



Village of Covington Park and Rental Policies and Procedures

All policies and procedures below must be followed by all and any users of facilities that are within the Village of Covington. These policies additionally include expectations for the management, care, and maintenance of the parks within the Village for anyone in the parks for any reason, including renting space.

These policies and procedures may be updated at any time and will be shared and distributed to all renters of facilities within Covington.

DEFINITIONS

Village means the Village of Covington, OH.

Renter means anyone who chooses to utilize a rentable facility within a park or owned and operated by the Village.

Guest means anyone who utilizes a rentable facility for an event that is not the renter.

Rentable Facility means any space within Community Park, Schoolhouse Park, or other Village owned property that is made available to rent by the general public for events or activities.

Rentable Season generally means the time that facilities are rentable in the Village annually, which will be posted annually by January 1st. In the case of shelters or other facilities in parks it generally from April through November.

Event means a planned private occasion at a rentable facility within the Village where it is intended that people beyond the renter will attend.

Outdoor Special Event Permit refers to a different permit required to hold Outdoor Special Events that may have different regulations associated with said event then required within this policies.

Vehicle shall mean everything on wheels or on treads.

POLICES AND PROCEDURES

Alcohol: Alcohol is NOT permitted to be consumed by any Renter or guest within Village of Covington facilities, unless an Outdoor Special Event Permit is approved prior to a special event.

VILLAGE OF COVINGTON

1 South High Street, Covington, OH 45318

contact@villageofcovington.com | phone: (937) 473-3420 | www.villageofcovington.com



Bathroom Facilities: Bathroom facilities are generally open during facility hours during the rentable season. Bathroom facilities may also be made available to renter if outside of general facility hours for an event, if specifically requested on the application form.

Bounce Devices and Hot Air Balloons: Bounce devices and hot air balloons are prohibited within the facilities and surrounding area.

Cancellations / Refunds: The Renter may cancel the agreement at any time, but no refunds will be provided. Weather events are not cause for a refund.

Commercial Activities: All Covington rental facilities may only be rented for private personal, non-profit gatherings including, but not limited to, birthday parties, showers, receptions, meetings, reunions, etc. Rentable Facilities shall not be rented for profitmaking purposes nor shall the Renter charge guests a fee for their attendance at the event unless the ticket fee is for a charitable / non-profit fundraising purpose.

Decorations: Decorations, posters, streamers, etc., may be taped, to the walls, ceilings, framework, windows, doors, and equipment at any facility, but must be completely removed at the end of the rental period. Decorations may not be nailed or permanently impact any structure at any facility. No outside political signs are allowed on Village property.

Destruction of Property: No renter or guest shall dig, move, or carry away any rock, stone, sod, sand, earth, tree, wood, shrub, plant, flower or nut or other seed in a park, except during specific events which will require that an Outdoor Special Event Permit is obtained.

Event Size: Any event that has more than 10 people will be considered a large event and shall require an insurance policy in the amount of \$100,000 that lists the Village of Covington as certificate holder and co-insured. Any event that intends to have more than 30 people, will require an Outdoor Special Event Permit.

Facility Hours: Renters may not enter prior to the time on their rental agreement. Failure to vacate the property on time shall be cause for the Village to not rent to renter in the future. Generally, all parks within Covington open at sunrise and close at sunset.

Firearms, Weapons and Tools: No person in a rentable facility or within a park owned by the Village of Covington, except Police Officers, shall have in his or her possession any switchblade, hunting knife, knife with a blade length that is longer than three (3) inches, dagger or other bladed instruments, metal knuckles, slingshots, bows and arrows, or other dangerous weapons. No person shall discharge in or into a park any firearms, air or gas guns, except for the firing of a military salute or the firing of weapons by person of the nations' armed forces acting under military authority, or law enforcement officials or other government officials in the proper enforcement of the law, or any person in the proper exercise of the right of self-defense, or any person otherwise lawfully permitted by proper federal, state or local authorities to discharge a firearm.

VILLAGE OF COVINGTON

1 South High Street, Covington, OH 45318
contact@villageofcovington.com | phone: (937) 473-3420 | www.villageofcovington.com



Fire Safety: No person shall start or maintain a fire in any rental facilities. Smoking is prohibited inside any facility. All rental facilities and surrounding areas are designated smoke free. Candles, open flames, fireworks, sparklers, smoke machines, and live flame fires of any type are prohibited.

Furniture: Any furniture (tables, chairs, picnic tables) may be moved during the event, but must be put back in its original place at the end of the event.

Handicap Access: Most facilities within the Village of Covington are handicap accessible and have ADA-compliant restroom facilities.

Music and Entertainment: Music must be at a reasonable volume and must cease one half hour (30 minutes) prior to closing the event.

Parking: No Renter or guest shall park any vehicles on grass or any other area that is not paved or clearly designated as a parking space.

Rental Fees: The rental fee is due when a reservation for an event is made. Rental fees are updated as part of the Village Fee Schedule and are not refundable.

Renter Responsibilities: Renter must be a resident of Covington 21 years or older. Groups shall not arrive before the authorized rental time and shall leave the premises at the expiration time. Set up and cleanup is to be done during the time of the rental. The Renter must remain on the premises the entire time the event is being held. If any damages occur, the Renter shall be held responsible and will be billed for any repairs that are required. Any misrepresentation of the description of the group size or use to be undertaken at the facility shall cause the rental agreement to become null and void at the opinion of the Village of Covington; the event can be closed, and it may preclude future rentals. The Renter shall have adequate personnel in charge to manage the function/event and said personnel or designees shall refrain from entering or allowing entrance to parts of the facility not covered by this agreement.

Storage: Renters are not permitted to store any personal or organizational belongings or equipment unless they have a separate agreement with the Village of Covington allowing storage. Otherwise, all items must be removed at the time the renter vacates the building after their event.

Water Access: No event shall be granted access to the Stillwater River, and no person shall swim, utilize watercraft, or otherwise enter the Stillwater River as part of an event unless approved by the Village Administrator within a separate agreement.

VILLAGE OF COVINGTON

1 South High Street, Covington, OH 45318

contact@villageofcovington.com | phone: (937) 473-3420 | www.villageofcovington.com