



- REQUEST FOR PUBLIC PARK PERMIT
- REQUEST FOR PUBLIC RIGHT-OF-WAY PERMIT

Date(s) of Event: ___ / ___ / ___ through ___ / ___ / ___ From: ___ a.m./p.m. To: ___ a.m./p.m.

Today's Date: ___ / ___ / ___ Emergency Utility Repair (check box, if applicable)

--- Applicant shall allow a minimum of 3 business days for processing ---

Responsible Adult:
(18 years of age or older)*

Address: _____

Telephone: _____

Cellular: _____

Fax: _____

Email: _____

Organization: _____

Advisor: _____

Address: _____

Telephone: _____

Cellular: _____

Fax: _____

Email: _____

Non-Profit: Yes No

* Person in charge - Primary contact

PARK REQUESTED

- Merry Day Park (adjacent to the Miami Mobile Home Park, Reagh Way Drive)
- Leonard Howell Park (Bonham Road)
- Oxford Community Park (Fairfield Road) – Contact 523-6314 to confirm date(s)
- Memorial Park (E. Park Place & N. Main Street – has pavilion)
- Martin Luther King Jr. Park (W. Park Place & N. Main Street – animal sculptures & fountain)
- Other: _____

TITLE OF EVENT (be specific and include projected attendance)

_____ Projected Attendance: _____ Has this event been held previously? <input type="checkbox"/> Yes <input type="checkbox"/> No If "YES", when? _____
--

Will food, goods, services or merchandise be sold at the event? Yes No

If "YES", please see Section 729.05, Sales on Certain Municipal Property Prohibited (attached to last page of application.)

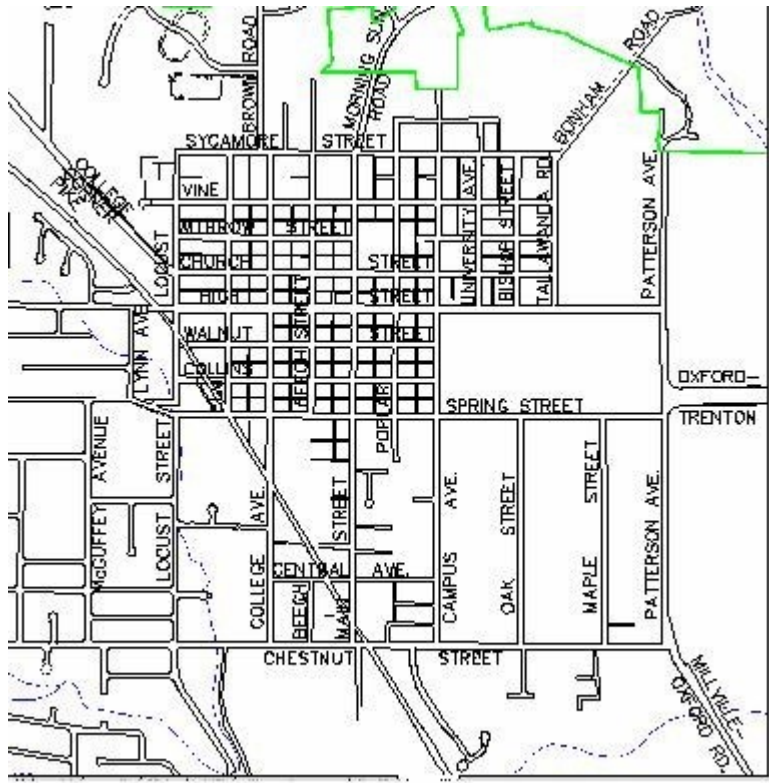
Note: If you or your organization are handing out information on the public sidewalk, no permit is required.

DESCRIPTION OF EVENT

Place a description of the event, along with additional requests, on the appropriate attachment. If request is **only** for use of a right-of-way, use the attachment labeled City of Oxford / Right-of-Way Request Details.

Applicant's Signature: _____ Date: ___ / ___ / ___ <i>I have read and understand the rules, guidelines and conditions. Furthermore, I understand that acceptance of them is a condition of approval; and, if approval is granted, it is only for the event specified above. I also understand that the request will be reviewed by various City of Oxford officials and additional conditions may be required before final approval is granted. If additional conditions are required, I agree to meet with the appropriate officials.</i>

Note
If your event is outside the boundaries of this map, either attach a separate map or contact the City for assistance.



CITY OF OXFORD / RIGHT-OF-WAY REQUEST DETAILS

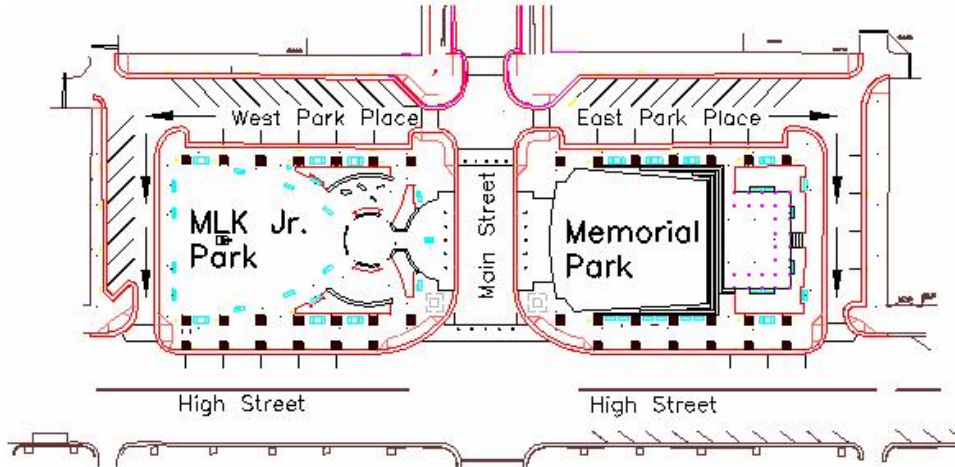
Instructions for Applicant: Please clearly denote the parade route, streets and/or sidewalk areas being requested. Place a concise narrative explanation on the following lines. Attach additional pages if necessary. **Note: Any work in the public right of way requires the submittal of a maintenance of traffic plan.**

Additional Requests:
(Include details in narrative)

- No Parking Signs*
- Detour(s)
- Police Assistance

<u>Time Details</u>	Start	End
Setup	_____	_____
Event	_____	_____
Breakdown	_____	_____

*Generally the responsibility of the applicant.



OXFORD MEMORIAL PARK & MARTIN LUTHER KING JR. PARK

Instructions for Applicant: Please clearly denote (1) the sections of the parks that you are requesting, (2) parking spots needed and (3) proposed street closures. Place a concise narrative explanation on the following lines. Attach additional pages if necessary.

Additional Requests:
(Include details in narrative)

- Pavilion
- Extra trash cans*
- Special power requirements (explain in narrative)**
- Street Closure**
- Other: _____

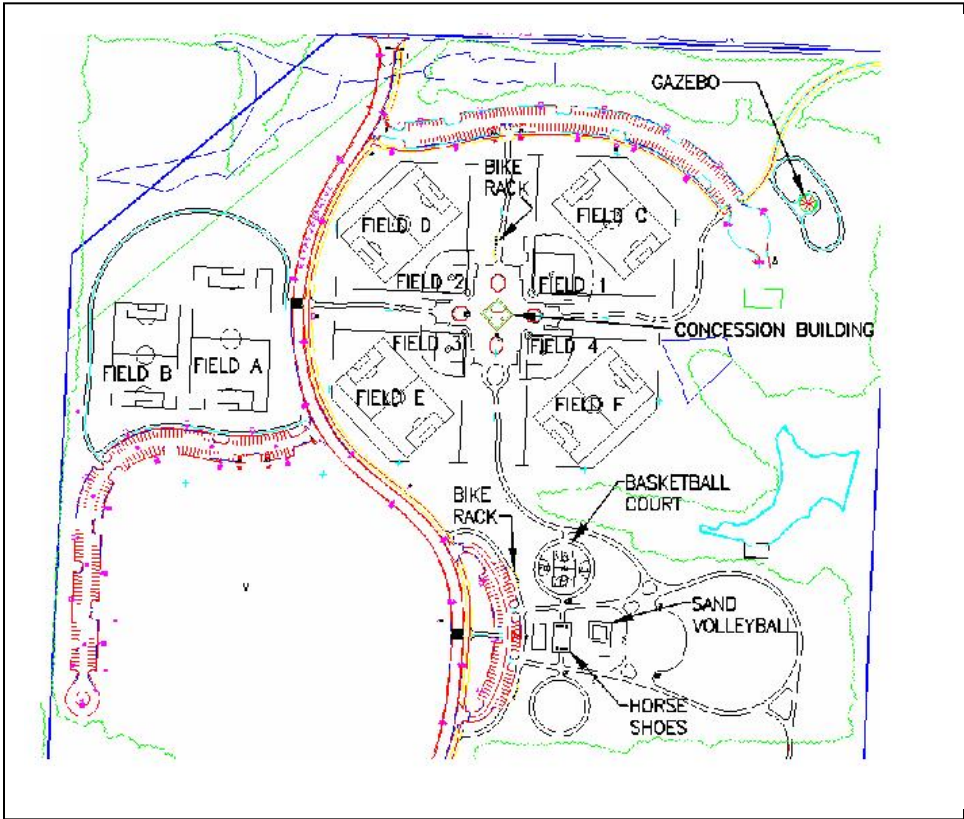
<u>Time Details</u>	Start	End
Setup	_____	_____
Event	_____	_____
Breakdown	_____	_____

*See fee sheet

** Contact the Streets & Maintenance Division 3 days prior to the event at
 513-523-8412

NOTE: Street closures will be at the discretion of the Oxford Police Department

Parking Information
The park can accommodate
310 vehicles.



OXFORD COMMUNITY PARK

Instructions for Applicant: Please clearly denote the sections of the park that you are requesting. Place a concise narrative explanation on the following lines. Attach additional pages if necessary.

Additional Requests:
(Include details in narrative)

- Gazebo**
- Extra trash cans*
- Field Rental**
- Other: _____

<u>Time Details</u>	Start	End
Setup	_____	_____
Event	_____	_____
Breakdown	_____	_____

*See fee sheet ** Contact OPRD – 523-6314 – for sports fields/gazebo

NOTE: Street closures will be at the discretion of the Oxford Police Department. *** NO PARKING on Kay Rench Drive



Stipulations and Fees

Note: FULL PAYMENT REQUIRED **BEFORE** THE EVENT

RIGHT-OF-WAY

Applicants should allow a minimum of **three (3) business days** for the request to be processed from the time it is submitted to city officials. *(Please provide the City with as much lead time as possible. Events requiring road closures and staffing will require additional processing time. Large event requests shall be submitted no less than fourteen (14) days in advance of the event.)*

1. **Applicant shall manage all work zones in the Right-of-Way in compliance with the Ohio Manual of Uniform Traffic Control.**
2. Large events (estimated at over 500 people, including all concerts and performances, will require a pre-event meeting with the Police (524-5247) and Service Department (524-5206) prior to approval. *Note: Requests **WILL NOT** be approved prior to the pre-event meeting.*
3. The period of use may not exceed two (2) days without city council approval.
4. At least one legally responsible adult must sign the request.
5. The usage may not discriminate for or against a given class of people.
6. All ordinances that regulate noise **shall** be observed.
7. NO nails, spikes, tacks or adhesive material may be driven into or affixed to trees or into the ground within the public right-of-way.
8. The applicant is responsible for cleanup. Failure to clean up may result in subsequent requests being denied or a deposit being required. In addition, a cleaning charge may be assessed.
9. Safety staffing levels will be determined by the Oxford Police Department and the applicant may be required to hire police officers.
10. All special conditions specified by department heads must be complied with. Fees may be assessed for special services – see below.
11. NO markings may be made on streets or sidewalks within the public right-of-way.

USE OF PARKS (ALL THOSE ABOVE, PLUS)

1. No motor vehicles may be parked within the area of the park or on any sidewalk.
2. Banners are only permitted on the stage area during the function and must be removed immediately after the event. Tying is the only acceptable way of affixing a banner to the stage area.
3. No signs are permitted.
4. The applicant is responsible for damage to grass, shrubs or trees as a result of the event and agrees to compensate the City of Oxford the cost of repairs and/or replacement.
5. No structure shall be defaced and no structure shall be erected within four (4) feet of the base of a tree or shrub.
6. NO nails, spikes, tacks or adhesive material may be driven into or affixed to trees or into the ground within any park.
7. The applicant will be required to provide the City with a certificate of insurance naming the City as an additional insured for events with live animals or inflated play structures with a minimum of \$1M coverage. Insurance for other events may be required and reviewed on a case by case basis.

<u>FEE INFORMATION</u>	
No Parking Signs	\$1.00/ea.
Metered Parking	\$10.00/ea
Trash Boxes	\$5.00/ea.
<u>Personnel</u>	
Police Officer(s)	Contact OPD
Street Dept. Personnel	\$25.00/hr
Electrician	\$100.00
Park & Rec Personnel	Contact OPRD
<u>Road Closures</u>	
Main Street	\$135.00**
US 27 Detour	\$135.00**
<i>**Includes labor</i>	
<u>Sports Fields/Gazebo</u>	
Contact OPRD – 523-6314	

APPLICANT'S ASSURANCE

I have reviewed the estimated cost for the event and agree to compensate the City for services rendered as specified above. If the event runs past the stated end time, I understand that additional charges will accrue and agree to compensate the City accordingly.

Date: ___ / ___ / ___

Applicant's Signature

<u>CITY USE ONLY</u>					
	Service	Hours	Rate	Estimate	Final
1			\$	\$	\$
2			\$	\$	\$
3			\$	\$	\$
4			\$	\$	\$
5			\$	\$	\$
			Total	\$	\$

	Applicant's Initials	Review Date
Police Department		
1		
2		
3		
4		
Fire Department		
1		
2		
3		
4		
Service Department		
1		
2		
3		
4		
Recreation Department (if applicable)		
1		
2		
3		
4		
City Manager		
1		
2		
3		
4		

Pre-Meeting (if applicable): Reviewed with _____ on _____.

Reviewer(s): _____

APPROVAL SECTION (with conditions)

Police Chief: Approved Not Approved _____ / _____

Fire Chief: Approved Not Approved _____ / _____

Service Director: Approved Not Approved _____ / _____

Recreation Director: Approved Not Approved _____ / _____

City Manager: Approved Not Approved

_____ Date: _____

City Manager's Signature

Reason(s) event not approved:

729.05 SALES ON CERTAIN MUNICIPAL PROPERTY PROHIBITED.

No person shall sell, offer to sell or solicit orders for goods, wares or merchandise for immediate or future delivery, or services to be furnished, performed or provided in the present or in the future, within parking meter zones or upon any municipally-owned or controlled property other than streets. This law shall not be applicable to nonprofit or charitable community organizations operating with the express consent of the Office of the City Manager and shall not apply to the lawful use of sidewalk space where such use is expressly authorized by the Codified Ordinances of Oxford, nor shall this section be applicable to the selling at a Farmers' Market of farm produce when such produce has been raised and grown by the vendors and provided that such selling has been specifically authorized and regulated by the Council. Any sale or use of alcohol upon any municipally-owned or controlled property shall be approved by City Council.

(Ord. 3211. Passed 3-19-13.)