

**BEXLEY RECREATION AND PARKS DEPARTMENT
ADMINISTRATIVE GUIDELINES
USE OF DEPARTMENT FACILITIES**

A. Request of Use of Recreation and Parks Facilities

Request for use of a recreation and parks facilities shall be made based on the following schedule:

| Facility | Class | Permitting Begins | Time Period |
|-----------------|--------------|---|-----------------------|
| Fields | A2 & A3 | 1 st Monday in Jan. | Jan. 1 – Mar. 31 |
| | B | Tue. Following 1 st Mon. in Jan. | Jan. 1 – Mar. 31 |
| | C & D | Wed. Following 1 st Mon. in Jan. | Jan. 1 – Mar. 31 |
| | A2 & A3 | 1 st Monday in Apr. | Apr. 1 – July 31 |
| | B | Tue. Following 1 st Mon. in Apr. | Apr. 1 – July 31 |
| | C & D | Wed. Following 1 st Mon. in Apr. | Apr. 1 – July 31 |
| | A2 & A3 | 1 st Monday in Aug. | Aug. 1 – Dec. 31 |
| | B | Tue. Following 1 st Mon. in Aug. | Aug. 1 – Dec. 31 |
| | C & D | Wed. Following 1 st Mon. in Aug. | Aug. 1 – Dec. 31 |
| Diamonds | A2 & A3 | 1 st Monday in Jan. | Jan. 1 – *Evaluations |
| | B | Tue. Following 1 st Mon. in Jan. | Jan. 1 – *Evaluations |
| | C & D | Wed. Following 1 st Mon. in Jan. | Jan. 1 – *Evaluations |
| | A2, & A3 | Week by Week – Monday at 8am | Evaluations – July 31 |
| | B1, & B2 | Week by Week – Monday at 12noon | Evaluations – July 31 |
| | C & D | No Availability | Evaluations – July 31 |
| | A2 & A3 | No Availability | Aug. 1 – Dec. 31 |
| | B | No Availability | Aug. 1 – Dec. 31 |
| | C & D | No Availability | Aug. 1 – Dec. 31 |

*Evaluations: The weekend designated for Bexley Rec Youth Baseball/Softball Evaluations. This is subject to change (Roughly the 3rd or 4th weekend in April).

The use of any building or grounds or any part thereof is granted on the condition that if needed for recreation functions on any of the dates granted the applicant agrees to forego its use on such dates. Notice of cancellation will be done via email.

The Bexley Recreation and Parks Department reserves the right to cancel (as a result of weather related issues) any and all permitted use of a facility for the purpose of protecting facility grounds. i.e. in the case of heavy rains, the department may cancel use of a field to preserve the quality of the park for future use. Notice of cancellation will be done via email.

In addition, we ask the permitted parties to use common sense when using park grounds that are wet/soggy. Activity on wet/soggy facility will damage the park, which can/will result in the closure of the facility for repairs.

B. Class Description for Use of Recreation and Parks Facilities

- Class A1** Bexley Recreation and Parks Department and City of Bexley Programming.
- Class A2** Bexley City School District Related - groups organized specifically for the purpose of assisting with the City of Bexley/public schools such as, but not limited to:
- Bexley City School Athletic Teams
 - Bexley Parent Support Organizations (e.g., P.T.O. s, etc)
 - Bexley Music Boosters
 - Bexley Athletic Boosters
- Class A3** Bexley Community Groups
- Bexley Scouting Groups or Similar Bexley Groups
 - Sports Teams (Must have 75% of participants as Bexley residents)
 - Educational Institutions (e.g. Capital, St. Charles, CSG, etc.)
- Class B1** Bexley City School District Related Proprietary Groups with 75% or More Bexley Resident Participation (e.g., Sports Camps, Tutoring Groups)
- Class B2** Bexley Community Organizations (Permitted by Resident for group made up of less than 75% residents)
- Class C** Non-School/Non Community Organizations, and Non-Resident (Not for Profit)
- Class D** Group/Individual Operating for Profit (e.g., private/group instructors, camps, etc.)

*As it relates to Wolfe Park and Clowson Park Class A3, B1, & B2 will include the wording “and/or Columbus” following the word Bexley (i.e. Sports Teams {Must have 75% of participants as Bexley and/or Columbus residents). This wording, as it relates to Wolfe Park and Clowson Park, is designed to give, following the City of Bexley (A1) and Bexley City Schools (A2), equal access to these park facilities for Columbus and Bexley residents.

C. Priority for Use of Recreation and Parks Facilities:

- Class A1** Bexley Recreation and Parks Department and City of Bexley Programming applications shall be given top priority over all other facility use. The cost of programs shall be assumed by the Department unless otherwise indicated by the Supervisor or Director. Class 1 advisors/supervisors are expected to check and lock buildings on weekends and after hour activities before they leave.
- Class A2** Bexley City School District Related - groups organized specifically for the purpose of assisting with City of Bexley/public schools applications shall be given second priority for use of school facilities. All rules governing use of recreation and parks facilities shall be followed. Class A2 advisors/supervisors are expected to check and lock building on weekends and after hour activities before they leave.
- Class A3** Bexley Community Groups applications shall follow the fee schedule on the attached rental fee sheet and take forth priority. All rules governing use of the recreation and parks facilities shall be followed. Summer Sports Camps operated by

Bexley contracted coaches will have the maximum of two (2) hours charged for full day use and a maximum of one (1) hour charge for half day usage.

- Class B1** Bexley City School District Related Proprietary Group with 75 % or More Bexley Resident Participation applications shall follow the fee schedule on the attached rental fee sheet and take forth priority. All rules governing use of the recreation and parks facilities shall be followed. Summer Sports Camps operated by Bexley contracted coaches will have the maximum of two (2) hours charged for full day use and a maximum of one (1) hour charge for half day usage.
- Class B2** Bexley Community Organizations shall follow the fee schedule on the attached fee sheet and take fourth priority. All rules governing use of the recreation and parks facilities shall be followed.
- Class C** Non-City/Non-School/Non-Community Organizations and/or Proprietary Groups applications shall follow the fee schedule on the attached rental fee sheet. All rules governing use of the recreation and parks facilities shall be followed.
- Class D** Group/Individual Operating for Profit must permit through the Bexley Recreation and Parks Department in order to use any facilities for the purpose of generating revenue. All rules governing use of the recreation and parks facilities shall be followed.

*As it relates to Wolfe Park and Clowson Park Class A3, B1, & B2 will include the wording “and/or Columbus” following the word Bexley (i.e. Sports Teams {Must have 75% of participants as Bexley and/or Columbus residents). This wording, as it relates to Wolfe Park and Clowson Park, is designed to give, following the City of Bexley (A1) and Bexley City Schools (A2), equal access to these park facilities for Columbus and Bexley residents.

***Applicable to all class levels: The need for maintenance/custodian or police to be present shall be determined by the Supervisor or Director. Police payments are made to the Police Department by the applicant and must be verified to the District prior to the event. If maintenance/custodian is required, the estimated cost is listed on the attached rental fee sheet. The actual department cost will be billed to the applicant.**

D. Regulations Governing Use of Recreation and Parks Facilities

It is the responsibility of the applicant to assure that the participants and spectators adhere to the below Regulations Governing Use of Recreation and Parks Facilities.

- a. Unauthorized motor vehicles are prohibited.
- b. Use of firearms, weapons, fireworks, BB guns, archery equipment, sling shots and paint guns are prohibited.
- c. Illegal and inappropriate conduct will not be tolerated.
- d. Any groups using the facilities must yield to groups carrying a permit.
- e. Alcohol is not permitted at the facilities.
- f. Tobacco use in a youth sports setting is prohibited.
- g. Facility must be cleared of any trash/litter.

- h. Respect the facility and all park/facility visitors.
- i. Must adhere to any posted rules.

***Any violation by group utilizing the facility will result in said group being subject to the facility discipline policy.**

E. Facility Discipline Policy

First Offense – Written warning, which will include a minimum \$50 fine (additional fine will be assessed to cover any departmental expenses occurred as a result of the permit holders improper conduct). All remaining dates held by said permit holder will be forfeited until fine is made in full. NO REFUNDS!

Second Offense – Fine will be assessed to cover all expenses incurred. The permit holder will forfeit the remainder of their permit and will lose their right to permit (including the organizations right to permit) for a minimum of one year. NO REFUNDS!

BEXLEY RECREATION AND PARKS DEPARTMENT FACILITY RENTAL FEES

Rental Rates for Recreation and Parks Facilities

Definition of Classification:

- Class A1** Bexley Recreation and Parks Department and City of Bexley Programming.
- Class A2** Bexley City School District Related
- Class A3** Bexley Community Group
- Class B1** Bexley City School District Related Proprietary Groups with 75% or More Bexley Resident Participation
- Class B2** Bexley Community Organizations
- Class C** Non-School/Non Community Organizations, and Non-Resident (Not for Profit)
- Class D** Group/Individual Operating for Profit

*As it relates to Wolfe Park and Clowson Park Class A3, B1, & B2 will include the wording “and/or Columbus” following the word Bexley (i.e. Sports Teams {Must have 75% of participants as Bexley and/or Columbus residents}). This wording, as it relates to Wolfe Park and Clowson Park, is designed to give, following the City of Bexley (A1) and Bexley City Schools (A2), equal access to these park facilities for Columbus and Bexley residents.

The maintenance/custodial charge \$35 per custodian per hour – 2 hour minimum. Those renting our facilities will be charged the actual dollar amount incurred by the department for these services. This would include any needs for fields to be prepped and lined for your activity.

*Please note, these guidelines only relate to our parks facility, and in no way reflect policy related to the Jeffrey Mansion, Memorial Shelter, or David H. Madison Community Pool.

| Outdoor Facility Hourly Rate (If Reserved) | | | |
|---|----------------|----------------|------------------------|
| Facility | Class A | Class B | Class C & D |
| Camp Meadow Field | \$0.00 | \$10.00 | \$20.00 |
| Jeffrey Front Meadow | \$0.00 | \$10.00 | \$20.00 |
| Commonwealth West Space 1 or 2 | \$0.00 | \$10.00 | \$20.00 |
| Commonwealth East Space 1 or 2 | \$0.00 | \$10.00 | \$20.00 |
| Wolfe Park Space 1 or 2 or 3 | \$0.00 | \$10.00 | \$10.00 |
| Pump House Park Space 1 or 2 | \$0.00 | \$10.00 | \$10.00 |
| Wolfe Park North Diamond | \$0.00 | \$10.00 | \$10.00 |
| Wolfe Park West Diamond | \$0.00 | \$10.00 | \$10.00 |
| Clowson Softball Diamond | \$0.00 | \$10.00 | \$10.00 |
| Jeffrey Park Tennis Court 1 or 2 | \$0.00 | \$5.00 | \$20.00 |

**The Bexley Recreation and Parks Department reserve the right to enter into a contract with any group in which the terms/conditions of said contract are outside the standards of this policy. The BRPD reserves the right to enter into such a contract when it is determined to be in the best interest of the BRPD. Any such contract must be signed off by the Recreation and Parks Director.