

AMENDED

VILLAGE OF COVINGTON, OHIO

ORDINANCE 07-26

**AN ORDINANCE ADOPTING PARK RENTAL POLICIES AND PROCEDURES FOR
THE VILLAGE OF COVINGTON**

WHEREAS, the Covington Village Council has a need to adopt formal park and rental policies and procedures; and

WHEREAS, The Village of Covington Council wants to adopt a policy and procedure that makes it easy and transparent to all; and

NOW THEREFORE, BE IT ORDAINED by the Legislative Authority of the Village of Covington, State of Ohio, with a majority affirming, that:

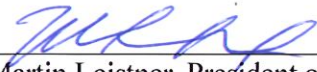
SECTION 1: Policy – ADMIN – 01-26 – Park and Rental Policies and Procedures, attached as Exhibit A is adopted.

SECTION 2: This Ordinance shall become effective at the earliest date provided by law.

APPROVED: April 20, 2026:



Lee Harmon, Mayor



Martin Leistner, President of Council



Lisa Cavender, Fiscal Officer



Policy – ADMIN – 01-26 - Park and Rental Policies and Procedures

Village of Covington Park 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 weather permitting. Facilities providing water are subject to staffing and weather.

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.

Day – a period of twenty-four hours

Week – Monday through Sunday

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.

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Bathroom Facilities: Bathroom facilities are generally open during facility hours during the rentable season but dependent on staffing and weather. 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. Unless approved by the Village Administrator within a separate agreement.

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 with painters' tape, 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 50 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 50 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

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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.

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 moved during the event must be put back in its original place at the end of the event. Tables must remain with the assigned shelter space.

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

Metal Detecting: No person may utilize private metal detectors or dig holes within parks in the Village of Covington to utilize metal detecting devices.

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.

Shelter Rental Process

The Village of Covington has three shelters that community members can rent.



Schoolhouse Park A (South)



Schoolhouse Park B (North)

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Community Park Large Shelter

Schoolhouse Park Large Shelter A (South) & B (North)

Is located at 25 N. Grant St. Covington, OH 45318. This park includes a large playground area, splashpad, large open grass area, picnic area, basketball courts, covered shelters, electric, drinking fountains, public parking, and public restrooms.

The park also includes two smaller shelters (no electricity) as first come, first serve.

Reservations for the Large Shelter (A & B) can be made up to, but not to exceed 4 hours per rental reservation, for either A or B. Four (4) tables per side. Rental fee is per hour at \$15.00 per hour but not to exceed \$60.00 total. Both A and B can only be rented once (1) a day at a maximum of 4 hours in a day and can only be reserved three (3) times a week per individual rental reservation.

The Covington Community Park

Is located at 140 W. Broadway St., Covington, OH, along the scenic Stillwater River. The eight-acre park contains three (3) ball diamonds, large parking area, playground equipment, public restrooms, electric, open picnic areas and one enclosed shelter house for rent. The rental fee is a flat rate of \$30.00 for the large shelter. The large shelter house can seat 100 people.

The park also includes an open shelter (no electricity) as first come, first served basis.

All park shelters are available for rent April through November weather permitting. Shelters can be reserved January 1st of the current year with a non-refundable payment and application. No refunds will be made if events end early. Rental applications need to be submitted a week in advance of event. Please contact the Village of Covington office at 937-473-3420 to check on availability and rental. All shelters are reserved on a first come, first served basis. On the day of your reservation there will be a sign on the shelter reserved indicating it is reserved for your party.

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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 discretion 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.

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