

PLAY

DISCOVER, GROW



2020 Event Policy & Planning Guide

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Introduction

The information in this planning guide outlines the *Event Application* process and provides requirements for the use of Miamisburg City property for events. The following abbreviations will be utilized throughout the handbook:

Applicant | Permit Holder requesting use of City facility (must remain on site until all vendors have left the area and breakdown and clean-up is complete)

City | City of Miamisburg

MPD | Miamisburg Police Department

MVFD | Miami Valley Fire District

PHDMC | Public Health – Dayton and Montgomery County

PRD | Parks and Recreation Department

Special Events Contact



Revised June 15, 2020

Miamisburg Event Policy

Event Application Process

What is considered an event?

An event is any athletic event, ceremony, concert, festival, parade, public performance, race, wedding or any other public gathering occurring on a public street or public property within the City's limits.

Application Fee

A \$25.00 non-refundable application fee is assessed upon the submission of the official application.

Event Planning Process

1. Applicant submits the online *Event Request* a recommended six months before the event date. (see [Appendix A](#))
 - a. The event is approved or denied based on the City's approval criteria for special events.
 - b. The City reserves the date and location for the event as "pending" until the comprehensive application and review processes are completed.
 - c. The applicant receives the comprehensive *Event Application* and the current *City of Miamisburg Event Planning Guide*.
2. Applicant submits the *Event Application* at least 90 days before event date. (see [Appendix B](#))
 - a. This includes the applicant's complete plan for the event, including but not limited to the following:
 - Staging areas for parades/races
 - Route maps for parades/races
 - Street closures
 - Barricade placement
 - Parking
 - Directional traffic arrows
 - Traffic control signage
 - Fire apparatus access roads
 - Fire hydrant locations
 - Fire Department connections
 - Volunteer stations/staging
 - Trash cans
 - Restrooms
 - Generator locations
 - Retail vendors
 - Food vendors
 - Beverage vendors
 - Alcohol consumption areas (i.e. beer gardens)
 - First aid stations
 - Amusement rides/inflatables
 - Tents (identify any over 2400 sq. ft.)
 - Building or tent entrances/exits
 - Firework fallout zones
 - Firework launching areas
 - Stages
 - Stand-alone stages with stage canopies larger than 400 sq. ft.
 - Secured/enclosed fence areas
 - Emergency shelters/evacuation routes
 - Emergency plan (See [Emergency Action Plan](#))
 - b. The application is reviewed by the Operations Supervisor.
 - c. If a new and/or unusual request is made, the City's Community Event Committee will review the application.
 - d. If necessary, Council approval is processed.

3. Community Events Committee approves the event in full at least 30 days before the event date.
4. Applicant must submit insurance, all documents/forms and any deposits or fees at least 14 days before the event.
5. A site walk-through is recommended for any special event to be held in a City park. During the walk-through, the Operations Supervisor and Parks & Facilities Staff will answer any Permit Holder questions and provide any necessary keys or access codes. Site walk-throughs should be completed 3-10 days in advance of the event, and may be scheduled Monday-Friday, 9:00 a.m. to 2:00 p.m.
6. Permit Holders are encouraged to inform residents and businesses within the adjacent area of the event, including date, time and street closures.
7. Final *Event Permit* with event plan must be agreed to and signed 7 days before the event.
 - a. No substantial changes can occur to the event plan in the 7 days leading up to the event.

Event Regulations

1. The City will review event applications according to the PRD's Event Request Review Procedures including event coordination, logistics, criteria for reimbursement of City expenses and event recap meeting after approved events.
2. Public Property must be solely in accordance with Federal, State and local laws, City of Miamisburg Ordinances and Miamisburg Park Rules & Regulations. Miamisburg PRD retains the right to revoke an event approval at any time upon violation of the agreement or the risk or threat of a violation of the agreement, or severe conditions such as weather.
3. Submitting the *Event Application* is not a confirmation to conduct the planned event. The applicant will be contacted referring event approval by a PRD representative after reviewing the application. Please do not send out event notices, publicity flyers, etc. prior to receiving approval.
4. Permission to use city properties for any purpose must be granted in writing on the *Event Permit* issued or authorized by a PRD representative.
5. Facilities are intended for recreational or special purpose use in conjunction with the PRD's activities and/or programs. Other groups may use them on a reserved, special basis, as time and space permit, provided that the intended use is consistent with the following event criteria:
 - Event preserves the public health, safety and welfare.
 - Event generates positive economic impact to area.
 - Event promotes travel and tourism.
 - Event enhances the quality of life.

- Event serves the needs of the community.
 - Event is consistent with the community's vision for public events and venue use.
 - Applicant and/or sponsor is in good standing, i.e.) no outstanding taxes, fees and good history, if any, of prior event implementation.
 - Proposed event date does not conflict with established City events and sufficient City staff will be available to service the event.
6. No agreement pertaining to the *Event Permit* shall be of any force or effect unless such agreement is in writing and signed by a PRD representative.
 7. The holder of an *Event Permit* shall be responsible for the event and shall be present at the site/facility specified throughout duration of the event. It is the responsibility of the permit holder to assure that event participants, vendors, entertainers or other spectators abide by all park rules.
 8. *Event Permits* may be denied or revoked by the PRD Director when the use of property authorized under the permit interferes with the regular use of property by the PRD, when property is used for any purpose other than permitted function, when there has been a violation of these regulations, or when the PRD Director determines that the proposed activity is not in the best public interest.
 9. If a proposed activity requires other permits or licenses, i.e. food, beverages sales or vendor's license, liquor permit, temporary electrical or plumbing permit, etc., copies of such permits or license MUST be presented to the PRD prior to issuance of *Event Permit*.
 10. The City reserves the right to refuse a request, ask for modifications, or cancel an event if it is illegal, dangerous, or otherwise not in the public interest. All events must be family friendly.
 11. An event that is sponsored by and exclusively coordinated by a city department is exempt from the need to apply for this *Event Permit* unless event requires resources from multiple departments and/or may impact residents.
 12. Nothing contained in the *Event Policy and Planning Guide, Event Request, Event Application* or *Event Permit* shall prohibit the authority of any officer to arrest a person engaged in any act or activity granted under the *Event Permit*, if the person's conduct violates the laws of the State or ordinances of the City, including, but not limited to, unreasonably obstructing the public streets, sidewalks, or public property of the City or causing or threatening to cause a breach of the peace.

Miamisburg Event Planning Guide

Alcoholic Beverages

Event Requests that include the sale of alcoholic beverages will require additional information, insurance, listing the City of Miamisburg as an additional insured, permits and City Council approval. Requests should be submitted a minimum of 180 days prior to the anticipated event date.

The following security measures apply to all Alcohol Consumption Areas:

- Patrons must show proof of age and then be issued a wrist band before they can purchase alcohol.
- Last call is 30 minutes before the end of the event.
- The alcohol consumption area must close at the same time as the event, even if the Permit shows a different time.
- It shall be unlawful for any person to possess on any sidewalk, street or median, alley, avenue, park, vacant lot or ground within the "downtown area," any container of an alcohol beverage unless the container is sealed to prevent a person from drinking from the container.
- Security is required for sale of alcohol. You may utilize a licensed private security company or Miamisburg Police Officers. You may also hire private security to protect your event property after hours or to assist with crowd control inside your event footprint.

Liquor Liability Insurance

Events that intend to serve or sell alcoholic beverages must also submit a Certificate of Insurance providing proof of a liquor legal liability insurance policy or properly endorsed general liability policy. Events that hire a vendor to serve or sell alcoholic beverages, rather than providing the alcohol themselves, must submit a Certificate of Insurance from the vendor providing proof of a liquor legal liability insurance policy or properly endorsed general liability policy. The minimum acceptable limit of liability per claim and aggregate is \$1,000,000. This requirement applies to the business or group which serves or sells the alcohol.

Animals, Pets and Service Animals

Leashed pets are permitted in public parks and open spaces. It is the responsibility of the animal's owner/caretaker to remove any excrement from the park and properly dispose of it elsewhere. Pets are not permitted in public parks during organized events with over 5,000 in attendance.

Service animals will be allowed to accompany individuals with disabilities. Service animals must be under harness/leash/tether unless doing so interferes with its work for the person with a disability, in which case they must be under voice control. All recognized service animals must be dogs.

Petting zoos and pony rides are permitted during events if sponsoring organization is responsible for the immediate clean-up of all animal waste and provide insurance certificate listing the City of Miamisburg and Event Host as an additional insured.

Application Fee

A \$25 non-refundable application fee is assessed upon the submission of the official application.

Block Parties

Block parties are simply a great way to meet your neighbors. They provide a casual relaxed setting where residents can meet, play, eat, and hopefully find similarities that bring them closer together. With a little effort and consistency, a neighborhood of strangers can be transformed into a connected community of families that care for each other and the overall health and vibrancy of their neighborhood.

A Block Party is a party organized by residents of a neighborhood, limited to a city block, in which the street is closed off. A resident may request the party and is the main point of contact for all matters regarding the Block Party.

Residents interested in holding a block party in their neighborhood should request approval from the City Manager's Office in writing at least two weeks in advance of the event. The Public Works Department will deliver barricades to the ends of the affected street on the Friday before the block party. Residents should place them in the appropriate place to deter traffic just prior to the party. Residents are then responsible for removing the barricades following the party. Streets may not be blocked for parties at individual

residences. For information, call the City Manager's Office at (937) 847-6456. All required documents can be found on the City's website at <http://www.ci.miamisburg.oh.us>.

Cancellation

The applicant must provide at least a 24-hour cancellation notice in order to receive a refund of the security deposit or to avoid incurring fees, if applicable. The City reserves the right to cancel or postpone an event at all facilities due to current or predicted weather related conditions. The event may be subject to rescheduling on a later date. In the case of thunder/lighting during an event, all amplified sound must be delayed 30 minutes. (see Emergency Action Plan, Inclement Weather Plan)

If a permitted activity or event has been publicized, and a non-weather-related cancellation or postponement becomes necessary, the applicant must notify the Operations Supervisor and the media at least 72 hours prior to the scheduled event or as soon as possible if determined less than 72 hours prior to the event. Should the event be cancelled as a result of inclement weather or flooding, the applicant may request the event be rescheduled on a date mutually agreeable. The City reserves the right, for flood control purposes, to cancel or postpone the event.

Central Business District

In addition to the requirements within the Events Policy and Planning Guide, the following apply to events (including road closures, parades, etc.) in the Central Business District (downtown), see Attachment A for map.

- Road closures outside of Riverfront Park (Water Street & Miami Avenue) are not permitted.
- The venue for all events will be Riverfront Park
- PRD staff will make every effort to restrict events to not more than three weekends per month.

Clean-Up/ Litter Management

If a proposed special event is approved by the City, the applicant will be responsible for all necessary additional trash receptacles for this proposed event. The applicant will also be responsible for clean-up and disposal of these trash receptacles, their contents, and any overflow discarded items in the vicinity of

these trash receptacles. Failure to clean up after your event may require the City to contract for clean-up services. You will be responsible if this occurs and it may cause future event applications to be rejected. All City property (parks, streets, sidewalks, etc.) must be left in a clean and orderly condition at the conclusion of any special event. "Cleanup" means pickup and removal of all litter, debris, food spill or other trash directly attributable to the special event activities use. Removal of trash must be accomplished in a timely fashion, most likely the same day of the event, throughout the area specified in the *Event Permit*.

A clean-up plan must be submitted with the *Event Application*. The City will review the plan to determine additional clean-up services that might be required to ensure City property and rights-of-way are maintained and the property is restored to its original cleanliness.

Vendors may not use city provided trash cans for disposal of cardboard boxes and/or unsold product. Cardboard boxes must be broken down and disposed of in designated area. Permit Holder must provide separate bins for recycling. The applicant is responsible for renting temporary dumpsters/trash cans, if necessary, for the event. The City can assist in finding companies that provide these services.

The applicant is responsible for any loss, damage or theft of personal property that is incurred by their organization and/or those in attendance. The applicant is also responsible to restore damaged premises to pre-event condition including reimbursing the City for any applicable expenses.

Electrical Services

Applicants must indicate their specific electrical requirements, including types of equipment to be used and wattage information on the *Event Application*. The City only provides locations in which to plug in electrical equipment. We do not provide or rent light towers, cord covers or extension cords for events.

When required, a licensed electrician shall install all electrical services. Any event requiring heavy electrical usage must identify needs with the City and may be charged for a City approved electrician on site during set-up, tear-down and/or throughout the event. Electric extension cords shall be utilized properly such as: the gauge size of cords used must be compatible with equipment, the cords shall not be

frayed, the cords shall be completely covered with to prevent tripping, and the cords shall be properly grounded. (See [Appendix E & F](#) for information on outlets and electrical information at Riverfront Park.)

Emergency Action Plan

An Emergency Action Plan is required for all events in order to identify and mitigate possible risk to event participants, spectators and volunteers, and must be included with the *Events Application*. Examples of emergencies include, but are not limited to severe weather, fire, active hostile attack and/or medical emergency. The Miamisburg Police Department Fire Department can help you gain a better understanding of these risks.

Four key areas should be addressed when drafting your Plan:

1. Weather forecasting, tracking and reporting
2. Communication with event participants, spectators, volunteers, public safety officials and media
3. Transportation planning and evacuation routes
4. Locations of and access to shelter

It is recognized that no one plan can prepare for all emergencies. It is important to be as prepared as possible when an emergency arises at your event. A well thought out Emergency Action Plan is one of the cornerstones of an effective safety program. All personnel should stay attentive to hazards, guests who may need assistance and unsafe actions. Report anything unusual and suspicious to proper personnel.

Emergency Action Plan Components

1. Site Plan: Your site plan is a critical document for all attendees and event staff, including public safety personnel, to allow for the rapid identification of event-specific facilities and other locations in an emergency. The site plan should include evacuation routes and shelter locations, designated parking locations and vendor/booth locations.
2. Evacuation Plan: Emergencies occur when we least expect them and often people must be moved to shelter for their protection. It is the responsibility of the Permit Holder to identify and arrange these evacuation locations. It cannot be assumed that business will be open for shelter; therefore, the Permit Holder must contact these establishments to confirm their availability. Permit Holders

should also consider means of evacuation including personal vehicles, public transportation or a shuttle system.

3. **Messaging Plan:** A pre-planned message, which includes information on emergency and evacuation procedures, should be frequently communicated to event attendees. Sample Message: In the event of an emergency requiring evacuation, please seek shelter at [LOCATION]. Please use all available entrances, watch for vehicular traffic, and follow any instructions once you have entered the building. Please remain in that location until the warning has been lifted and you receive further direction.
4. **Pre-Event Briefing:** Permit Holders should conduct a briefing just prior to the event with staff and volunteers, along with representatives from Police and Fire (if applicable), to be sure everyone is aware of the detailed plans. They should also review policies, clarify roles and responsibilities, confirm communications procedures, and discuss last minute updates.
5. **Emergency Guide:** The Riverfront Park Emergency Action Plan and Community Park Emergency Action Plan can assist you in organizing the components of your Emergency Plan.
6. **Inclement Weather Plan:** In the event of Inclement Weather Emergencies in the area of the event (Ex. Severe Thunderstorm Warning, Tornado Warning or other Hazardous Weather Warning) any outdoor event must activate an emergency plan. This plan must clearly identify person(s) and contact information for event staff that will be on-site and is authorized to make command decisions related to emergencies. The event must always have a person on-site who can make command decisions about the delay, postponement or cancelation of the event. If lightning or thunder has struck the area, the event or performance must be postponed. There shall be one thirty (30) minute wait time per occurrence. After one thirty (30) minute wait-time, the situation will be re-evaluated, and the wait-time can be extended by two (2) 30 additional minutes at the most. After a full 90 minutes have passed with no resolution, the event will be cancelled if less than thirty (30) minutes remain for the event or performance. Otherwise, the event will be re-evaluated. The Event Supervisor should be the one to make the call as to whether the event or performance should be cancelled.

Below is an example of an acceptable inclement weather plan:

“

If a weather event occurs, severe thunder storm, tornado or other warning, an announcement will be made using amplified sound (if available) for occupants to evacuate the outdoors and take shelter. Event staff will assist in evacuation and notification of emergency services if additional assistance is needed. Efforts will be made to ensure all occupants have evacuated any tents, trailers or other portable structures. If occupants refuse to evacuate, emergency services (Fire & Police, 911) will be notified of the matter and as much information will be provided as possible.

”

Entertainment

Animals

The use of animals for parades and other special events is permitted. However, to keep our community as clean as possible, the sponsoring organization is responsible for the immediate clean-up of all animal waste and provide insurance certificate listing the City of Miamisburg and Event Host as an additional insured.

Amusements and Attractions

Rides are to be inspected by the Ohio Department of Agriculture. State Ride Inspectors Certificate of Inspection on installation must be presented to the City prior to license issuance. Event sub-contractors must have insurance listing the City of Miamisburg and Event Host as an additional insured.

Bands and Family Entertainment

If you intend to have scheduled entertainment at your event (live music, jugglers, magicians, etc.) the entertainment may not be under contract with the city 30 days before or 30 days after the entertainer is scheduled with the City of Miamisburg. This includes, but is not limited to River Blast, Miami Valley Bluegrass & Artisan Festival, Star City Concert Series.

Inflatables

Appropriate guidelines for the use of inflatable attractions, such as bounce houses, slides, etc. must be observed. Guidelines include adequate tethering to the ground or other objects, so the inflatable does

not blow away or otherwise leave the ground. All inflatables must always be staffed for supervision. For safety, inflatables must not operate after dark. Permit Holders must provide insurance certificate listing the City of Miamisburg as additional insured.

Music Licenses

The PRD maintains music licenses covering all performance events hosted at city owned facilities provided the event does not gross over \$25,000.00 in revenue. Events exceeding this level are responsible for accepting city responsibilities for their music licenses or they are responsible for acquiring their own necessary licensing. Applicants must accept complete responsibility for failure to secure appropriate licenses from all performing rights organizations (e.g. BMI, ASCAP, SESAC, etc.).

Noise Regulations

The City attempts to balance the desire to provide fun, family-oriented events in the heart of our City with the rights of surrounding residents and business owners. Therefore, applicants are responsible for making sure that music and/or noise be kept at a reasonable volume during reasonable hours. All music, noise or other sounds during your event must not begin before 7:30 a.m. or continue after 11:00 p.m. on any day of the week.

The City reserves the right to require the applicant to reduce the volume levels of sound, regardless of the source. When instructed to reduce the level of sound by City officials, the applicant shall immediately comply. If the applicant, entertainers or other organizers do not comply with an order to reduce the noise level, or if after compliance, the entertainers resume issuing noise at higher levels, the City may order the immediate discontinuance of the entertainment and/or event, and if necessary, remove the power sources to the event. Noise violation exceptions include sound emanating from scheduled special events conducted or permitted by the City.

Parades and Athletic Events (Parades, Processions, Bike and Foot Races)

Requests for city street closures for the use of parades, processions, bike and foot races, etc., must be indicated on the Event Permit and accompanied by a detailed suggested route map. The Community Events Committee will work with the applicant to determine the best route possible. The City will have final approval of the route.

The City will establish the number of officers/staff members and barricades necessary to properly secure a parade. The parade route and the numbers of units will determine the number of officers required. The City and the MVFD has the authority to mandate all routes and positions to provide for the safety of Miamisburg residents and event participants. Some parades/athletic events may not require a street closure and instead will be preceded and followed by a marked Police Department cruiser.

Parades can create an opportunity for large groups of spectators and parade participants to heavily impact public streets and sidewalks. Because of the increased impact, some additional rules must be followed to ensure that your parade operates safely and efficiently:

- A Parade Director must be selected, and emergency contact information provided to the MPD and Operations Supervisor. The Parade Director will be the main point of contact for MPD and the City regarding the organization of the parade.
- Anyone driving a float or motorized vehicle in the parade must have a valid drivers' license, and the vehicle must be adequately insured.
- Candy, beads and other items cannot be thrown during parades.
- Fire and/or open flames of any kind are not permitted on parade floats or by any parade participant.
- Float participants cannot mount or dismount from floats or vehicles during the parade.
- No alcohol or glassware is allowed in the parade.
- A city street sweeper must be scheduled to clean the parade route following the parade. Fees may apply.

If you intend to execute a run/race in the City of Miamisburg, it cannot be scheduled 30 days before or 30 day after our city sponsored runs/races. Requests for city street closures for the use of parades, processions, bike and foot races, etc., must be indicated on the *Event Permit* and accompanied by a detailed suggested route map. The Community Events Committee will work with the applicant to determine the best route possible. The City will have final approval of the route. Additionally, use of the Great Miami Riverway for your race will need an additional permit. This area includes river and bike trail. For permit, please contact Five Rivers Metro Parks at <https://www.metroparks.org/places-to-go/paved-trails/#great-miami-river-trail> after being conditionally approved through the City of Miamisburg.

The City will establish the number of officers/staff members and barricades necessary to properly secure a parade or run/race. The route and the numbers of units will determine the number of officers required.

The City and the MVFD has the authority to mandate all routes and positions to provide for the safety of Miamisburg residents and event participants.

Fire Safety Regulations

There are several event elements that require adherence to fire safety regulations:

- Aisles (See [Vendor Requirements](#), [Tents/Temporary Structures](#), [Appendix D](#))
- Cooking (See [Vendor Requirements](#))
- Cooking Under Tent (See [Tents/Temporary Structures](#), [Appendix D](#))
- Extinguisher (See [Vendor Requirements](#), [Tents/Temporary Structures](#), [Appendix D](#))

Green Events

The City of Miamisburg is committed to making our City more sustainable. We encourage Permit Holders to consider the environment during the planning, implementation, and cleanup of special events. The following information and resources will assist you with making your event Green.

Energy & Transportation

- Find creative ways to reduce or eliminate the need for electricity. Use fewer pieces of equipment and/or energy-efficient options
- Promote public transportation and bicycling to your event
- Avoid engine idling during load-in/load-out

Food & Packaging

- Have your food & beverage service provider use bulk dispensers for condiments
- Provide a water filling station and encourage and/or reward participants who bring their own water bottles and cups
- Sell a souvenir refillable cup
- Donate excess food to charitable organizations
- Donate excess food waste for animal feed or composting

Publicity & Signage

- If hosting an annual or regular event, make reusable vinyl banners from recycled materials and don't print the date of the event
- Use double-sided printing for promotional material and resources
- Encourage attendees to register online and utilize electronic marketing over printed promotional materials
- Reduce the amount of "stuff" that goes into the registration/ goodie bag

Waste

- Provide clearly marked bins for collecting recyclables
- Provide a convenient drop-off point for all unwanted handouts and accessories
- Choose products packaged in or made with recycled/recyclable materials such as: aluminum cans, plastic bottles, glass bottles, cardboard, aluminum and paper trays
- Avoid products that cannot be recycled or composed for instance: polystyrene/Styrofoam, plastic utensils, plastic- or plastic-coated plates and cups, plastic wraps

Other Green Practices

- Use non-toxic cleaning supplies
- Try to educate attendees, especially kids and young adults about environmental awareness and sustainable practices
- Raise awareness and inspire change in the community

Hours of Operation

Generally, all events will begin no earlier than 7:30 a.m. and will conclude no later than 11 p.m. on any day. Specific event hours for each event will be indicated on the *Event Permit*. Entertainment provided by bands or other music sources must end no later than 11 p.m.

Insurance and Hold Harmless Requirements

The applicant will be required to sign an indemnification and hold harmless agreement in favor of the City for negligence of the applicant, its agents, servants, or employees in the performance of this event.

In any event to which the public is invited or other events as determined by the City, the applicant shall be required to maintain general liability insurance coverage acceptable to the City with minimum limits

of \$1,000,000 per occurrence and \$2,000,000 aggregate unless otherwise waived by the City. Further, events at which alcohol will be sold, distributed or consumed will require the applicant to provide evidence of liquor liability coverage acceptable to the City with a limit no less than \$1,000,000 per occurrence. Fireworks and other high-risk event elements may require additional insurance levels and coverage. Applicant shall provide a certificate of insurance naming the City, its officials, employees and volunteers as “Additional Insureds” on the general liability and liquor liability insurance policies. Coverage shall be primary to the Additional Insureds and not contributing with any other insurance or similar protection available to the Additional Insureds whether other available coverage be primary, contributing, or excess. The City will provide the exact language required to be included on the certificate of insurance for the additional insured status. The City reserves the right to require complete, certified copies of any insurance policies, including amendatory endorsements, required by these specifications at any time.

Additionally, applicants are responsible for protecting against loss or damages to City facilities and are responsible for any expenses related to facility damages.

To the fullest extent by law, the applicant agrees to indemnify and hold the City of Miamisburg, its respective officers, agents, and employees and volunteers harmless from and against all loss, cost, expense, damage, liability or claims, whether groundless or not, arising out of bodily injury, sickness, or disease (including death result at any time therefrom) which may be sustained or claimed by any person or persons, or the damage or destruction of any property, including the loss of use thereof, based on any act or omission, negligent or otherwise, of the applicant, or anyone acting in its behalf in connection with or incident to be scheduled for this event except that the applicant shall not be responsible to the City on indemnity for damages caused by or resulting from the City’s sole negligence; and the applicant shall, at its own cost and expense, defend any such claim and any suit, action, or proceeding which may commenced thereunder. And the applicant shall pay any and all judgments that may be recovered in any suit, action or proceeding, and any and all expense, including but not limited to costs, attorney’s fees, and settlement expenses that may be incurred therein.

Marketing

All events hosted within a Miamisburg park or facility must include Miamisburg Parks and Recreation’s logo on promotional material. Materials include printed flyers, banners, yard signs, etc. All Facebook

events must include Miamisburg Parks and Recreation as a co-host for the event. Any events hosted on or around the Great Miami River, including Riverfront Park, must include the Miamisburg Great Miami Riverway logo on all promotional materials including print and digital. All flyers and apparel including the Miamisburg Parks and Recreation logo must be submitted for review to The City of Miamisburg's Event Operations Supervisor before printing. Logos will be provided by the Operations Supervisor.

Markings

Spray paint/spray chalk can be used on grass/turf or dirt surfaces with prior approval. However, no aerosolized spray paint or spray chalk/surveyor's paint can be used on paved surfaces including trails or streets. The use of flour is permitted but must be removed directly following your event.

Permanent markings or signs are prohibited anywhere on Miamisburg property, including recreational trails, roadways, parking lots, trees and structures. All temporary event markings and/or signs must be approved prior to installation and removed immediately after event, prior to vacating the premises. The facility must be restored to its original condition, including repair of damages to structures, fixtures, turf and other plant material within 24 hours following the event conclusion. Temporary spray paint is acceptable marking for grass areas and chalk is approved for pavement.

Outdoor Stages

The Veterans Memorial Park/Carnegie Center stage is in the form of a semi-circle. It is 26' wide at the center x 16'deep. The stage is uncovered. There are four 110 outlets available for use. (See photo in [Park Maps and Stage Photos pg. 38](#))

Riverfront Park stage is 26' deep by 35' wide across the front and elevated approximately 2'. The stage and backstage are covered April-October. A ramp is located at the rear of the stage. Gender specific and family restrooms are approximately 30 yards from stage. 100 amps are available for use. Electric can be pulled straight from the distribution panel or can be broken up into 2 x 50-amp services or multiple 20-amp services. (See photo in [Park Maps and Stage Photos pages 34 and 35](#))

Park Rules & Regulations

The establishment of written park rules and regulations provide the general public with guidelines for the appropriate utilization of City parks, recreation areas, and facilities.

Section 1: General Rules

1. Parks open from sunrise to dusk unless posted otherwise.
2. Parks may be closed due to weather and/or public safety emergencies.
3. Areas under construction or renovation are not considered open until notification is given by the City.
4. Scheduled use of park shelters, and athletic facilities takes precedence over all other uses.
5. Fishing permitted in designated areas only by those 15 years of age and under.
6. Skateboards and BMX style bike activities are permitted in designated areas.
7. Pets must be on a leash no more than eight feet long and must be kept under control.
8. Persons must clean up after their pet(s).
9. Trash generated in a park must be deposited in provided containers.
10. Fires must be built in grills and attended at all times assuring that they are extinguished upon departure from the site.
11. Park grounds may contain turf herbicides that will be marked with signage.

Section 2: Permission from the City Required Prior to Conducting the Following Activities:

1. Use of parks before sunrise or after dusk.
2. Commercial activities or sales.
3. Special events, charging admission or soliciting funds.
4. Erecting signs.
5. Camping, use of open ring fires.

Section 3: The Following Activities are not Permitted in Parks:

1. Dangerous, disruptive, illegal, offensive or noisy actions affecting the safety, peace, family environment and good order of the parks and visitors.
2. Swimming, ice skating, boating and golf, unless otherwise posted.
3. Glass containers.

4. Selling, consuming or possessing alcoholic beverages (unless insurance certificate is provided and approved) or drugs.
5. Operating games of chance.
6. Removal, damage or defacing of buildings, structures, natural features, plants, flowers and lawn areas.
7. Discharging, throwing, or dropping any substance into park waters.
8. Transporting or dumping materials in a park and depositing material into park dumpsters.
9. Possession of any instrument that has the primary purpose of being used as a weapon.
10. Using any instrument in a threatening manner.
11. Fireworks or explosives unless an insurance certificate is provided and is approved.
12. Motorized equipment or vehicles used off designated roads and parking areas and/or operation of motorized vehicles above the posted speed limit.
13. Leaving vehicles in parks overnight unless given permission.
14. Horseback riding.
15. Downhill skiing and snowboarding.
16. Hunting, trapping or endangering animals in any way.
17. Abandoning animals in park areas.
18. Loitering in the vicinity of restrooms, in cars or in other areas.

Exceptions

1. Pets, bikes, skateboards and other activities may not be permitted in parks during events at the City Manager's discretion.
2. Acts and conduct of the City of Miamisburg employees or persons acting as agents of the City of Miamisburg, to the extent necessary for the performance of their authorized duties, shall be exempt from the provisions of the rules and regulations to parks.
3. The City of Miamisburg, via City Council, the City Manager or designee, may, at its discretion, amend, exempt, or abrogate said rules and regulations upon review of requests, special conditions, or events.
4. Smoking during events is only permitted in designated smoking areas.

Section 4: Penalties

Any person who violates these rules can be charged with a criminal offense and may be ordered from the park by City of Miamisburg police or park officials, denied future access and be prosecuted accordingly pursuant to Section 1062.01 A and B of the Codified Ordinances of the City of Miamisburg.

Parking

All vehicles including golf carts, may not be parked or driven on any sidewalk or City-owned grassy area without prior approval. Your parking plan should identify private and public areas available for event parking. VIP, vendor and/or handicap parking locations should be considered and clearly marked on your site plan. Please note all areas where shuttle service is provided, parking is restricted, traffic is detoured, and appropriate signage is located. The City can provide temporary directional signage for event parking, reserved parking, and handicapped parking. Any additional signage needed must be supplied by applicant or if supplied by City, City will be reimbursed for expenses. If you wish to eliminate on-street parking during your event, you must indicate the request on the *Event Application*. If utilizing private property for event parking, written permission from the property owner must be submitted to the Operations Supervisor along with your *Event Application*.

Permits

Applicants shall have in their possession during the event ALL permits, i.e., electrical, plumbing, site-use, liquor, food/beverage vending, Great Miami Riverway, tents, etc., pertaining to their event. Failure to do so may result in revocation of privileges.

Portable Toilets and Sinks

Portable toilet and sink facilities are required for larger events. The applicant must contract for those services to be provided by an outside vendor. The City will assist with the number and location of toilets and sinks needed. The number required will depend on the length (number of hours), if alcohol is sold and anticipated attendance at the event. In general, the City recommends 2 portable restroom facilities for every 500 people. Ten percent (10%) of the portable toilets, but never less than one (1) unit, must be ADA accessible. Further, the ADA Standards require when clusters of portable units are provided at various locations around the event site, at least one unit in each cluster must be accessible. Accessible

units should be located on an accessible route and equipped with all the accessible elements such as maneuvering space, grab bars, toilets paper dispensers within reach, etc. In addition, when all units are not accessible, the International Symbol of Accessibility must be posted on the units that are. The City also must be provided with the dates and times of delivery and removal of these facilities. No traffic may be obstructed, or roads blocked during delivery or removal of these facilities.

Sinks may be necessary in food vendor area, based on applicant's arrangements with individual food vendors. (See [Appendix C](#) for additional information on sinks)

Riverfront Park Rest Weekends

To encourage passive use of Riverfront Park, the park will not be programmed or reserved one weekend a month. For specific dates, contact (937) 866-8999.

Road Closures/Barricades

Applicant must include any requests for closure of public streets to conduct the requested event in the *Event Request*. This will include all road closures and time for each road to be closed. Residential block party street closure requests utilize the City's Block Party criteria and process through the City Manager's office and do not utilize the *Event Request* for public events. All pertinent City Departments will review the event plans as necessary.

The PRD will coordinate with the Engineering, Police, Miami Valley Fire District and Public Works Departments to develop the details related to the street closure including, but not limited to, traffic management plans and detour routing.

Street closures for approved events will be evaluated based on the type of street that is being requested to be closed and the required detours. Upon assessment, City staff will approve street closures, detours, placement of barricades, and No Parking signs, and determine if City staff or event coordinators will implement the street closure and re-opening. Applicant may be responsible for reimbursing the City for direct expense with closing and opening and related detours.

No person or entity shall conduct a special event within the Downtown without first applying to the PRD for the conduct of the special event and/or street closure.

City Council approval is required for street closures which include significant street closures and traffic detours. Please submit *Event Request* a minimum of 90 days in advance of the anticipated event date. If an event does require City Council approval, the PRD will make a recommendation on approval of the event after seeking input from applicable City departments.

Safety (Police, Fire and Emergency Medical Services)

Police & Fire

The City of Miamisburg Police Department and MVFD have the exclusive right and responsibility to determine the extent of police protection, private security, or fire protection services needed at an event. Police Officers assigned to an event have sole discretion in all matters pertaining to security, traffic and crowd control at special events in the City of Miamisburg area. The cost of public safety expenses will be the responsibility of the applicant, unless previous arrangements have been made.

Emergency Medical Services

The MVFD will determine the need for on-site Emergency Medical Services, if any. For larger events, MVFD may require that an ambulance and crew be stationed at the event. MVFD will make the final decision regarding whether an on-site presence will be required. The applicant is responsible for covering all expenses and planning for first aid and emergency services to be provided on-site, if necessary.

Medical Plan

You are required to submit a medical plan for your event. The plan should include the event's medical communication plan, number of certification levels and types of resources that will be at the event, description of how resources will be managed and deployed, and hours of setup and dismantle of medical aid stations. The City's Medical Service Resource Matrix will help you determine which resources are required for your event's medical plan.

Medical Service Resource Matrix

	Anticipated Attendance	First Aid Station	Certified BLS Providers	Licensed Ambulance Provider	MVFD
Street Festival more than 3 blocks closing	> 2,500	●			
	2,500-10,000	■			
	10,001-50,000			■	■
	< 50,000			■	■
Athletic/ Sporting Events held outside of normal venues	> 2,500	●	●		
	2,500-10,000		■		
	10,001-50,000			■	
	< 50,000			■	■
Parades with variable lengths	> 2,500	Due to the dynamic nature and variable size of parades, it is recommended by the MVFD that the 9-1-1 system should be accessed by the organizer or individual participants when deemed appropriate. MVFD will still need notification of street closures and entry points along the parade route.			
	2,500-10,000				
	10,001-50,000				
	< 50,000				
Events of Complexity i.e. concerts, large events in parks	> 2,500				
	2,500-10,000		●		
	10,001-50,000		■		
	< 50,000			■	■

Key
■ Required Resource: Intended to increase the level of service to the event participants.
● Recommended Resource: Intended to ensure the safety of event participants.

Definitions:

- First Aid Station: An area staffed with individuals trained in basic first aid who are provided by the Permit Holder.
- Certified Basic Life Support (BLS): Individuals that are certified by the State of Ohio as Emergency Medical Technicians that are provided by the Permit Holders.
- Licensed Ambulance Provider: An ambulance provider that is licensed for emergent transport in Montgomery County by Montgomery County.
- MVFD: Miami Valley Fire District medical team, including but not limited to, Advanced Life Support (ALS) bike teams and paramedic staffed medical stations.
- The Miami Valley Fire District Chief or his/her designee has final authority to determine event medical service requirements.

Security Deposit

A refundable security deposit is required at least 14 days prior to the event after the event approval date.

If the facility is booked within two weeks of the event, payment must be received at time of registration.

All deposits must be paid by credit card. Deposits will be refunded the Monday after the reservation pending no violation of any standards or agreements set forth in the application. Violating any rule will result in forfeiture of security deposit and the possibility to conduct future events in the City of Miamisburg.

Signs and Banners

Banners

Applicants can promote their event with over the street banners. Interested applicants must follow the *Over the Street Banner Policy* and *Banner Specifications*. (See [Appendix F](#))

On-Site Signage

Applicant must describe and indicate the location of all on-site (City property only) directional and promotional signage to be used during the event on the *Event Application*. Permission to post any sign on public property must be obtained prior to the display of any signs.

Temporary yard signs may be placed in the park from the Friday before the event and removed within 24 hours of the conclusion of the event or at the conclusion of the event if there is another event the following day. Portable A-frame signs, banners and other signage may be placed in the park during event hours, as designated by the Operations Supervisor. All signage must comply with current sign code regulations.

It is unlawful to announce, advertise or call to the public attention in any way any article or service for sale or for hire in any park. Attaching signs, banners, flyers or decorations to any park or city structure (i.e. buildings, bridges, monuments, fences, guardrails, benches) or vegetation is also prohibited.

Tents/Temporary Structures

Applicant must provide information on their plans to secure all tents/temporary structures on asphalt or grass. Applicant is responsible for the security of all event tents including vendors. Tents or membrane structures and their appurtenances shall be adequately roped, braced and anchored to withstand the elements of weather and prevent against collapsing. Minimum weight is 40 lbs. per leg for a 10'x10' pop

up. Documentation of structural stability shall be furnished to the fire code official upon request. Applicant must also review and comply with the *MVFD Tent Permit Application and Checklist* for all tents for cooking and other tents over 400 square feet as provided. (See [Appendix D](#))

Vendor Requirements

The applicant will control what vendors sell within the event boundaries and will be responsible for ensuring that all vendors within the event boundaries follow all permitting and other legal requirements. The City maintains the right to deny any vendor to sell on City public property at its discretion.

Food & Cooking Vendors

Food vendors include food trucks/trailers, stands, tents, canned and/or packaged foods, etc. A Mobile Food Vendor's License is required for any vendor wishing to sell food within the City of Miamisburg.

An Ohio Retail Food Establishment License Application with the required license fee and a Special Event Retail Food Establishment Review Form must be submitted to the Montgomery County Public Health Department at least ten days before the event for any vendor who will be cooking food in the event area. All cooking vendors must also read and sign the Cooking Requirements at Special Events document.

Food vendors must adhere to all policies and laws governing the event. The PHDMC will serve as the principal agency in monitoring and enforcing the requirements of food vendors. If a vendor fails to meet or maintain these requirements on food handling and preparation and/or proper waste disposal, or proper disposal of gray water and grease) that vendor will not be permitted to participate in the event. Vendors should seek bio-based, paper or recyclable products. Styrofoam and plastic straws are not permitted during events.

Specific requirements pertaining to extinguishers, cooking, aisles, etc. are in the *Application for a License to Conduct a Temporary Food Operation*. (See [Appendix C](#))

Volunteers

The number and quality of volunteers you recruit can make or break your event. Participant safety often hinges on volunteers who know what they are doing. It's critical that you have more than enough trained

volunteers or staff recruited to manage your event. If you are organizing events where traffic is controlled on a route (parades, processions, runs, walks, cycling events, etc.), volunteers must wear safety vests or some form of similar and/or easily identifiable clothing.

Volunteers should be stationed properly to help drivers, spectators and participants get to their destinations. Locations of volunteers, as well as Police support, should be shown on your traffic control plan.

Water Services/Hook-Ups

Water service and/or hookups are available at several locations on public greens and properties. The applicant must include water connection location on the *Event Application*. The City will coordinate water access upon approval of request. Depending on the number and location of water access points and the amount of water used, applicable fees may be charged. Applicants and/or their event vendors are required to provide all materials necessary for water hook-up and is also responsible for any repairs related to connecting/disconnecting.

Weddings

Weddings are considered events and interested applicants must follow the City of Miamisburg event process. Riverfront Park Stage and Veterans Memorial Park Gazebo are reserved on a first call basis. To secure a reservation, send the complete *Event Request* and follow the procedures for the special event process. Fees for events apply to weddings.

To assist with planning use of a city park for a wedding, the following apply:

1. Chairs may be rented for your guests through a rental company. We do not provide the outdoor chairs.
2. Aisle runners may be used but cannot be left on the grounds after the ceremony. These runners should be made of paper or some other soft flexible material. Please note that aisle runners can be dangerous.
3. Do not attach anything (signs, crepe paper, etc.) to any Miamisburg structure or plant, even temporarily. You may toss real flower petals or use bubbles, but NOT balloons, fake flower petals, confetti, birdseed or rice.
4. Driving on the grounds is prohibited.

5. Applicant may wish to select a backup location, other than City parks, to use in case of inclement weather. We do not provide an alternate venue for your use, unless it is rented in advance. Our recommendation is your reception site.
6. You are financially responsible for any damage to the City of Miamisburg grounds, buildings, and plantings that occur because of your ceremony.
7. The City personnel may terminate any event when it is deemed necessary. Such circumstances leading to termination may include but are not limited to weather that presents and eminent danger to guests or property and construction at the event site.

Appendix

A. Event Request

To conduct an event in the City of Miamisburg, please complete and submit the online event request, by following the link below. Requests must be submitted electronically. Handwritten copies will not be accepted. If your Event Request Date is available, you will be notified by e-mail by the Operations Supervisor within 7-14 business days. You will be instructed to complete an online Event Application.

https://cityofmiamisburg.formstack.com/forms/event_request

B. Event Application

If your event request is approved, you will be notified by e-mail and given a link to complete the online application. Complete and submit the online Event Application and pay a \$25 non-refundable application fee. On the Event Application, you will be asked to submit supporting documentation, including promotional material (flyer, brochure, poster, etc.), or other items, such as entertainment lineup, vendor requirements, event layout, and needs from the city, etc. If these items are not ready at the time of submission, they must be submitted by the deadline given. Insurance certificates must be submitted at least 14 days prior to the event. Your Event Application will be reviewed. You will be contacted by e-mail within 7-14 business days of your event status for a follow-up meeting. A refundable security deposit is required at the time of the meeting. Please do not publicize this event until you have been given final approval by the Operations Supervisor.

C. Vendor Requirements

To view PHDMC's *Application for a License to Conduct a Temporary Food Operation* please follow the link below:

<http://www.phdmc.org/food-protection/food-protection>

D. Tents

To view the MVFD's *Tent Permit Application and Checklist* for all tents for cooking and other tents over 400 square feet please follow the link below:

<http://www.miamivalleyfiredistrict.org/bigredfiretruck/wp-content/uploads/2016/05/MVFD-Tent-Application-and-Checklist-.pdf>

E. Determining Voltage and Amperage

The following list provides the voltage and amperage of the two electrical boxes located at Riverfront Park:

1. Location: Riverfront Park- Stage

Electrical Box: 200-amp box

Outlets:

- 10 x 110 V and 20-amp GFI
- 2 x 220 V and 30-amp
- 1 adapter for 220 V and 50-amp

2. Location: Riverfront Park- Corner of Central Avenue and Miami Avenue

Electrical Box: 200-amp box

Outlets:

- 10 x 110 V and 20-amp GFI
- 3 x 220 V and 30-amp
- 1 x 220 V and 50-amp

3. Location: Riverfront Park- North End of Circular Drive at Water St., West Side of Dumpster Screen

Electrical Box: 400-amp box

Outlets:

- 8 x 110 V and 20-amp GFI
- 8 x 220 V and 50-amp

F. Electrical Cord Reference Guide

Environment and Usage

The first thing to consider when selecting an extension cord is where you intend to use it. Cords are clearly labeled as "indoor" or "indoor/outdoor." Cords designed for outdoor use have more durable jackets, or covers, than cords intended only for indoor use. Outdoor extension cords have jackets that offer protection from moisture, direct sunlight and abrasion. Some heavy-duty cords are also rated for protection against oils, other chemicals or extreme temperatures. It's perfectly safe to use an outdoor

extension cord inside but using an indoor extension cord outside can lead to overheating and dangerous short circuits.

Outdoor extension cords fall into three broad categories, indicating general capabilities:

- **Occasional use cords** are suitable for smaller projects and tools.
- **Frequent use cords** can handle larger tools and equipment and heavier use.
- **Rugged cords** are designed for continual use on job sites, even in extreme weather, and are suitable for high-amperage tools.

You can learn more about a cord's durability and intended use by looking at its specific jacket type, listed as letter designation on product packaging and the cord itself. Refer to the chart below to see what the letters in jacket designations mean.

Designation Letter	Meaning
S	Indicates a flexible cord designed for general use
W	Indicates the cord is rated for outdoor use
O	Indicates the cord is oil-resistant

Power Rating

Maximum Amperage

It's important to select an extension cord that can handle the energy requirements of any connected devices.

- Every extension cord has a maximum amperage, which is the upper limit on the electrical current it can conduct safely.
- If you connect a device that uses a current level above this limit, the device may not function correctly, and the cord may overheat.

The power requirements for household electrical devices vary widely. For example, a typical table lamp requires only .5 amps, while a leaf blower might use 12 amps. You can usually find the energy requirements for electrical devices listed on the device itself, as well as in the instruction manual. It's a good idea to identify the energy requirements of a device before connecting it to an extension cord. Many extension cords also have a listed power rating:

- If the rating for the electrical device and the cord are both listed in amps, simply select an extension cord that exceeds the amperage requirements of the device.

- If you plan to connect multiple devices to the cord at the same time, add up the current requirements for each device.

The power requirements for some devices are listed in watts, rather than amps. In this case, use this formula to convert the rating to amps: **Amps = watts/110**

Gauge and Length

If an extension cord doesn't include a maximum amperage rating, you can figure out its capacity by looking at its American Wire Gauge (AWG) rating:

- Wire gauge is a measure of the diameter of the conducting wires inside the cord.
- Wires with a larger diameter can handle greater current.
- Lower AWG number indicate a thicker wire and a higher current capacity, so the lower the number, the higher the cord's capacity to deliver power.

Gauge is typically listed along with the number of conducting wires in the cord. For example, a 14/3 cord contains 14-gauge wire, and has three conductors inside.

Common Gauge ratings are:

- 16-Gauge (light duty)
- 14-Gauge (medium duty)
- 12-Gauge (heavy duty)
- 10-gauge (extra-heavy duty)

Typically, you can find a cord's gauge rating printed on the cord jacket. If you're replacing an old cord, look for the AWG number printed on the jacket, and select a new cord with the same gauge.

To determine the cord's capacity, it's important to consider the cord length along with the wire gauge. Every extra foot of cord increases the electrical resistance, which decreases the power the cord can deliver to connected devices. Because of this, it's best to use a cord that is only as long as you need. If you are needing to power something far away from the power source, you may need to get a lower gauge cord, that will conduct more electricity.

Other Features to Consider

- **Built-in Ground Fault Circuit Interrupter (GFCI):** A device that automatically shuts power to the extension cord in the event of a ground fault, a type of short circuit that can result in dangerous shocks. This is recommended when water is present.
- **Lighted Plug:** A plug that lights up to indicate when the cord is powered.
- **Connector Box:** A device that fits around both the extension cord plug and the plug on the connected electrical device to keep them from pulling apart.
- **Multiple Sockets:** Cords that allow you to power multiple devices at once.

THE CITY OF MIAMISBURG RECOMMENDS VENDORS USING CITY POWER SOURCES USE AN OUTDOOR RATED CORD WITH A 14, 12, OR 10 GAUGE RATING OF PROPER LENGTH AND RATED TO HANDLE THE LOAD REQUIRED IN CONTEXT WITH THE DISTANCE FROM THE POWER SOURCE AVAILABLE.

F. Over the Street Banner Policy

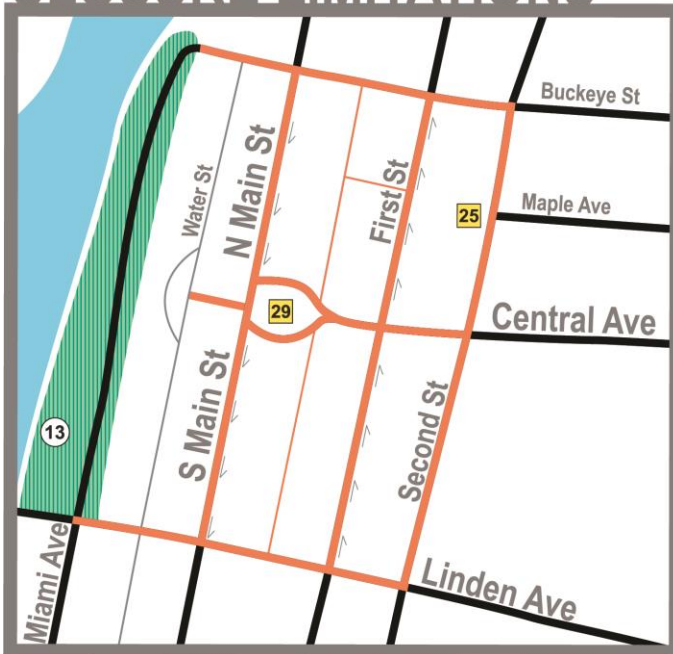
To view the City's *Over the Street Banner Policy* please follow the link below:

http://www.ci.miamisburg.oh.us/index2.php?option=com_docman&task=doc_view&gid=299&Itemid=1

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Attachment A

CLOSURE LIMITATIONS



Key

- ① Parks
- Street Closure Limitations
- 1 Facilities

FACILITIES

- 25 Civic Center | 10 N. First St.
- 29 Market Square Building | 4 N. Main St.

PARKS

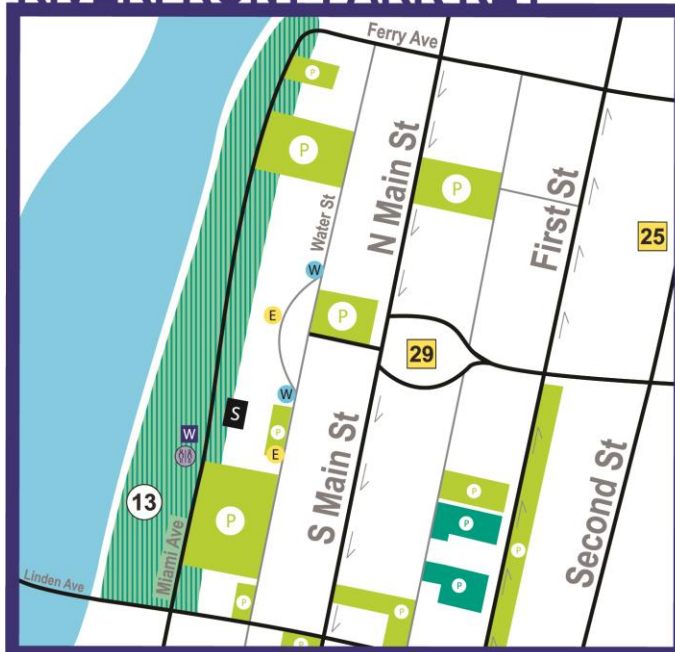
- 13 Riverfront Park | 7 AC | 3 N. Miami Ave.

PICTOGRAMS

- Historical Site
- Restrooms
- Bikeway
- Picnic Tables
- Fishing

Riverfront Park Key

RIVERFRONT PARK KEY



Key

- ① Parks
- 1 Facilities
- E Electric
- W Water
- Water Fountain
- S Stage

FACILITIES

- 25 Civic Center | 10 N. First St.
- 29 Market Square Building | 4 N. Main St.

PARKS

- 13 Riverfront Park | 7 AC | 3 N. Miami Ave.

PICTOGRAMS

- Historical Site
- Restrooms
- Bikeway
- Picnic Tables
- Fishing

Riverfront Park | 3 N. Miami Ave.

Park Maps and Stage Photos



Riverfront Park Stage

Community Park and Learning Center Map

COMMUNITY PARK & LEARNING CENTER



FACILITIES

- 26 Community Park Learning Center
550 S. First St.

PARKS

- ④ Canal Run Dog Park | 1.5 AC
550 S. Main St.
- ⑥ Community Park | 42 AC | 550 S. First St.



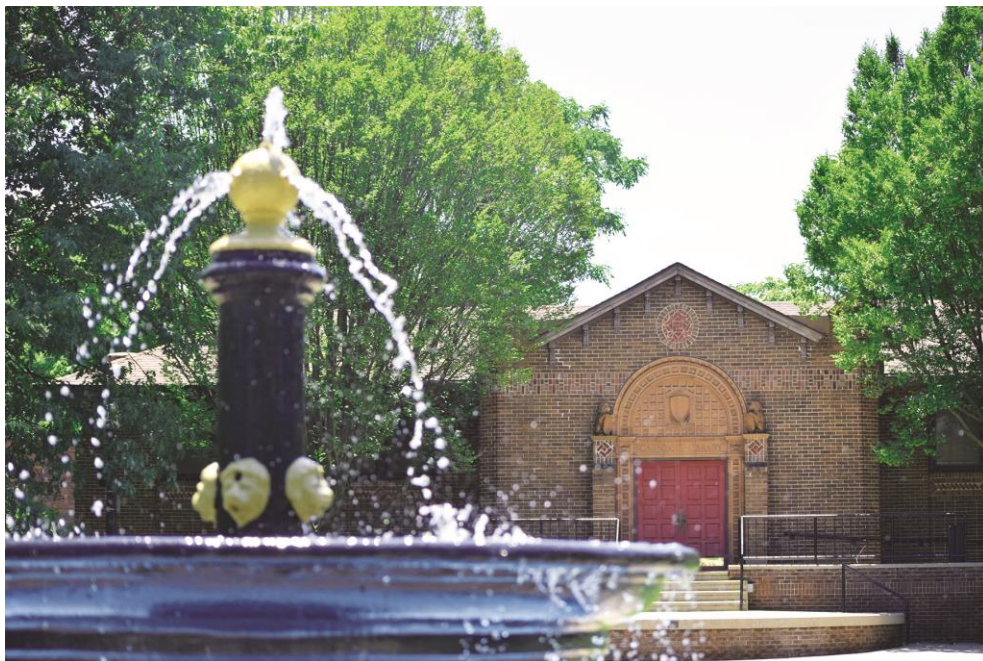
PICTOGRAMS

- Historical Site
- Restrooms
- Basketball Courts
- Bikeway
- BMX Trail
- Skatepark
- Playground (2-5)
- Playground (6-12)
- Picnic Tables

Community Park and Learning Center | 550 S. First St.



Veterans Memorial Park | E. Central Ave. and Fifth St.



Carnegie Center Stage at Veterans Memorial Park

Event Application Checklist

Name of Event: _____

Date of Event: _____

Event Structure Template

Tasks





PlayMiamisburg.com | (937) 866-8999