



HARRISON TOWNSHIP SERVICES DEPARTMENT

Facility Policy & Procedural Guidelines

A. Facilities:

1. **Community Center** --5945 N. Dixie Dr. - for meetings by local public service organizations or civic organizations that involve or contribute to the welfare of the citizens of Harrison Township. Private parties or other social events are prohibited.
2. **Sinclair Park** -- 685 Shoup Mill Rd.- - **Lodge** - recreational or social meeting room that can be rented by the general public for use as a meeting room, private parties, social events or other related events. **Shelters** - can be rented for private gatherings or parties.
3. **Shiloh Park** -- 5976 Markey Rd.- - **Large Shelter** - can be rented for private gatherings or parties. **Small Shelters** cannot be reserved, but can be used on a first come, first served basis.

B. Policies and rules on rental:

1. No person or persons shall be denied the opportunity to use Harrison Township facilities due to race, color, national origin, religion, sex, age, handicap, or veteran's status.
2. Community Center, can be reserved from 8:00 am to 10 pm seven days a week. Community Center will be closed for the following holidays: New Year's Day, Martin Luther King Day, Presidents' Day, Easter, Columbus Day, Thanksgiving, Christmas Eve, Christmas Day, and New Year's Eve after 5:00 p.m.
3. Rental Fees:
 - a. Sinclair Lodge: Rentals are from 10:00 am to 8:00 pm (set up and decorating included) on Friday, Saturday and Sunday and the following holidays; Memorial Day, July 4th, and Labor Day. Fees are \$400.00 for residents and \$500.00 for non-residents. There is a \$100.00 **cash** key deposit due when you pick up the key on Friday before your event. The key deposit will be returned when you return the key on Monday (or Tuesday, if Monday is a holiday) following your event.
 - b. Community Center: No fee is required; however, there is a \$25.00 fee in advance for use of the kitchen.
 - c. The renting group is responsible and obligated to pay for property, equipment and furnishings damaged, including clean-up costs by staff.
 - d. Payment of rental fees may be made by certified check, money order, cashier's check or personal check for the exact, full amount payable to Harrison Township Board of Trustees. Payment may also be tendered in cash for the exact amount, if the payment is made in person at the

Services Department office located at 2409 Rector Ave., Dayton, Ohio 45414.

- e. Requests for facility use must be submitted by application on forms provided by the township no less than Wednesday prior to the requested date.
 - f. Cancellation of reservation must be made in writing and received no less than fourteen (14) calendar days prior to the scheduled date in order to receive a refund.
 - g. The Harrison Township Trustees reserve the right to cancel any reservation made for facility use if in their opinion, it is for just cause including the safety and welfare of the occupants, buildings, contents, and surrounding property.
 - h. The group or organization using these facilities will assume responsibility for and will save the Township harmless from any and all claim for personal injuries and property damages arising from the use of these Township facilities. The Township will not be responsible for lost, stolen or damaged items.
 - i. Fees can be waived for local governmental jurisdictions or departments thereof.
 - 1. Governmental agencies can use the facilities at no charge between the hours of 10:00 am and 3:00 pm Tuesday, Wednesday or Thursday.
 - 2. Governmental agencies may use this facility only if the function at the facility is for training, meetings, seminars, etc. Social or recreational functions will not be permitted.
- 4. Groups using the facilities will be responsible for general clean-up of the facility immediately after use and for damages to premises, and for damaged, broken, or lost items.
 - 5. All litter and trash must be placed in proper containers. Food wastes drained, wrapped and deposited in proper containers.
 - 6. Report any sink or toilet stoppage, burned out light, faulty operation of equipment, broken windows or door glass, faulty locks, etc. to township staff immediately.
 - 7. The township intends to cooperate fully in setting the tables and chairs to accommodate the needs of the group. If it is necessary to move tables or chairs, they are not to be scooted, dragged, pushed or pulled. They are to be carried so as not to damage the floor surface or the furnishings.
 - 8. Costs to Harrison Township for any clean-up or damage repair resulting from the proposed activity of the renting group will be billed to the applicant as representative of the renting group.

C. **Park rules and regulations:**

- 1. Shelters – *Shiloh Park* – the Large Shelter at Shiloh Park is available for rental from 8:00am to 8:00pm. The fee is as follows: \$40.00 for residents and \$50.00 for non-residents.. The two Small Shelters are available on a first come first serve basis. **Alcohol is prohibited at Shiloh Park.** *Sinclair Park* – Shelters are available for rental from 8:00am to 8:00pm. The fee is \$40.00 for

residents and \$50.00 for non-residents. **Alcohol is prohibited at Sinclair Park.**

2. Park hours – the park will be open from 8:00 a.m. until dusk (half hour before dark), seven days a week starting April 1 and closing October 31 each year. The Director may extend the opening and closing dates as weather may dictate.
3. Removal or destruction of property and natural features
 - a. No person in the park shall remove any property, or part thereof, which is owned by Harrison Township, from a park without a permit from the Director.
 - b. No person in a park shall write upon, cut, mutilate, deface, or damage in any manner any building, equipment, or other property, or part thereof, which is owned, leased, or otherwise controlled by Harrison Township.
 - c. No person in a park shall dig, move, or carry away any rock, stone, sod, sand, earth, tree, wood, shrub, plant, flower, nut or other seed except with a permit from the Director.
 - d. No person in a park shall trample upon, injure, destroy, break, cut, chop or deface in any manner any stone, tree, shrub, plant or flower.
 - e. No person in a park shall install or plant any materials except with a permit from the Director.
 - f. No person in a park shall walk, ride any vehicle, horse or other animal off any designated hiking or walking trail or designated recreational area except by permission of the Director.
4. Deposit of material
 - a. No person shall bring into a park and deposit, intentionally or unintentionally, any trash materials, garbage, ashes, or other noxious or waste material.
 - b. No person in a park shall deposit or discard, intentionally or unintentionally, any trash materials, garbage, ashes or other noxious or waste materials, other than in receptacles provided for the disposal of such materials.
 - c. No person shall deposit or discard or cause to be deposited or discarded, intentionally or unintentionally, adjacent to a park, any paper, garbage, ashes, refuse, or other noxious or waste material that may blow, wash, or be transported by any other means into a park.
 - d. No person in a park shall discharge, throw, drop, or cause to flow into park waters any noxious or deleterious substance, either solid or liquid, which renders park waters harmful or inimical to the public health or to animal life.
 - e. No person shall discharge, throw, drop or cause to flow into waters, adjacent to a park any noxious or deleterious substance either solid or liquid, which renders park waters harmful or inimical to the public health or to animal life.
5. Protection of animals: Hunting
 - a. No person in a park shall hunt, trap or in any other way abuse, molest, injure, pursue or destroy any animal.

- b. No person in a park shall move, injure or destroy any bird nest or egg or any animal habitation.
 - c. No person in a park shall have in his possession an animal of any kind unless the animal is controlled by a lead or bridle or unless the animal is kept in a vehicle or suitably caged.
 - d. No person in a park shall abandon an animal.
 - e. No person in a park shall have in his possession or shoot a crossbow.
 - f. No person shall herd, graze, drive or permit to run at large within a park, any cattle, horse, mule, donkey, goat, swine, sheep or other animal, any poultry or other fowl.
6. Personal conduct
- a. No person in or adjacent to a park shall conduct himself by word or by act, in a riotous, disorderly, boisterous, threatening or other manner so as to disturb the peace and good order in a park.
 - b. No person in or adjacent to a park shall operate or play a radio, TV, musical instrument, or amplifying or sound equipment so as to disturb the peace and good order.
 - c. No person in a park shall solicit or procure participants for, engage in, or promote any game that is played for money or other thing of value, except by permit from the Director.
 - d. No person in a park shall use insulting, abusive, threatening, profane or indecent language.
 - e. No person in a park shall loiter in the vicinity of a restroom and no person shall enter a restroom facility provided for the exclusive use of the opposite sex.
 - f. No person or group of persons shall loiter in or adjacent to any park lands or facilities. No person shall sit upon, stand around, or otherwise loiter within twenty (20) feet of the exterior of any parked vehicle.
 - g. No person in a park shall resist, obstruct, or abuse a police officer while such police officer is engaged in the lawful execution of his duties.
 - h. No person in a park shall willfully assault or commit bodily injury upon another or engage in or abet or aid in any fight, quarrel, or other disturbance.
 - i. No persons or groups of persons shall assemble in or adjacent to a park for any unlawful purpose or in riotous assemblage or with intent to annoy, harass, or inflict property damage or bodily injury upon another person or persons or inflict damage to a park.
 - j. No person in a park, except police officers, shall have in his possession any firearm, switchblade, hunting knife, dagger, metal knuckles, slingshot, or other dangerous weapons.
 - k. No person in a park shall solicit or attempt to solicit another to engage in an act of sex perversion or solicit or request another to commit, perform, or engage in any lewd, lascivious, obscene or indecent act or behavior.
 - l. No person in a park shall appear in a state of nudity, or make any indecent exposure of his or her person.

- m. No person in a park shall sell or offer for sale any intoxicating liquor or alcoholic beverage.
 - n. No person in a park shall be intoxicated or be under the influence of any intoxicating liquor or alcoholic beverage.
 - o. No person in a park shall possess, sell, or offer for sale any type of narcotic drug, opiate or hallucinogen, or any equipment for administering such drugs, opiates or hallucinogens.
 - p. No person in a park shall smoke, drink, have injected or inject into himself, or otherwise use any type of narcotic drug, opiate, or hallucinogens.
 - q. No person in a park shall be under the influence of any type of narcotic, drug, opiate, or hallucinogen.
 - r. No person shall consume, possess or display the presence of any alcoholic beverage in a park.
7. Fires
- a. No person in a park shall start or maintain a fire except in a place or at a site designated for this purpose, properly contained and extinguished before leaving.
 - b. No person in a park shall collect wood in a park for any purpose, except by permit from the Director.
 - c. No person in a park shall place portable stoves or grills in shelters or on combustible picnic tables.
 - d. No person in a park shall deposit burning material or hot ashes on grass or plants, or in refuse receptacles.
 - e. No person in a park shall build a fire at a time or period when the Director has prohibited the building of fires.
8. Camping
- a. No person in a park shall camp in an area or on a site that is not designated for this purpose by the Director.
 - b. No person in a park shall establish or maintain any camp or other temporary lodging or sleeping place within a park without a permit from the Director.
 - c. No group shall camp in a park without a permit from the Director.
9. Firearms and weapons
- a. No person in a park except police officers shall carry on or about his person, firearms of any description, knives, bows and arrows, air or gas guns, missiles, slingshots or other missile-throwing devices.
 - b. No person except police officers shall discharge into a park a firearm, arrow, air or gas gun, missile, slingshot or any other missile-throwing device.
 - c. No person in a park except police officers shall discharge a firearm, or shoot an arrow.
 - d. Firearms, bows and arrows, knives, air or gas guns, missiles, slingshots or other missile-throwing devices or any snares or traps brought into a park may be confiscated by police officers.
10. Commercial activities

- a. No person in a park shall sell or offer for sale any article, privilege, or service unless such sale or offer is pursuant to a contract with Harrison Township.
 - b. No person in a park shall beg, peddle or solicit for money, a privilege or a service.
 - c. No park shall be used for commercial purposes except with a permit from the Director.
11. Erecting and attaching signs
- a. No person in a park shall erect a sign or attach a sign to property owned or controlled by Harrison Township, nor shall any person display any placard, notice, advertisement, circular, banner, or statement of any kind, except in areas designated by Director, other than a permanent sign on a vehicle.
12. Hours of use
- a. No person shall enter a park except during the hours a park is open and so posted.
 - b. No person shall enter a park or remain in a park during the hours a park is closed except with a permit from the Director.
 - c. No person shall enter a park or a part of a park during a period of emergency so declared by the Director.
13. Fireworks and explosives
- a. No person in a park shall have in his possession or ignite any fireworks, except by permit from the Director.
 - b. No person in a park shall have in his possession or detonate any explosives except with a permit from the Director.
14. Traffic
- a. All motor vehicles and operators shall comply with the requirements of all Sections of the *Ohio Revised Code* pertaining to motor vehicles and operator, while using Department roads.
 - b. Drive in permitted areas. No person in a park shall operate a vehicle except on and within the paths and roads provided for such vehicles.
 - c. Reckless Operation. No person in a park shall operate a vehicle in such a manner as to endanger the operator or any other person or any property.
 - d. Barricades. No person in a park shall drive around, cause to be moved, or damage any barricade or barrier so placed to temporarily or permanently close a road to traffic.
 - e. Speed. No person in a park shall operate a vehicle in excess of the posted speed limit.
 - f. Parking. No person in a park shall park any vehicle except in places designated for this purpose.
 - g. After-hours Parking. No person shall leave a vehicle in a park during the hours when a park is closed.

- h. One-Way Roads. No person in a park shall drive a vehicle on a road or path in a direction other than that indicated by traffic signs.
 - i. Trucks. No person in a park shall drive a truck, tractor, or other vehicle that is at that time used for the transportation of goods or materials over any park road without a permit from the Director.
 - j. Safety and Load Limits. No person in a park shall operate a vehicle when such vehicle fails to comply with the equipment and load restrictions contained in Section 4513.01 to 4513.34, inclusive, of the *Ohio Revised Code*, as now in effect or hereafter amended.
 - k. Impounding Vehicles. Vehicles in parks in violation of these Park Rules and Regulations shall be removed or caused to be removed by police officers to a location, in or outside of a park, where the same may be kept until the owners or their authorized representatives obtain an order releasing such vehicles to the owners thereof or their authorized representatives.
 - l. No person in a park shall consume any beer or intoxicating liquor while driving or parking in a motor vehicle.
 - m. No person in a park shall intentionally accelerate a motor vehicle causing the rubber tires to mark or deface park roadway surfaces.
15. Power models and toy engine units
- a. No person in or adjacent to a park shall operate any engine-powered model or toy airplane, boat, car, siren or any other noise making device except by permit from the Director.
16. Activities prohibited
- a. No person in a park shall operate all-terrain vehicle, air balloon, hang glider, hover craft, skateboards, roller skates or metal detector except by permit from the Director.
 - b. No persons shall engage in swimming, wading, snorkeling and scuba diving in park waters.
 - c. No person in a park shall operate a snowmobile, engage in sledding, skiing or ice skating.
17. Swimming and wading
- a. No person in a park shall swim or wade in any park waters except with a permit from the Director.
18. Employee exemption
- a. Acts of employees of the Department, to the extent necessary for the performance of their authorized duties, shall be exempt from the provisions of these Rules and Regulations.
 - b. The Director may from time to time designate a Department employee or employees to exercise any authority permitted him under these Rules and Regulations.
19. Ejection from park
- a. Police officers may order any person violating any of the provisions of these Rules and Regulations to leave a park and no person shall fail to obey such an order.

- b. Any person repeatedly violating rules and regulations may lose the privilege of entering a park for a period of time as designated by the Director.
20. Authority
- a. Any person found guilty of violating any park regulation will be fined no more than \$100.00 in accordance with the *Ohio Revised Code* 505.261.