

## **PAVILION RESERVATION POLICY**



### **FRANKLIN TOWNSHIP**

Residents of Franklin Township and neighboring communities have the opportunity to enjoy three beautiful Franklin Township Park settings for their parties and events. There are considerations regarding the maintenance and care of a public property that many residents and others have accessibility to, as well as liability factors.

For this reason, the Franklin Township Trustees have established guidelines and rules in order to make the parties and events as convenient and trouble free as possible.

If you or someone you know is interested in reserving one of the Franklin Township park facilities for an event, please review the following guidelines and then contact the Franklin Township Hall 330-673-2194 or visit [www.franklintownshipohio.org](http://www.franklintownshipohio.org) to secure your reservation.

## **Guidelines and Rules for Reserving a Pavilion for your event:**

### **Reserving a Pavilion:**

- You must be a township resident to reserve a pavilion for free. If you are not a resident, you may reserve a pavilion for \$25.
- Reserving a pavilion for free is only for personal events. If you are reserving a pavilion as an organizational event, you will be expected to pay the \$25 fee whether your business or organization is located in the township or not. Kent Schools may use any available pavilions free of charge.
- Pavilions are reserved on a first come-first served basis. If the pavilion is not available on the day and time you need it, please consider using a pavilion in one of our other parks.
- At least 24 hours prior to your reserved date and time, please post flyers on the pavilion so that others are aware of your reservation.
- Please limit your reservations to twice per year.

### **Rules to Follow When Using a Pavilion:**

- Upon arrival, if you notice any damage, graffiti, or excessive trash, please notify the township. (leave a message if after hours or over the weekend).
- Please do not move the picnic tables to other areas of the park.
- No person shall fail to exercise supervisory responsibility for minor children entrusted to their care. Children under age nine (9) shall be under the immediate supervision of a responsible adult at all times.
- Pets shall be kept on a leash no greater than 6 feet in length, under the immediate and continuous control of a competent person and shall not be allowed to disturb or annoy park users. Pets are not to be left unattended at any time or for any reason. You MUST clean up after your pet. Bags are provided in various locations, but bring your own in case we are out.
- No person shall build any fire except within receptacles.
- No person shall fire, discharge, or have in his/her possession any firecracker, rocket, sparkler, or other fireworks or any substance of an explosive or dangerous nature.

- Possession and consumption of alcohol is prohibited at all times. It shall be unlawful for any person to be under the influence of intoxicants, controlled substances, narcotics, or other mind affecting drugs, or to engage in any violent, abusive, loud, boisterous, vulgar, lewd, wanton, obscene or otherwise disorderly conduct tending to create a breach of the peace, or disturb or annoy others.
- If your party accidentally damages the property in any way, please notify the township and make arrangements to pay for the repairs. If we determine that you have damaged the property and not reported it, the township will pursue litigation and you will be banned from the facilities for 5 years.
- It shall be unlawful to use a loudspeaker, public address system or sound amplifying equipment of any kind without proper written permission.
- It shall be unlawful for any person to operate a business, peddle, or solicit business of any nature whatever, or to distribute handbills, or other advertising matter, to post unauthorized signs on any lands, waters, structures, or park property or to use such lands, waters, structures or property unless first authorized in writing by the Township Trustee's or their authorized Administrator. If approval is received from the Township to operate a business (wholly or in part) within the boundaries of a park, a permit will be issued. To receive a permit, the business MUST show proof of insurance and pay established fee(s) of \$25 per day.
- Persons violating any of the above provisions may also be evicted from said park or park land upon the day of the offense and for up to 3 years if deemed necessary by the Franklin Township Administration.
- The park closes at dusk. No person shall remain upon park property between 9:00 PM and 7:00 AM.

#### **After Using the Park facility:**

- Please ensure that all trash is collected and placed in trash bins before you leave. This includes decorations, signs, balloons, streamers, pizza boxes, cups, etc.
- If fire receptacles or grills were used, please ensure that fires are out and smoldering coals or embers have been doused with water.
- We ask that you please take five minutes and complete a satisfaction survey to help us ensure that the park and pavilions are up to our resident's expectations.

### **SATISFACTION SURVEY:**

1. Do you live in Franklin Township?
2. How many times per year do you use the park facilities?
3. On average, how many people attend your events?
4. Upon arrival, did you find the pavilion to be clean and in good condition?
5. Did you notice any maintenance issues that we need to address?
6. Did our facilities live up to your expectations?
7. Is there something you would like to see changed?
8. Is there something that you think our park needs to accommodate family events?
9. Would you recommend our park pavilions to friends and relatives for future events?
10. What is your favorite thing about our park?