



DEPARTMENT OF PUBLIC WORKS SPECIAL EVENTS RENTAL POLICY

The City of Dayton, Department of Public Works will permit individuals or community organizations to rent various parks owned or operated by the City of Dayton for the purpose of sponsoring special events. This **Special Events Rental Policy** outlines the requirements that must be met by the potential users of City facilities and the procedures that must be followed.

1. Application to use a City facility must be made by submitting a Special Event Request Form to the Department of Public Works – Division of Street Maintenance. This form must be submitted at least thirty (30) days prior to the requested date of use.
2. A Special Event Rental Contract is also required for any event sponsored by an individual or business for profit. This agreement will outline specific requirements for insurance, security, admission fees, and other miscellaneous items. It must be submitted at least thirty (30) days prior to the requested date of use.
3. If a facility is rented for a charitable purpose, that charity shall become the responsible party and shall submit all requests and sign all documents.
4. The rental season for outdoor facilities is May 1 through October 31. The Department of Public Works has the authority to limit the number and types of special events scheduled.
5. The user must adhere to all rules, policies, and ordinances of the City of Dayton and the Department of Public Works.
6. The user must keep all activities free and open to the general public unless prior approval to charge an admission fee has been granted. Requests to charge an admission fee must be submitted in writing at the same time the application to use a City facility is made. All requests to charge an admission fee must be approved by the Director of the Department of Public Works.
7. The user may be required to obtain proof of liability insurance in the amount of **\$1,000,000.00** personal and bodily injury coverage and **\$1,000,000.00** property damage. The insurance policy must name the City of Dayton as co-insured.
8. All requests for the sale or consumption of alcoholic beverages must be submitted in writing at the same time the application to use a City facility is made. If approved, the user will be responsible for securing all required permits.
9. For events involving the sale or consumption of alcoholic beverages, the user must also provide liquor liability insurance in the amount of **\$1,000,000.00**. This insurance policy must name the City of Dayton as co-insured. Liquor liability insurance is required **in addition to** the liability insurance specified in paragraph 7. Proof of insurance will be required to be provided at least fourteen (14) days before the event.
10. The Dayton Police Department **must** approve all security. The user must contact the Commander of the Police District in which the event is being held to discuss security arrangements. All security contracts must be executed no less than two (2) weeks prior to the event.
11. The user will be responsible for obtaining all necessary permits such as tent permits, parade permits, street closing permits, etc.
12. The user will be assessed certain rental fees of an amount consistent with City incurred costs. These fees must be paid **no later than** two (2) weeks after request has been approved the reservation date to guarantee use of the facility. **Fees are non-refundable.** In addition, the Department of Public Works will be enforcing its returned check policy as follows: cash or money orders will be required for payment of all returned checks, and a \$50.00 returned check fee will be imposed.
13. If the user does not comply with all terms and conditions set forth by the Special Event Request Form, Special Events Rental Policy, and / or Special Events Rental Contract, the City of Dayton reserves the right to terminate the agreement.

I have read and agree to all of the guidelines set forth in this rental policy.

Signature: _____

Date: _____