentage of City resident participants will have a higher priority.

In the event that two or more youth sports groups have the same percentage of resident participants, their field requests overlap and both cannot fully be accommodated, the groups will first work together to resolve the issues through compromise. If the issues cannot be resolved by the groups involved, the Recreation Board, or its designee, shall use good judgment in determining the field allocations for the season. In these cases, consideration will be given to:

- 1) The organization with a history of past field use in the City of Loveland.
- 2) A program providing a service that does not currently exist (i.e., does not duplicate a program already available).
- 3) Program is open to all City of Loveland residents.
- 4) Field request and accompanying materials complete and received in a timely manner.

3rd priority: For adult groups with a minimum of 51% City of Loveland residents.

4th priority: Given to community-based organizations not affiliated with any sanctioned league (e.g. church group, homeowners association, etc.). Any adult league made up of less than 51% City of Loveland residents.

2. Field Requests

- a. Recreation Director will distribute Recreation Request Forms to each organization that used the fields in the prior season. Request forms should be returned by the due date established by the Recreation Board. Upon approval of request, the form will be signed and a copy will be sent to the league representative. This document serves as a permit to use the facility at the stated time(s). Please have this with you at all times when using fields. Requests received after the deadline will only be considered if there is time available.
- b. Practice and game schedules, along with coaches' names, phone numbers and team name must also be submitted two (2) weeks prior to the first scheduled practice in order to guarantee field preparation.

- c. Completed rosters must be turned into the Recreation Director as soon as they are available, but no later than the end of the organization's regular season play. A completed roster consists of a participant's name, address, age, and phone number and indication of residency within the city limits of Loveland if known. Failure to comply with this policy may affect the organization's ability to reserve playing facilities in the future.
- d. Each organization must submit a separate special request form for tryouts, tournaments, camps, or special events not part of their regular season play. Teams or organizations holding tournaments that are not considered part of regular season play will be invoiced separately according to current fees and charges. Special tournaments should be planned as far in advance as possible. Before any sport plans a tournament to be hosted in Loveland, permission must be given by the City of Loveland, Loveland Recreation Board and/or Recreation Director as to facility availability. No advertising or confirmations should be made until the City has approved all details.
- e. Based on the information provided on the completed Recreation Request Form, the Recreation Director will notify organizations of their field allocations to allow the organization to schedule their season. The Recreation Director will work with league schedulers to advise them of the parameters for the allowable scheduled use for each field. The Loveland Recreation Board and/or its designee has the right to change league schedules.
- f. It must be understood that organizations are not entitled to 100% use of the fields during their season. The City of Loveland, Recreation Board and/or Recreation Director will fill other requests according to the available open time and reserves the right to modify schedules.

3. **Surveys & Permit Information:**

- a. Subsequent audits of rosters will take place at the end of each season. The City of Loveland, Recreation Board, and/or Recreation Director reserves the right to audit at anytime and if requested, the organization must arrange for an audit within 2 weeks. The organization may elect to have a representative present during the audit. Once the audit is complete, the organization may dispose of old rosters.
- b. To facilitate the completion and accuracy of the rosters, it is suggested that organizations include a question in their registration package that asks the participant, "Are you a resident of the City of Loveland?" Please keep in mind that even though a person may have a Loveland mailing address, this does not necessarily mean that the participant resides in the City of Loveland.

4. **Waivers**

Each organization is required to sign the waiver included in the field use request form. Organizations must also require participants to sign waivers that include the City of Loveland indemnifying and releasing all field providers (The City of Loveland; their respective Boards, Staff, Volunteers and Assigns) of all liability and responsibility in the event of accident or injury. The City of Loveland may provide the waiver language if necessary. The organization or league must maintain the waivers for two years after the conclusion of the season. If an organization refuses to sign the waiver provided by the City, it has the right to deny issuing a field use permit.

5. **Late Requests**

Requests received after the due date will be considered on available remaining time.

6. **Schedule Changes**

The City of Loveland, Loveland Recreation Board and/or Recreation Director reserves the right to alter schedules as needs arise but in all cases will notify the league representatives. In addition, the City of Loveland, Loveland Recreation Board, and/or Recreation Director will manage athletic fields according to conditions; limit the number of games and practices on any given field; and determine the amount of time required between games as deemed necessary. Fields may be closed as conditions dictate. Refunds and/or credit will be issued under these circumstances if

alternative field arrangements cannot be made. Refunds and/or credits will only be issued to teams/organizations using the fields for daily rates.

All schedule changes must be received in writing by the Thursday before the upcoming weekend and at least two days prior to the schedule date change for a weekday change. If the organization initiates a schedule change, it is not approved until the Loveland Recreation Board and/or Recreation Director generates a written permit. ***(This applies to leagues/organizations using the fields for daily rates)***

Leagues/Organizations not using the fields on a daily basis should communicate all schedule changes to the Recreation Director as soon as it is appropriate to alleviate rescheduling conflicts.

III. FIELD FEES & PAYMENT (Applies to leagues/organizations using the fields for daily rates)

The cost of field operations, maintenance and improvements are paid from City of Loveland General Tax Funds; fees offset a portion of Capital Improvement expenses. All field fees are charged daily for organizations not affiliated with the City of Loveland, including hours used for practices, games, tryouts, and camps, pre-season and post-season tournaments. If payment is not received by the due date, a 2% charge will be added each month to any unpaid balance and may affect the organizations ability to use fields in the future.

1. Games/practices that are cancelled through the Recreation Director at least one week in advance will be credited to the organization.
(Applies to leagues/organizations using the fields for daily rates)
2. Some tournaments, tryouts, camps, practices, games and events will be invoiced and may be required to pay a percentage of requested field use and services prior to usage. ***(Applies to leagues/organizations using the fields for daily rates)***. Tournament play and camps are not considered to be part of regular season play. Any organization using the fields for these purposes will be charged according to the daily use rates.
3. **For daily rate users**, to obtain a credit or to reschedule the use of a field cancelled because of inclement weather, a representative of the organization must do one of the following: e-mail: jbellisemo@lovelandoh.com, fax: 513-583-3040 or mail: City of Loveland, C/O Recreation Director, Reschedule, 120 West Loveland Avenue, Loveland, OH 45140 the following information within 3 days of the rain out:
 - a. Name of Organization
 - b. Representative's name and phone number
 - c. Date, time, and facility that could not be used
 - d. Date, time, and facility requested for reschedule

A rescheduled game must be reported within 2 (two) weeks to receive credit.

Organizations affiliated with the City of Loveland may call the Recreation Director at (513) 683-0150 or email at the above address for notification of rescheduling needs. ***(Does not apply to daily users)***

IV. PROCEDURES FOR USING AND INSPECTING FIELDS

1. The City of Loveland and their respective Boards and staff assume no liability in the event of accident or injury and make no warranty as to the playing conditions that may exist on any of the facilities they provide. If league representatives or referees deem conditions, including weather or other factors to render a field unsafe, they must stop play immediately. All fields should be vacated if lightening or any other element is present which threatens the safety of the participants.

On weekdays, between 8:00AM – 4:30PM, the Director of Service, Recreation Director, and/or designee from the City of Loveland will determine the field playability and will place the appropriate signage to indicate field closure. After 4:30PM and on weekends, the league representative makes the decision on field playability. During weekdays, league representatives may call the Recreation Director's Office (683-0150) to ascertain if fields are open. On weekends and after hours on weekdays, when league representatives close fields, representatives are to call and notify the

Recreation Director as well as place the appropriate signage to indicate the field is closed. When a voicemail indicates a field is closed and signage is placed, fields are not to be played on under any circumstances. Anyone who plays or practices on a closed field will be subject to a \$150 fine per field plus damages and may be subject to a one-year suspension of eligibility to use any City field even if coaches and/or officials are not present. The following guidelines should be used when determining playability:

- A) Visually inspect the entire field and select a small area of the field on which to walk. One or two-foot impressions should give a good indication of playability. It is important to keep all players and coaches off of the field during the inspection.
 - B) Remember other teams playing after you when determining field playability, especially on weekends when maintenance personnel will not be available to drag the fields. An incorrect decision could leave the fields unplayable for teams in the afternoon or next day.
 - C) Only those coaches with experience should attempt to work on bad areas of the field. Inexperienced coaches should get instructions from the Director of Service before the season begins.
 - D) Under no circumstances are vehicles permitted on the fields, including lawn tractors or ATV's.
2. **Lightning Warning Sirens:** Some of the City's parks have lightning prediction systems installed (Phillips and Betty Ray Parks). The procedure below should be used in the event of the siren sounding, but does not replace the need for coaches and officials to make judgment calls should the sirens malfunction and not sound during inclement weather. It is possible that lightning could be in the area, but not seen. It is the responsibility of league representatives to make all participants aware of this policy; please take warning sirens seriously.

Vacate the Field: The siren will sound for one 15-second blast and a strobe light will begin flashing, and should remain flashing until safe conditions return. Individuals should immediately seek an appropriate, safe shelter.

Resume Play: The siren will sound three 5-second blasts and the strobe light should stop flashing.

3. During weekdays, the fields will be checked and closed as conditions dictate, by the Director of Service, Recreation Director or designee. Information will be recorded on the Recreation Director's voicemail 683-0150. Organizations are free to post these closings on their websites and independent voicemail systems. However, it is the responsibility of the individual leagues to develop a system to notify their respective coaches and players of a field closing.
4. When damage to a field is observed or discovered, litter is left on a field or a team is found playing on a closed field, the incident is reported to the Recreation Director. The Recreation Director will then collect the pertinent information and invoice the permit holder. To notify the Recreation Director of damage or litter, please call 683-0150.

All questions or concerns pertaining to the invoice are to be directed to the Recreation Director. If there is an error on the invoice, the necessary correction or action will be taken. Otherwise, the Recreation Director will respond that the invoice must be paid and make them aware of the appeal process. **(See Section VI)**

5. Criteria for Closing Soccer Fields

The following conditions will determine if soccer fields are to be closed:

- a. Standing water or muddy conditions in the high traffic areas of the field, i.e. goal areas and center of the field.

- b. Wetness to turf that will cause soil structure damage, thinning of turf, and further damage to already worn areas.
- c. Slippery surfaces which could:
 - 1. Effect player safety
 - 2. Cause divots, which may dry to a rough surface
- d. The presence of frosted or frozen turf conditions.
- e. Some fields may be closed for repair.
- f. It is the responsibility of all organizations to let their participants know of field closures.
- g. On weekdays (except after 4:30PM), the Director of Service, Recreation Director, or designee will post signs at closed fields, however, after 4:30PM on weekdays and on the weekend it is the responsibility of the league representative to post these signs.
- h. As long as a field is closed, play will not be permitted on that field.

6. Ball Diamond Closing

The closing of ball diamonds will be the responsibility of either the coach, umpire, or league supervisor as decided by the individual league. The guidelines to follow are: the field is too wet to play on when the in-field material clings to the soles of shoes. It is the responsibility of the organization to let their participants know of field closures. *(See IV. Procedures for Using & Inspecting Fields)*

Representative of teams may work on baseball fields ONLY if they have experience in doing so. However, water and dirt may never be broomed or raked into the turf areas, as this activity is harmful to the future playability of the field. Organizations or individuals who damage a field through improper maintenance and/or repairs will be charged \$150 per field; in addition to the expense to repair the field and may be subject to a one-year suspension of eligibility for use of any City facility even if coaches and/or officials are not present. The City of Loveland will issue these fines, after investigation and information is gathered.

Some fields may be closed for repair, but as much notice as possible will be given.

7. Football Field Closing

It is generally understood that citywide Football leagues play rain or shine. The City of Loveland will waive the provision to close fields if the football organizations agree to pay for damages that occur to the turf that would have been prevented by closing the field for wet or unsuitable conditions. Damaged turf will be repaired at the end of the season. The City of Loveland reserves the right to hold a damage deposit in addition to the field fee.

V. TOURNAMENTS, CAMPS, SPECIAL EVENTS

All requests for Tournaments that are not considered part of an organizations regular season play, Camps, Try-Outs and Special Events must be submitted separately. Fees for these activities are assessed outside of regular season use. The City of Loveland reserves the right to require a deposit and surety bond for special events. Tournaments, tryouts, camps and events will be billed and must be paid upon the conclusion of the event, and may be required to pay a percentage of requested fields and services at the time of application.

VI. APPEAL PROCESS

- 1. All appeals must be in writing, postmarked or delivered to the Recreation Director at Loveland City Hall, 120 West Loveland Avenue, Loveland, Ohio 45140 within 2 weeks of the date of the invoice. The appeal letter should clearly state the specifics of the incident and the reason(s) for the appeal.
- 2. A \$50.00 filing fee, cash, credit card or certified check, must accompany the appeal. This filing fee will be returned if the permit holder is found not responsible for the fine imposed. Should the

Loveland Recreation Board find the permit holder liable, this fee will be retained and will not be applied to the fine.

3. The appeal will be scheduled for a mutually agreeable date and time.
4. All parties will be given a reasonable time to ask questions and present all information.
5. After all information has been disclosed, the Loveland Recreation Board's decision will be rendered, and a written decision to the permit holder within 7 to 10 business days.

It should be noted that the decision rendered by the Loveland Recreation Board is final.

VII. THE CITY OF LOVELAND RESERVES THE RIGHT TO MODIFY THE FIELD POLICIES AS NEEDS ARISE

VIII. FEES & CHARGES

Leagues and organizations not affiliated with the City of Loveland, tryouts, camps, tournaments

\$25/gamefield per day without lights (*lining is additional*)
\$35/gamefield per day with lights (*lining is additional*)

Lining

First Time

Ball Diamond Out Field

\$25/field

Ball Diamond In Field

\$40/field

Football, Lacrosse, Rugby and Soccer

\$150/field

Re-lining of any field

\$50

Fines

Littering

\$35/hr clean-up + ordinance violation

Field Damage

\$150/field + repair costs

IX. ADDITIONAL SERVICES

Sales – Nothing may be sold on municipally owned or private property without a Peddler's License. Please call 683-0150, ext. 210 for more information.

Signs & Banners – Permit is required for any temporary, non-commercial signage or banner display. Please contact the City of Loveland Building & Zoning Department at 683-0150, ext. 229 for more information. Team signs may be permitted during the game time only.

CITY OF LOVELAND PARK RULES AND REGULATIONS

1. All City-owned parks and playgrounds shall be open between the hours of 6:00 a.m. and dusk daily, unless posted otherwise. Persons reserving the picnic shelters and amphitheater of Nisbet Park must leave the premises by 10:00 p.m. The only exception to the above would be written permission from the City Manager stating the purpose and use of such playground or park beyond such hours.
2. No person shall drive, propel or park any motor vehicle, mini-bike, motorcycle or other motorized vehicle on any unpaved portion of the parks. Parking is permitted only in the designated parking areas.
3. Speed limit shall be five (5) miles per hour on park roads.
4. Horses, dogs and other pets are prohibited within the parks
5. No person shall injure, deface, disturb or befoul any part of the parks nor any building, sign, equipment or other property found therein; no trees, flowers, shrubs, rocks or other minerals shall be removed, injured or destroyed.
6. No hunting or molesting of wildlife is permitted within the parks.
7. Only small cooking fires are permitted. Fires must be in grills and should be completely extinguished before persons leave the area.
8. Plastic bottles and all waste materials must be placed in trash containers. No glass containers allowed.
9. Rifles, shotguns, paintball guns, air rifles, air pistols, and archery equipment are not permitted in the parks.
10. No golf practicing is permitted in the parks.
11. No person shall sell or offer for sale any article, thing, privilege or service within the parks without prior approval.
12. Alcoholic beverages (including beer cans and bottles) are prohibited at all times. Exceptions may be granted by the City Manager for alcoholic beverages at Nisbet Park upon receipt of written permission.
13. No person shall, either by word of mouth or act, indulge in any noisy, boisterous, disorderly or indecent conduct, or in any manner disturb the peace or good order of the community within the parks; no person shall play at games of chance, or be drunk, or do any indecent, lascivious, lewd or improper act therein.
14. No person shall obstruct, resist or be abusive of or use profanity to a police officer or authorized agent of the City of Loveland in and during the lawful discharge of his/her duties.
15. No person shall remain within the parks who does not abide by conditions adopted and posted by the City of Loveland for the preservation of good order and protection of property within the parks; no person shall remain in the parks who does not abide by the instructions and directions of duly authorized officers or agents of the City in the lawful performance of their duties. Any person directed by a police officer or agent of the City to leave a park shall do so promptly and peaceably.
16. The picnic shelters and amphitheater of Nisbet Park may be reserved by City residents, City businesses, and civic, fraternal, religious and service organizations located within the corporation limits of the City of Loveland for a non-refundable fee of \$25. ¹All non-residents and fraternal, religious and service organizations not located within the corporate limits of the City of Loveland shall be charged a non-refundable fee of \$75. Contact the City Manager's office (683-0150) for the appropriate details. Permission to conduct live or artificially reproduced musical performances and events shall be obtained in writing from the City Manager at least five (5) business days before any such performance or event unless waived by the City Manager.
17. No person shall play a radio or any sound amplified device so loud as to be an annoyance to other people in the parks or to residents residing near the parks. ²Sound amplifying devices are only permitted 9:00 a.m.-8:30 p.m. An exception would be those performances or events authorized by the City Manager through the written application process.

These rules and regulations are adopted pursuant to Chapter 96 of Loveland Code of Ordinances.

¹ Ordinance 2003-79 regarding Non-Resident use of Nisbet Park

² Ordinance 2003-74 regarding Sound Amplifying Devices



Loveland Recreation
2006 RECREATION USE REQUEST FORM
Practices, Games, Tournaments, Camps, & Other Special Events

Name of Event: _____

Type of or Purpose for the Event: _____

Organization or Person Submitting Application: _____

Contact Person / Coordinator: _____

Address: _____ City: _____ State: _____ Zip: _____

Day Time Telephone: _____ Evening Telephone: _____

Fax: _____ E-mail: _____

Alternate Contact: _____

Day Time Telephone: _____ Evening Telephone: _____

Fax: _____ E-mail: _____

Date(s) Requested: _____

Please enter a **beginning** and **ending** time. Times should reflect net set-up, net take down and/or warm up time.

Friday _____ Beginning Time _____
Ending Time _____

Monday _____ Beginning Time _____
Ending Time _____

Saturday _____ Beginning Time _____
Ending Time _____

Tuesday _____ Beginning Time _____
Ending Time _____

Sunday _____ Beginning Time _____
Ending Time _____

Wednesday _____ Beginning Time _____
Ending Time _____

Thursday _____ Beginning Time _____
Ending Time _____

(Continued on Back)

Location(s) required for the Event: (Please check all the areas you are requesting and circle the field is multiple fields are available)

Phillip's Park

- Soccer Fields (A, B, C, D)
- Baseball Fields (1, 2, 3)

Lever Park

- Soccer Field *(fall only)*
- Baseball Fields (Big or little)
- Tennis Courts

McCoy Park

- Soccer Field *(fall only)*
- Baseball Fields (font or back)
- Tennis Courts

Betty Ray

- Soccer Fields (1, 2, 3)

Kiwanis Park

- Soccer Field *(fall only)*
- Baseball Field

Stottman Field

- Baseball Field

Robinson Park

- Soccer Field

Boike Park

- Soccer Field
- Football Field
- Tennis Courts

VFW

- Baseball Field
- Soccer Field *(fall only)*

Anticipated # of Players _____ # of Coaches _____ # of Spectators _____ # of Teams _____

Age Range of Players _____ Total # of City of Loveland Resident Players _____
Youngest-Oldest

ORGANIZATION CHECKLIST:

- Permit Application
- Statement of Need (for new organizations only)
- Schedule
- Roster



RELEASE OF LIABILITY

Release, hold harmless, and indemnification agreement:

To the fullest extent permitted by law, _____ (“Renter”) hereby agrees to defend, pay

(name of organization)

in behalf of, and hold harmless the City of Loveland against any and all claims, demands, suits, losses, including costs connected therewith, for any damage which may be asserted, claimed or recovered against or from the City of

Loveland, its elected and appointed officials, employees, volunteers, agents or all others working in behalf of the City of Loveland, by reason of personal injury, including bodily injury and death; and/or property damage or intended wrongful act, including loss of use thereof, which arose out of the alleged negligence of

_____ and/or in any way connected or associated with the event(s)

(name of organization)

known as _____ which is being sponsored by

(name of event)

_____.

(name of sponsor)

General Requirements and Conditions

Organizations holding permits for any field(s) that follow use by an area school team, need to be flexible about games that may run longer than anticipated.

When a field is closed, a sign will be posted and/or a message will be posted on the Recreation Director’s voicemail. If a team or group plays or practices on a closed field, they will be subjected to a \$150.00 fine plus damages and may be subject to a one year suspension of eligibility for use of any City of Loveland field even if coaches and/or officials are not present.

If an emergency would arise, please call 911. All other problems/concerns please contact the Recreation Director at 683-0150, ext. 235.

Littering is not acceptable. Fields will be checked at the end of each day. The last team scheduled on that field will inherit the responsibility for making sure that no litter is left behind.

Legal Compliance: Renter agrees to follow and adhere to all local, state, and federal laws applicable to the rental of the City of Loveland facilities and the activities emanating there from including but not limited to the health, worker’s compensation, discrimination, licensing laws, City of Loveland Park Rules and Regulation and Field Policies.

Notification of Participants: Renter agrees to notify and inform all participants of the organization of the aforementioned information and responsibilities.

Authority to Bind Organization: The Representative confirms and warrants that by executing this Agreement and Application on behalf of the Renter, he/she has full authority to so act on behalf of the Renter and to bind the Renter to the terms of this agreement. The term “Renter” includes the organization listed above, its members, agents, assigns and those persons assisting the Organization in its efforts and performing its duties hereunder.

(Continued on Back)

Permit Holder must read all of the Park Rules and Regulations (items 1 through 17) and the waiver/release statement. In addition, before this application is considered valid, this form must be signed by the Permit Holder or by the Chief Executive Officer of the organization submitting the permit application.

Organization Name – “Renter”

Date

Signature of Applicant Representative

Print Name

THIS FORM MUST BE SIGNED FOR THIS REQUEST TO BE CONSIDERED

**Mail signed original copy of the application to:
Loveland City Hall
120 W. Loveland Avenue
Loveland, OH 45140**

Approved By

Date