

ORDINANCE NO. 7039

AN ORDINANCE AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT FOR INDEPENDENT AUDITING SERVICES FOR THE 2023 THROUGH 2027 FISCAL YEAR ANNUAL AUDITS OF CITY RECORDS AND DECLARING AN EMERGENCY.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MIAMISBURG, STATE OF OHIO, TWO-THIRDS OF THE ELECTED MEMBERS THERETO CONCURRING, THAT:

Section 1.

The City Manager is hereby authorized to enter into a contract with Plattenburg and Associates for independent auditing services for the City's financial statements for the 2023 through 2027 fiscal years at a cost not to exceed \$147,725 payable as follows:

<b>Fiscal Year</b>	<b>Audit Amount</b>
2023	\$28,500
2024	\$28,975
2025	\$29,450
2026	\$29,925
2027	\$30,875

Section 2.

This Ordinance is hereby declared to be an emergency measure necessary for the public peace, health, safety and welfare and for the further reason to execute this agreement at the earliest possible date, therefore, this measure shall take effect and be in force from and after its passage.

Passed: September 5, 2023

Attested: Kim Combs  
Kim Combs, Clerk of Council

Approved: Mayor Michelle Collins  
Michelle L. Collins, Mayor

ORDINANCE NO. 7040

AN ORDINANCE TO REPLACE ORDINANCE NO. 6962 TO PROVIDE FOR FEES FOR PARKS AND RECREATION OPERATIONS AND SERVICES, AND DECLARING AN EMERGENCY.

WHEREAS, the Parks and Recreation Department operates various public amenities which are funded in whole or in part via user fees; and

WHEREAS, these fees are established and confirmed regularly to ensure high quality services are delivered in a cost-effective manner in alignment with Council and City financial goals and expectations; and

WHEREAS, Council, after careful analysis and review of the financial data concerning the cost of the operation, maintenance, debt services, and capital improvements at PipeStone Golf Course, Mound Golf Course, the Sycamore Trails Aquatic Center and for various public facility uses, has determined that the amendment of the fees and charges are necessary to maintain the financial integrity of these operations and services.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MIAMISBURG, STATE OF OHIO, TWO-THIRDS OF THE ELECTED MEMBERS THERETO CONCURRING, THAT:

Section 1.

The previously established fee ordinance, Ordinance 6962 updating the Parks & Recreation Comprehensive Fee Schedule and Pricing Policies (2022) is hereby repealed

Section 2.


The comprehensive fee schedule and pricing policy document, attached as Exhibit A, providing for the fees of Parks & Recreation Operations and Services is hereby adopted.


Section 3.

The City Manager or designee is hereby authorized to establish rates and fees for Parks & Recreation programs, classes, events or other offerings not identified in Exhibit A.

Section 4.

This ordinance is declared to be an emergency measure necessary for the public peace, health safety and welfare and for the further reason that these fees need established at the earliest possible date to meet current fiscal expectations and to provide an equitable service delivery to users; therefore, this measure shall take effect and be in full force from and after its passage.

Passed: September 19, 2023 Attested:   
Kim Combs, Clerk of Council

Approved:   
Michelle L. Collins, Mayor



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# COMPREHENSIVE FEE SCHEDULE & RELATED POLICIES

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EFFECTIVE: 1/1/2022  
REVIEWED: 12/1/2021  
COUNCIL APPROVED: 12/21/2021 ORD. 6939

UPDATED: 4/19/2022  
COUNCIL APPROVED: 4/19/2022 ORD 6962

UPDATED: 9/19/2023  
COUNCIL APPROVED: TBD

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# Table of Contents

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Introduction .....	1
Revenue Philosophy.....	1
Authority .....	1
Mound Golf Course.....	2
Pipestone Golf Course.....	2
Sycamore Trails Aquatic Center .....	2
Other Memberships.....	2
Public Facility Reservations.....	2
2024 Fee Schedule .....	3
Mound Golf Course.....	3
Pipestone Golf Course.....	5
Sycamore Trails Aquatic Center .....	10
Other Memberships.....	12
Public Facility Use Rates.....	13
Public Facility Use Policy .....	15
Special Event Application Policy and Fees .....	19



# Introduction

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## Introduction

The purpose of this policy is to ensure that the City of Miamisburg Parks and Recreation Department applies fees and charges in an objective, fair and non-discriminate manner for use of park and recreation facilities and services. Establishing park and recreation fees and charges is based on sound management practices, direction provided by City Administration, City Council, and general parks and recreation planning principles. This policy defines the department's philosophy, authority, practices, definitions, and procedures.

### ***Mission***

The City of Miamisburg Parks and Recreation Department's mission is to provide parks & recreation experiences that positively impact the community.

### ***Vision***

We will listen to and respond to the needs and desires of those we serve.  
We aim to plant, grow and mature a high-quality of life for our community.  
We wish to be the source for places, memories, skills, experiences & opportunities.

### ***Values***

Service – we are focused on providing high-quality, dependable and responsive services to the community  
Meaningful Work – we are public servants; the work we do matters to those we serve  
Inclusive Community – We are a professional team, dedicated to providing opportunities for everyone  
Excellence – We do common things, uncommonly well

## Revenue Philosophy

To meet our mission, strive for our vision and live out our values, the department's revenue philosophy is to balance the need for fiscal responsibility while meeting the needs of the community to provide a broad range of park and recreation services.

## Authority

Parks and Recreation fees and charges for facility admission, membership and facility use are set forth by City Council based on recommendations from City Staff and review by the Parks and Recreation Advisory Board. In addition to these fees, the Parks and Recreation Director or designee is hereby authorized to approve fees for recreation programs, classes, events and miscellaneous services. The Parks and Recreation Department Director or designee is responsible for compliance, enforcement and adherence to this policy.

# Notable Changes for 2024

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## **Mound Golf Course**

- \$2 increase to greens fees.
- Inclusion of Senior Rate (established at 2023 greens fee rates)

## **Pipestone Golf Course**

- \$4 increase to maximum greens fee rates
- Inclusion of Senior Rate (established at 2023 greens fee rates)
  - 2024 General Rates will be:
    - \$33 weekday walking, \$43 weekend walking
    - \$49 weekday riding, \$59 weekend riding
  - 2024 Senior Rates will be:
    - \$29 weekday walking, \$39 weekend walking
    - \$45 riding weekday, \$55 riding weekend
  - Comparable rates of other local courses
    - Yankee Trace (2024 expected rate)
      - \$42 weekday walking, \$52 weekend walking
      - \$60 weekday riding, \$70 weekend riding
    - Heatherwoode (2024 expected rate)
      - \$44 weekday walking, \$65 weekend walking
      - \$54 weekday riding, \$75 weekend riding
    - Beaver Creek (2024 expected rate)
      - \$40 weekday walking, \$50 weekend walking
      - \$57 weekend riding, \$67 weekend riding

## **Sycamore Trails Aquatic Center**

- No Change

## **Other Memberships**

- Removes fee for Canal Run Dog Park – transitions facility to a free, open to the public dog park

## **Public Facility Reservations**

- No Change

# Fee Schedule

## 2024 Fee Schedule

The following represents fees under the purview of City Council authority. These fees are to be in effect beginning 1/1/2024 and will remain in effect until or unless superseded or rescinded by City Council.

### Mound Golf Course

#### Greens Fees and Cart Fees

##### Traditional Rates, Non-Member

	Walking	Riding
9 Holes	\$14	\$24
18 Holes	\$20	\$33
9 Holes Youth	\$9	n/a
9 Holes Senior	\$12	\$22
18 Holes Senior	\$18	\$31

Youth defined as a person ages 10-17 or in grades 5-12

##### Member Rates

	Walking	Riding
9 Holes Member	\$3	\$14
18 Holes Member	\$6	\$22
9 Holes Youth on Course Member	\$5	n/a

Youth on Course membership obtained for free at [youthoncourse.com](http://youthoncourse.com)

##### Winter Rates, Non-Member

	Walking	Riding
9 Holes	\$10	\$12
18 Holes	\$14	\$20

Winter rates are in effect, course conditions permitting, December through February

##### Volunteers

	Walking	Riding
9 Holes (Level A)	Free	\$6
9 Holes (Level B)	Free	Free

Volunteers in level A volunteer 5 hours or less per week

Volunteers in level B volunteer 6 or more hours per week

##### Employees (Mound Golf Course)

Employees are provided free greens fees and cart fees provided they are active City of Miamisburg employees working at Mound Golf Course.



# Fee Schedule

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## Employees (City of Miamisburg)

Active employees of the City of Miamisburg who are not working at Mound Golf Course may receive the following rates.

	Walking	Riding
9 Holes (Employee)	\$3	\$14
9 Holes (Employee family member)	\$6	\$16

## Membership Rates

	Resident Rate	General Rate
Junior (10-17 or in grades 5-12)	\$105	\$255
Adult (18-54)	\$255	\$295
Senior (55+)	\$150	\$200
Couples (2 people)	\$340	\$445
Senior Couples (2 people 55+)	\$225	\$300
Family (4 people)	\$550	\$695

**Couples and Family** – Defined as a people living within the same household

## Miscellaneous Rates & Authority

### Residency at Mound Golf Course

For the purposes of membership rates at Mound Golf Course, a resident is defined as a person who lives within the City of Miamisburg corporation limits, or an individual who pays City of Miamisburg property or income tax.

### Outings, Special Rates, Leagues or Events

The Parks and Recreation Director or designee is hereby authorized to determine and approve fees for outings, special rates, leagues or events.

### Discounts and Complimentary Rounds

Only the Parks and Recreation Director or designee may approve complimentary or donated rounds of golf or the waiving of cart fees. Only the Parks and Recreation Director or designee may approve temporary rate specials or surcharges to the rates provided above.

# Fee Schedule

## Pipestone Golf Course Greens Fees and Cart Fees

### Traditional Rates, Non-Member

	Walking	Riding
9 Holes Weekday (M-Th)	\$26	\$36
9 Holes Weekend (F-Su)	\$28	\$38
18 Holes Weekday (M-Th)	\$33	\$49
18 Holes Weekend (F-Su)	\$43	\$59

### Senior Rates, Non-Member

	Walking	Riding
9 Holes Weekday (M-Th)	\$22	\$32
9 Holes Weekend (F-Su)	\$24	\$34
18 Holes Weekday (M-Th)	\$29	\$45
18 Holes Weekend (F-Su)	\$39	\$55

### Volunteers

Volunteers may receive one free round of play for each shift. The City Manager or designee has the discretion to modify shift requirements and corresponding golf privileges as needed.

### Employees (Hampton Golf)

Active employees of Hampton Golf may receive the following rates.

	Walking	Riding
Hampton Employee - per round	\$8	???
Guest of Hampton Employee - per round	\$20	???

### Employees (City of Miamisburg)

Active employees of the City of Miamisburg may receive the following rates.

	Riding
9 Holes Weekday (M-Th)	\$18
9 Holes Weekend (F-Su)	\$20
18 Holes Weekday (M-Th)	\$27
18 Holes Weekend (F-Su)	\$37

## Range Fees

	Fee
Small Bucket (30 balls)	\$5
Medium Bucket (70-75 balls)	\$8
Large Bucket (90-100 balls)	\$11

### Range Unlimited Use Rates

Fee
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# Fee Schedule

Junior (10-17 or in grades 5-12)	\$200
Adult (18+)	\$250

## Range Value Pass Rates

Value Pass Cards (VPC) provide 12 buckets for the price of 10 for an individual.

	Fee
Small Bucket (30 balls)	\$40
Medium Bucket (70-75 balls)	\$60
Large Bucket (90-100 balls)	\$70

## Membership Rates

The Membership Program at Pipestone Golf Course will be limited to 65 total memberships active at any time. The membership base is limited to at least 35 resident members, and at least 15 non-resident members, any membership over these 50 memberships may be offered based on the receipt order of membership applications.

Memberships may not be used for participation in outings, leagues or special events. Golf carts are required for weekend play (Friday-Sunday) before 2:00 p.m..

### Monday-Sunday Membership Format:

	Membership Rate
Membership Fee	\$1,695
Unlimited cart add-on (per person)	\$500

Monday-Sunday Members receive the following benefits:

- Unlimited greens fees
- 10-day preferred tee time requests
- 10% off merchandise
- Preferred guest rate (18 holes): \$36 weekday w/cart, \$46 weekend w/cart
- Unlimited range buckets
- Complimentary GHIN handicap service
- Complimentary membership to Mound Golf Course (member playing fees apply)
- Exclusive access to family upgrade option – provides up to 4 members, living in the same household, including children 17 and under, at a rate of \$750 per person.

### Junior Monday-Sunday Membership Format:

Available to those 10-17 years old or in grades 5-12.

	Resident Rate	General Rate
Membership Fee	\$475	\$495
Unlimited cart add-on (per person)	\$495	\$495

Junior Monday-Sunday Members receive the following benefits:

- Unlimited greens fees
  - Monday-Thursday, anytime



# Fee Schedule

- Friday-Sunday & Holidays, after 2:00 p.m.
- 10-day preferred tee time requests
- 10% off merchandise
- Preferred guest rate (18 holes): \$36 weekday w/cart, \$46 weekend before 11:00 a.m. w/cart
- Unlimited range buckets
- Complimentary GHIN handicap service
- Complimentary membership to Mound Golf Course (member playing fees apply)

## Non-Traditional Cart Membership

The non-traditional cart membership provides members the opportunity to utilize personal golf cars, e-bikes, or other non-traditional modes of transportation on the course. Members must sign liability waiver, follow all golf rules and regulations (such as 90° rule, no vehicles on greens, etc.) and must pay applicable greens fees for each round.

### Non-Traditional Cart Membership

	Membership Rate
Non-Traditional Cart Membership	\$500

## Pre-paid Tee Time Reservations Program

The pre-paid tee time reservation program designates the first five tee times between 7 a.m. and 10 a.m. on Saturdays and Sundays available to be reserved. This program allows a foursome to reserve the same tee time each week for the 28-week period from April 1 – November 30. The pre-paid tee time program is limited to the first five tee times sold on Saturday and Sunday, based on a first come, first serve basis.

### Pre-Paid Tee Time Reservation Fee:

	Service Fee
Reservation Fee	\$50

Reservation fee is non-refundable.

The regular posted greens fee, either resident or general rate including cart fees will be applicable for rounds played under this program.

## Pre-paid Golf Packages

The pre-paid golf package allows the pre-payment of rounds and cart fees at a discounted rate. Rounds are not transferrable and may not be redeemed during holidays, outings, events, pre-paid tee time reservations or leagues.

### Corporate Pre-Paid Golf Package:

Rounds valid Monday-Sunday, anytime

	Total Fee
100 round package with cart	\$3,900

# Fee Schedule

72 round package with cart	\$2,944
48 round package with cart	\$1,996
20 round package with cart	\$865

Rounds valid Monday-Friday, anytime

	Total Fee
100 round package with cart	\$3,200
72 round package with cart	\$2,394
48 round package with cart	\$1,671
20 round package with cart	\$715

**Individual Pre-Paid Golf Package:**

18 holes of golf with cart fee included

	Total Fee
10 round weekday (M-Th)	\$320
10 round weekend (F-Su)	\$420

**Senior Individual Pre-Paid Golf Package:**

18 holes of golf with cart fee included. Must be 55 years or older

	Total Fee
10 round weekday (M-Th)	\$270
25 round weekday (M-Th)	\$650

## Miscellaneous Rates & Authority

### Residency at Pipestone Golf Course

For the purposes of membership rates at Pipestone Golf Course, a resident is defined as a person who lives within the City of Miamisburg corporation limits, or an individual who pays City of Miamisburg property or income tax.

### Hampton Golf Management Company Special Rate and Surcharge Authority

The City Manager or designee is hereby authorized to approve outing and special rates for leagues, events or promotions, proposed by the current management company of Pipestone Golf Course, Hampton Golf, which are developed to increase rounds during non-peak times, to attached golf play, market the course, or respond to market conditions. Hampton Golf, in coordination with the City Manager or designee may approve complimentary or donated rounds of golf or the waiving cart fee. Hampton Golf is authorized to exceed the above rates for Saturday and Sunday morning during high utilization times at riding fee (greens fee + cart fee) not to exceed \$57 per round.

# Fee Schedule

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## **Membership Limit Authority**

The City Manager or designee is hereby authorized alter the number of passes sold as the market dictates and to develop and issue any other regulations or program requirements needed to implement the season pass program.

# Fee Schedule

## Sycamore Trails Aquatic Center

### Admissions Rates

#### Daily Admission Rates

	Resident Rate	General Rate
Toddler (3 and under)	free	free
Youth (4-17)	\$5.00	\$8.00
Adult (18-54)	\$6.00	\$9.00
Senior (55+)	\$5.00	\$8.00

#### Value Pass Card Rates

	Resident Rate	General Rate
Youth (4-17)	\$50	\$80
Adult (18-54)	\$60	\$90
Senior (55+)	\$50	\$80

Value Pass Cards (VPC) provide 12 daily admissions for an individual. VPC is valid for the season in which it is purchased and will not prorate for prior visits.

#### Employees (Sycamore Trails Aquatic Center)

Employees are provided free admission provided they are active City of Miamisburg employees working at the Sycamore Trails Aquatic Center.

#### Employees (City of Miamisburg)

Active employees of the City of Miamisburg who are not working at the Sycamore Trails Aquatic Center may receive the following admission rates.

	Admission Rate
Employee	\$2.00
Employee family member	\$4.00

### Season Pass Rates

Season Passes provides unlimited admission to the Sycamore Trails Aquatic Center, exclusive early admission (facility opens 30 minutes early for season pass holders and their guests\*) and access to Sunday open swims (reserved for Passholders, Residents and their guests only).

	Resident Rate	General Rate
Youth (4-17)	\$65	\$85
Adult (18-54)	\$75	\$95
Senior (55+)	\$65	\$85
Family (4 persons)	\$170	\$230
Additional family member	\$30/person	\$40/person

Family – Defined as four people living within the same household



# Fee Schedule

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## Employees (City of Miamisburg)

Active employees of the City of Miamisburg who are not working at the Sycamore Trails Aquatic Center may receive the following membership rates:

Season Pass Rate	
Youth (4-17)	\$45
Adult (18-54)	\$55
Senior (55+)	\$45
Family (4 persons)	\$120
Additional family member	\$20

## Miscellaneous Rates & Authority

### Residency at Sycamore Trails Aquatic Center

For the purposes of membership rates at Sycamore Trails Aquatic Center, a resident is defined as a person who lives within the City of Miamisburg corporation limits, or an individual who pays City of Miamisburg property or income tax or lives in Miami Township.

### Twilight Rate

Daily Admission rate is reduced by \$1.00 on all admissions after 5:00 p.m.

### Early Admission Rate

Season Pass Holders, or their guests, may purchase early admission to the facility. Early entry fee is \$1.00 in addition to the applicable admission rate, per person, per entry. With the purchase of early admission, guests of passholders may enter the facility during the exclusive early entry period (11:30 a.m.-12pm) when accompanied with a season passholder.

### Group Admission Rate

The Parks and Recreation Director or designee is authorized to provide group admission discounts for groups of 20+ individuals.

### Discounts and Complimentary Admission & Season Passes

Only the Parks and Recreation Director or designee may approve complimentary or donated admissions or season passes. Only the Parks and Recreation Director or designee may approve temporary rate specials or surcharges to the rates provided above.

# Fee Schedule

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## Other Memberships

### Senior Adult Club

Annual Membership to the Senior Adult Club

	Resident Rate	General Rate
Senior Adult Club (55+)	\$15	\$20

### Canal Run Dog Park

Annual Membership to the Canal Run Dog Park is hereby withdrawn. Canal Run Dog Park will be transitioned to a free, open to the public dog park.

## Miscellaneous Rates & Authority

### Discounts and Complimentary Memberships

Only the Parks and Recreation Director or designee may approve complimentary, donated or discounted membership rates. Only the Parks and Recreation Director or designee may approve rate specials or surcharges to the rates provided above.

### Employees (City of Miamisburg)

Active employees of the City of Miamisburg may receive the following membership rates.

	Annual Membership
Senior Adult Club	free
Canal Run Dog Park	free

# Fee Schedule

## Public Facility Use Rates

### Indoor Facility Rental Rates

Miamisburg Community Center 305 E. Central Ave.	Hourly Rental Rate	Deposit
Community Hall	\$75	\$100
Community Room	\$75	\$100
Blue Room	\$25	\$50
Kitchen	\$25	\$50

\$50 setup fee applies when requested.

Miamisburg Community Center North 224 Maple Ave.	Hourly Rental Rate	Deposit
Community Center North	\$75	\$100

\$50 setup fee applies when requested.

Community Park Learning Center 550 S. First St.	Hourly Rental Rate	Deposit
Community Park Learning Center	\$50	\$100

\$50 setup fee applies when requested.

Market Square Building 4 N. Main St.	Hourly Rental Rate	Deposit
Miller-Chamberlain Auditorium	\$100	\$100

\$50 setup fee applies when requested.

### Outdoor Facility Rental Rates

Sycamore Trails Aquatic Center 400 S. Heincke Rd.	Hourly Rental Rate	Deposit
Less than 100 attendance	\$325	\$100
101-249 attendance	\$375	\$100
250+ attendance	\$450	\$100

Rice Field 9399 Dayton Cincinnati Pike	Hourly Rental Rate
Field	\$20

\$25/hour lighting fee per field applies when requested.

Park Shelters	Hourly Rental Rate
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# Fee Schedule

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Reservable Shelters	free
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Reservable shelters include Mound Park Large Shelter, Mound Park Rotary Shelter, Sycamore Trails Park Large Shelter and Sycamore Trails Park Nature Center. Reservable shelters are available at a first-come first-serve basis unless formally reserved.

All non-reservable park shelters are available at a first-come first-serve basis.

## Miscellaneous Rates & Authority

### Damage to facilities

Any damage to facilities resulting from a facility rental will result in the loss of security deposit. Renter will be responsible for charged the value of the cost of repair.

### Discounts and Complimentary Rentals

Only the Parks and Recreation Director or designee may approve complimentary, donated or discounted facility reservation rates. Only the Parks and Recreation Director or designee may approve rate specials or surcharges to the rates provided above.

### Employees (City of Miamisburg)

Active employees of the City of Miamisburg may receive the following discount to facility rental rates.

Rental Discount	
Hourly Rental Discount	25%

### Temporary Rental Rates

Should the Parks and Recreation Department wish to rent a new facility, not identified in this section, the Parks and Recreation Director or designee is hereby authorized to provide a temporary rental structure for said facility, in place only and until a new fee schedule can be authorized. This rental structure is deemed to be temporary in nature and should not be construed as a permanent facility rental structure or location until and unless formally authorized by City Council.

# Public Facility Use Policy

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## Public Facility Use Policy

### PURPOSE:

The Miamisburg Parks and Recreation Department is committed to meeting the recreation and leisure needs of the community. This policy has been established to monitor, control, and prioritize facility usage in a fair and non-discriminative manner.

### SCHEDULING PRIORITIES:

The scheduling of use by community organizations and other agencies of City facilities are based on the following criteria:

- Level of affiliation to City departments and programs
- City residency\*
- Level of broad base benefit for Miamisburg residents

Approval of requests for use will be evaluated based on the organization classification in the following order:

Category A: City Departments and Programs

Category B: Official City Boards and Commissions with an organized governing board and organizational bylaws.

Category C: Non-profit organizations with official mailing located within Miamisburg corporate limits.

Category D: For-profit organizations or residents located within Miamisburg corporate limits\* with direct benefit going to a non-profit organization or individual that is located within Miamisburg corporate limits (fundraiser).

Category E: Requests by Miamisburg residents and businesses for private use that are within the Miamisburg corporate limits.

Category F: Other organizations, groups or individuals that do not qualify for Categories A - E status.

\* "Resident" is defined as a person who lives within the City of Miamisburg corporation limits or pays City of Miamisburg property or income tax. This is different than a Miamisburg mailing address.

# Public Facility Use Policy

Verification of residency, non-profit status and scope of usage (purpose, participants and benefactor) must be submitted with each use request. Non-Profit organizations must have a tax identification number, an organized governing board and organizational bylaws and be willing to provide evidence to the City of Miamisburg on a yearly basis.

## FACILITIES AND FEES:

The City of Miamisburg owns and operates the facilities listed below. Note that each facility has different reservation and fee requirements.

Facility	Available Usage	Fee	Contact
Athletic Facilities**	Categories A & B	No	Parks & Recreation Office 866-8999
Athletic Facilities**	Categories C – F	Yes	Parks & Recreation Office 866-8999
Carnegie Center	Categories A & B	No	Parks & Recreation Office 866-8999
Carnegie Center	Categories C - F	Yes	Parks & Recreation Office 866-8999
Community Park Learning Center	Categories A & B	No	Parks & Recreation Office 866-8999
Community Park Learning Center	Categories C - F	Yes	Parks & Recreation Office 866-8999
Gebhart Tavern	Categories A & B	Contact Miamisburg Historical Society	Miamisburg Historical Society 859-5000
Market Square	Categories A & B	No	Parks & Recreation Office 866-8999
Market Square	Categories C-F	Yes	Parks & Recreation Office 866-8999
Mound Clubhouse	Categories A - F	Yes – Food Service	Mound Golf Course 866-2211
Park Shelters**	Categories A - F	No	Parks & Recreation 866-8999

# Public Facility Use Policy

Pipestone Clubhouse	Categories A - F	Yes – Food Service	Pipestone Golf Course 866-4653
Senior Adult Center	Categories A & B	No	Senior Adult Center 866-8999
Sycamore Trails Aquatic Center	Categories A & B	No, rentals available at established times	Sycamore Trails Aquatic Center 847-6565
Sycamore Trails Aquatic Center	Categories C - F	Yes, rentals available at established times	Sycamore Trails Aquatic Center 847-6565

\*\* The Parks and Recreation Department accepts reservations for Rice Fields, Sycamore Disc Golf, Beachler Park for the Spring (April 1 – July 31) and Fall (August 1- October 31) seasons. Spring requests are accepted beginning December 1. Fall requests are accepted beginning July 1. Tournament organizers should submit the Athletic Field Use Request Form to reserve a date(s).

\*\* The Parks and Recreation Department accepts reservations for the Sycamore Large, Sycamore Nature, Mound Large and Mound Rotary shelters. All other shelters in City parks are available for drop in use by daily park users on first come, first serve basis.

Parks and other outdoor open City recreation areas (i.e., tennis courts, basketball courts, picnic shelters, etc.) are available on a first come-first-serve basis for general usage. Facility users may not use City facilities to conduct instructional or fee-based programs without Miamisburg Parks and Recreation Department approval.

## RESTRICTED ACTIVITIES:

Alcoholic beverages are not permitted in City facilities, other than Mound and PipeStone Golf Courses or facilities within the DORA District marked as such. Smoking is not permitted in any City facility.

Requests for the City of Miamisburg Parks and Recreation Department facilities will be refused when any of the following factors exist, as determined by staff:

1. **Risk and Liability** – Activities involving high risk to participants or high liability to the City of Miamisburg. The City may require an organization to secure liability insurance for programming activities which the group intends to provide at City facilities. Insurance binders must be submitted to the Miamisburg Parks and Recreation Department Administrative Office before any such activities take place.
2. **Duplication of programming** – Activities which duplicate existing Parks and Recreation Department programming will not be scheduled at the same time as existing programs



# Public Facility Use Policy

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or at any time if they infringe upon or are in any way detrimental to the City's existing programs.

3. **Delinquent user or group** – An individual, group, or organization that has demonstrated the inability to follow the rules and regulations of the facility; respect staff, patrons or the facility and/or the inability to make restitution for damages from previous facility use.

## PROCEDURES:

### Application for Use

Users 18 years of age and older wishing to rent a Miamisburg Facility must complete a Miamisburg Parks and Recreation Department Event Application or Facility Use Request application and submit it to the Parks and Recreation Department Administrative Office a minimum of four weeks before usage date, unless otherwise noted. Please note that at the time of reservation a deposit via credit card is required. The user's name making the reservation must match the name on the credit card and signature on the facility reservation waiver.

### Event Application

Event applications provide information about an event that will be held on City property. Event information provides staff with details of the event that assist in determining the set-up, such as road closures, insurance requirements, electrical needs, etc. and cost. Items distributed at an event and any pre-event promotions (i.e., pamphlets, advertising, etc.) must be pre-approved by the Miamisburg Parks and Recreation Department prior to distribution. Promotional material must be submitted to the Department a minimum of two weeks prior to distribution. Any unauthorized promotion may result in cancellation of facility use. Miamisburg Parks and Recreation Department reserves the right to edit any promotional copy.

### Facility Use Request

The Facility Use Request application provides date and location requested for reservation purposes only. Requests for special equipment, electrical, or table and chair set-up needs must be included on the application. The responsible party for each facility use must sign a liability waiver as part of the application process.

The City of Miamisburg reserves the right to amend this policy with City Council approval. The City Manager or designee is authorized to waive policy requirements on a case-by-case basis, and the City Manager or designee is also authorized to develop operational procedures to implement the Public Facility Use Policy.

# Special Event Policy

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## Special Event Application Policy and Fees

### General Policy Statement

The City of Miamisburg plans, develops, coordinates, sponsors, co-sponsors and implements as well as encourages its residents and businesses to do the same for special events that enhance the quality of life, provide entertainment and other leisure activities, promote local economic health, attract visitors and contribute to the dynamic atmosphere of the community.

To facilitate the use of City-owned, leased or managed parks or recreation facilities and any public property, the City has established Ordinances, Policies and Procedures to ensure the success of such events. These are designed to ensure the success of such events by providing a system for advanced planning, standard information, basic ground rules and a formalized special event permit process that allow special event organizers to achieve the mutual goals, maximizing the events impact on the community and minimizing the burden of the event on the community.

It is the purpose of this policy and related procedures to regulate Special Events help within the City of Miamisburg so that such events can occur with the health, safety and welfare of the participants in mind, the protection of public property considered, and the impact of non-participating residents and business minimized.

The City of Miamisburg recognizes that the Parks and Recreation department plays the lead role in permitting special events within the community and that there are other governmental and non-governmental agencies whose interests should be considered during the event planning and permitting process. Approval from other entities may be required to complete the City of Miamisburg Special Event Permit approval process. The City of Miamisburg has jurisdiction over public parks, roadways and property. Events utilizing the Great Miami River or the Great Miami River Recreational Trail require additional approval/permits from the Miami Conservancy District and/or the Five Rivers Metroparks. It is the responsibility of the event organizer to ensure that all applicable rules are followed and authorizations of are receive for spaces outside of the City's jurisdiction.

# Special Event Policy

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## What is considered a Special Event?

Any festival, concert, parade, running/walking event, public performance or announced public gathering held on a public street, right-of-way, or property of the City or events that require the closure of a public street require a special event permit. Any activity conducted in a public park, or parades and running/walking events that are conducted within the right-of-way but do not require the closure of a public street also require a special event permit.

A Special Event is defined and a Special Event Permit is required if your event meets any of the following criteria:

- Any public gathering (defined as more than 75 in attendance) on a public street or public property within the City limits
- The anticipated number of participants/attendees will limit or impede general public access
- Over five (5) 10ft. x 10ft. pop-up tents or a single tent larger than 200 sq. ft.
- Bounce House, Large Inflatables or other Amusements
- Amplified sound beyond a personal/Bluetooth speaker
- Fireworks, Pyrotechnics, or other Flame affects under ORC 3743.54
- Alcohol Sales under ORC 4303
- Vendors, Sale of Goods or Food Service
- Closure of a public street
- Exclusive or designated use of waterway, trail, or other recreation amenity
- Market/Showcase/Performance within a public park, on public property or in a public street
- Events with City-wide marketing, promotion, social media postings or other communications

Typical special event types:

- Races, Runs & Rides (gathering, starting, finishing or using public property)
- Concerts, Performances & Productions (on public property)
- Festivals or Carnivals
- Markets or Sales
- Fireworks Events
- Parades



# Special Event Policy

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## First Amendment Activity

Special events sometimes attract First Amendment or free speech activity which is the right of persons and groups to peaceably assemble. Persons and groups engaging in First Amendment-related activities have the right to:

- Organize and participate in peaceful assemblies to express their political, social, or religious views in a peaceful manner which can include collecting signatures, demonstrations, or other similar gatherings in public areas.

The City of Miamisburg is responsible for managing First Amendment activities taking place on public property or when a large attendance is anticipated. When an event is designed as a First Amendment activity or is anticipated within or at another event, the City of Miamisburg will discuss the planning and logistics surrounding the activity and may make suggestions to ensure the safety and rights of all are protected. Ultimately, the manner in which the activity will be managed depends on a number of factors including how the special event is organized, the location and venue configuration of the event, the number of people involved, the type of protest activity anticipated, and the city resources available to manage the overall scope of activities.

# Special Event Policy

## What does it cost to submit an Event Permit Application?

Application Fees for Special Event Permits and event consideration are tiered based on the following criteria:

- Level of affiliation to City, City Departments and/or programs
- City residency
- Level of broad base benefit for Miamisburg residents

Application Fees and Approval of requests for use will be evaluated based on the Event Organizer's classification in the following order:

- Category A: City Departments, Events, Programs and Official City Boards and Commissions with an organized governing board and organizational bylaws.
- Category A-1: Event Organizers with a current, fully executed partnership, facility-use or event coordination agreement.
- Category B: Non-profit organizations with official mailing located within Miamisburg corporate limits.
- Category C: For-profit organizations or residents located within Miamisburg corporate limits with direct benefit going to a non-profit organization that is located within Miamisburg corporate limits (fundraiser).
- Category D: Requests by Miamisburg residents and businesses for private use that are within the Miamisburg corporate limits without direct benefit going to a non-profit organization or with direct benefit going to an individual resident of Miamisburg.
- Category E: Other organizations, groups or individuals that do not qualify for Categories A - E status.

Applicant Category	Application Fee Per Event*
Category A, A1	\$0
Category B	\$50
Category C	\$100
Category D	\$200
Category E	\$300

\* Application fees are due for each event application. Recurring events, defined as those requests with the generally same event occurring over multiple days or on multiple occasions (up to 4) per year fall under a single application. If there are multiple events or significant

# Special Event Policy

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alterations in event design, logistics or support needed, a separate application fee may be required.

## Special Event Permit Process

### Pre-Permit Phase

- Special Events Guidebook and FAQ
  - Potential event organizers should review these documents which will provide guidance on the application process, planning a successful event and answer common questions in the event permit process.

### Permit Phase

- Initial Permit Application
  - The application contains necessary information to perform an initial review of the event. **MUST BE COMPLETED according to timeline below** with the following items:
    - Complete Application
    - Application fee
- Initial Review by Parks & Recreation Department Staff (Conditional Approval)
- Planning and Review Meeting with Event Organizer
- Submission of Event Management Documents by Event Organizer that include:
  - **Communication & Information Plan**
  - **Emergency Action Plan**
  - **Insurance & Hold Harmless Information**
  - **Logistics and Implementation Plan**
  - **Site Plan & Event Layout**
  - **Traffic Control Plan**
  - **Waste Management Plan**

**Depending on the event request, the following may be required:**

  - **Alcohol Control Plan**
  - **Fireworks Plan**
  - **Food & Beverage Vendor Plan**
  - **Entertainment Plan**
- Parks and Recreation Department Review
- City of Miamisburg Support and Response Services Meeting
  - Police, Miami Valley Fire District, Public Works, Engineering, City Manager's Office
  - City/MMA/Miamisburg Event Committee Review
- Outside Entities Permitting/Authority (if needed)
  - Miami Conservancy District, etc.
- Final Permit Approval

### Preparation Phase

- Event Final Planning & Logistics
- Partnership & Cost Sharing Agreements (if needed)
- Communication with Support Partners

# Special Event Policy

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## **Event Implementation & Review**

- Event Execution
- Review & Evaluation

## **Criteria for Approval/Disapproval**

In issuing a permit for a special event, the City considers whether:

1. The event is reasonably likely to cause injury to persons or property, create a disturbance, cause disorderly conduct or encourage or result in violation of the law, or community standards;
2. The event will unreasonably and substantially interrupt the safe and orderly movement of pedestrians and vehicular traffic in the area;
3. The proposed location is adequate for the size and nature of the event;
4. The event does not unreasonably interfere with the intended use of the area (e.g. athletic fields, picnic areas, etc.);
5. The event does not unreasonably interfere with or substantially limit public access to public property or private businesses;
6. The Applicant's apparent ability to execute the event;
7. The Applicant's ability to obtain the appropriate insurance and outside approval (when necessary);
8. The event unreasonably conflicts with other scheduled programs, special events or gatherings in the community; and
9. All permit requirements, plans and documents have been submitted and criteria met.

## **Required Approvals/Appeals Process**

The application review process begins when the City's Parks and Recreation Department has received a completed application. Applications and related planning efforts and documents for special events must be approved by all appropriate departments, including but not limited to the Parks & Recreation Department, Police Department, Public Works Department, Development Department, City Engineer's Office, Miami Valley Fire District, City Manager's Office and City Council (where required). In the event that an application is denied by the City, the applicant may appeal to the City Manager's Office in writing within five (5) days of denial. The decision of the City Manager is final.



# Special Event Policy

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## Application and Event Planning Timeline Requirements

1. **General events without any of the elements listed below in #2-4**
  - a. Initial Application submitted 30 days in advance of the event
  - b. Plan and Required Documents must be submitted 21 days in advance of event
  - c. Final approval will be determined at least 14 days in advance of the event\*
2. **Events with Road Closures**
  - a. Initial Application submitted no less than 90 days in advance of event
  - b. Plan and Required Documents must be submitted 45 days in advance of event
  - c. Final approval will be determined at least 30 days in advance of the event\*
3. **Festivals, Carnivals or large-scale events**
  - a. Initial Application submitted no less than 180 days in advance of event
  - b. Plan and Required Documents must be submitted 90 days in advance of event
  - c. Final approval will be determined at least 75 days in advance of the event\*
4. **Events with Fireworks, Pyrotechnics or other Flame Elements**
  - a. Initial Application submitted no less than 180 days in advance of event
  - b. Plan and Required Documents must be submitted 90 days in advance of event
  - c. Final approval will be determined at least 75 days in advance of the event\*
5. **Events with Alcohol Sales**
  - a. Initial Application submitted no less than 180 days in advance of event
  - b. Plan and Required Documents must be submitted 90 days in advance of event
  - c. Final approval will be determined at least 60 days in advance of the event\*

\*The City recognizes that in planning and executing Special Events some logistics and preparation elements may not align with the timeline requirements of the permit process, this timeline is designed to allow for proper preparation, review and approval to be done in advance so that the event organizer can be assured in the status of their event, while balancing the effort required to plan and organize an event within final and/or official approval. In addition, these timelines take into consideration the time and planning requirements for City Review, City Council Review (when required) as well as outside entity review and approval.

# Special Event Policy

## Event calendar, and public outreach efforts

Through the Special Event Process, event organizers, including those who do not meet the requirements of requiring a special event application may be included within the “What’s Happening in Miamisburg”, Event Calendar, or other publications disseminated to the public. Certain Fees for Special Event Marketing are tiered based on the following criteria:

- Level of affiliation to City, City Departments and/or programs
- City residency
- Level of broad base benefit for Miamisburg residents

Application Fees and Approval of requests for use will be evaluated based on the Event Organizer’s classification in the following order:

Category A: City Departments, Events, Programs and Official City Boards and Commissions with an organized governing board and organizational bylaws.

Category A-1: Event Organizers with a current, fully executed partnership, facility-use or event coordination agreement.

Category B: Non-profit organizations with official mailing located within Miamisburg corporate limits.

Category C: For-profit organizations or residents located within Miamisburg corporate limits with direct benefit going to a non-profit organization that is located within Miamisburg corporate limits (fundraiser).

Category D: Requests by Miamisburg residents and businesses for private use that are within the Miamisburg corporate limits without direct benefit going to a non-profit organization or with direct benefit going to an individual resident of Miamisburg.

Category E: Other organizations, groups or individuals that do not qualify for Categories A - E status.

Applicant Category	Advertising Web & Print Fee Per Event*	Advertising Web Only Fee Per Event*
Category A, A1	\$0	\$0
Category B	\$100	\$25
Category C	\$200	\$75
Category D	\$300	\$100
Category E	\$500	\$200

\* Application fees are due for each event application. Recurring events, defined as those requests with the generally same event occurring over multiple days or on multiple occasions (up to 4) per year fall under a single application. If there are multiple events or significant

# Special Event Policy

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alterations in event design, logistics or support needed, a separate application fee may be required.