



Community Event Packet

Event Name: _____

Event Date(s): _____

Email completed packets to
recreation@pickerington.net
or drop off to City Hall.

City of Pickerington
100 Lockville Road
Pickerington, Ohio 43147
(614) 837-3974 (phone)
Monday-Friday; 8:00am-5:00pm
Available online at www.pickerington.net

Updated: 1/9/2026

Office Use Only

Submission Date: _____

Reviewed by: _____

Request for Meeting Sent Date: _____

Meeting Date: _____

Calendar Invitation Sent: _____

City Manager Conditional Approval Date: _____

Permit Issued Date: _____

Attachments Check List

Refer to the Community Event Permit Application sections as to whether or not you must submit the following. Attach copies when applicable with application.

Office Use Only – Submitted Items

- Certificate of Liability Insurance
- Community Event Permit Application
- Non-Profit Tax Exempt Form
- Detailed Site Plan/Map
- Resident/Business Notification Letter
- Event Safety Plan
- Request for Special Duty Officer(s)
- Street Closure Request Form
- Community Event Signs Permit
- Letter from Owner (water or electric)
- Full and Final Release of Liability (event and electric)
- Building Permits (tents, stage, etc.)
- Inflatable Request for Inspection Form
- Fireworks Permit
- Food Truck Permit and/or Food Vendor Licenses
- Facility Reservation Form
- PLSD Facility Approval Letter

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Community Events Guidebook

Application and Process

Every individual or organization who intends to hold a Community Event within the City of Pickerington, must submit an Application to the Parks and Recreation Department at least 60 days prior to the scheduled event, unless exempt by law. After the receipt of the Application, an Event Committee meeting may be scheduled. Attendance at the Event Committee meeting is mandatory and must include a person who will be responsible on-site for setup and event operations.

A Community Event is defined as any festival, concert, parade, run/walk, public performance or announced public gathering held on a public street, right-of-way or public property whether or not admission is charged. Events in which the public are invited on private property which may affect public safety, health or welfare by the impact on surrounding public or private property or which may involve an improper use of the property under other City ordinances, such as zoning restrictions, may be deemed a community event for the purpose of this ordinance.

Criteria of Issuance of an Event Permit

- The Permit Application must contain no false or misleading information.
- The event is produced by a not-for-profit organization or primarily for the benefit of a not-for-profit organization.
- The Permit Application must be completed and returned to the Parks and Recreation Department within the required time frame and no waiver from this requirement will be granted.

Criteria for denial of a Community Event Permit

- The conduct of the event will substantially interrupt the safe and orderly movement of other traffic contiguous to its route.
- The conduct of the event or the number of events scheduled during the time period will require the diversion of so great a number of other City employees, such as Police, Parks or Service staff, that adequate staff would not be available to complete City assignments.
- The concentration of persons, equipment, vehicles or animals at the event or assembly sites will substantially interfere with adequate fire and police protection of, or emergency medical service to, areas near such sites.
- The conduct of the event may result in violence to persons or property, causing serious harm to the public.
- The event is to be held for the primary purpose of advertising a product, goods, or service.
- The event site or route will cause too great a disturbance to surrounding residents and businesses, or has been used frequently.
- The date or location of the event is in direct conflict with an existing event.
- Any proposed use of public property, right-of-way, or facilities will unreasonably interfere with normal use of the property, right-of-way, or facility by the City or the general public.
- Past events held by applicant cause concern about the likelihood the events would not follow City of Pickerington policy and regulations.
- The event will not have a positive benefit or impact on the Pickerington community.

Permits

- The City Manager or designee may grant a permit, grant a permit with conditions, or deny a permit within 10 business days of the meeting or receipt of initial application if a meeting is not required.

- Permits will be issued within 10 business days of the Parks and Recreation Departments receipt of proof that all conditions have been met.
- In some cases a conditional permit may be granted if all materials have not yet been received.

Revocation of permit

- A Community Event Permit may be revoked before or during an event at the discretion of the City Manager or designee, onsite when the health or safety of the public is threatened by an emergency, disorder or other unforeseen condition that has arisen.
- If a Community Event Permit is revoked, the event must be cancelled and activities must be terminated immediately.
- No refunds of fees paid prior to event will be refunded. Individual or organization will be responsible for paying fees on any services incurred.

Appeal Process

All appeals must be presented in writing to the City Manager and they will respond within 10 business days.

Enforcement of Other Laws

- Nothing contained in this document shall prohibit the authority of any law enforcement officer to arrest a person engaged in any act or activity granted under this policy, if the conduct of such person violates the laws of the state, provision of this Code, ordinances of the City, unreasonably obstructs to public streets and sidewalks of the City, or if such person engages in acts that cause or would tend to cause a breach of the peace.
- The granting of any Community Event Permit required by this policy shall not eliminate the requirements for any business license or any other permits which may be prescribed by any other federal, state or local statutes, ordinances, rules or regulations; or compliance with any other applicable federal, state or local statutes ordinances, rules or regulations.

Resources and Fees

If the Event organizer requests City services and/or equipment, or if the Events Committee has determined that City services are necessary to hold a safe and successful event within the City of Pickerington, the event organizer will be invoiced for those services at the conclusion of the event.

City Fees and Billing

City Council reviews all fees on a yearly basis. If requested, a nonbinding estimate of the cost of City services and equipment will be provided to the event organizer after the initial meeting with the Events Committee.

After the event, the City of Pickerington will send the event organizer an invoice(s) outlining the cost of the services provided by the City. The final amount due could be affected by weather, changes made by the event organizer, crowd size and other factors.

Payment is due upon receipt. In some cases, a deposit may be required. The following fees for applications/permits have been set.

Parks and Facilities Reservations

Event organizers may secure park shelters, fields, and other various spaces by submitting a Facility Reservation form to the Parks and Recreation Department. For more information visit www.pickerington.net. Please reserve space for your event as early as possible. Permit holders not returning the facility in the same condition as it was

secured before their event shall be billed for clean up or repair services as recommended by City staff, plus any additional costs for repairs. The fees to reserve a facility are as follows:

Fees: \$50/time slot – City Resident/Non-Profit, \$100/time slot – Non-Resident

Time Slots: 9:00am-1:00pm, 1:00pm-5:00pm or 5:00pm-9:00pm

City Equipment

A Community Event may require equipment that may or may not be available from the City. Street closure, detour and no parking signs, barricades and cones may be provided by the Service Department for a fee. The fee will be determined by the time required for delivery, setup and pickup. A minimum of 2 hours may be charged for each staff member required for services.

Pickerington Police Department Services

Police may provide security services, road closures, traffic direction, etc. Event organizers must contact the Police Department at least (7) seven days prior to the event to review final plan and no changes will be made after this point. Event organizers will normally be charged the following special duty rates for Police Officer services:

- \$75/hour for all officers, with a minimum of 2 hours billed per officer.
- In the event that not enough officers sign up to voluntarily work an event, the event requires that officers be ordered to work, the City of Pickerington is contractually required to pay all officers the City's overtime rate for any hours worked. That rate is currently 1.5 times the hourly rate assigned for all officers, including supervisors, with a minimum of 2 hours billed per officer.

If a business or individual that has contracted for a special duty officer wishes to cancel the job, notification must be made to the Police Department or to the officer directly at least one hour prior to the scheduled start of the job. If neither the Police Department, nor the officer is called to cancel the job or cancellation has been made less than one hour prior to the scheduled start of the job, the business or individual contracting for the special duty officer will be billed for 2 hours "show-up" time for all officers scheduled to work.

Parks and Streets Departments Services

The need for City staff to work events will be determined at the Event Committee meeting. Some of the services that may be required:

- Streets may provide temporary directional signage for event parking, reserved parking and handicapped parking
- Streets may assist Police in road closures and detours and may provide barricades or other traffic devices to control closures
- Parks may remove excess litter not removed by event
- Parks may staff the parks to service restrooms if deemed necessary

Regulations

Insurance, Indemnity and Permission

Event organizers will be responsible for any and all damages caused by or related to the event. If the event is held on any property not owned by the City of Pickerington or the sponsoring organization, the organization must submit proof of permission for use of property.

The sponsoring organization, permit holder or host establishment shall be required to obtain a Certificate of Liability Insurance for bodily injury and property damage arising from the event. The City of Pickerington requires \$1,000,000.00 of commercial general liability and \$2,000,000.00 of general aggregate limit. This will be at the discretion of the City of Pickerington Risk Manager. The City, in its sole discretion, may waive the insurance

requirement. It may also be waived when it is necessary to comply with any federal, state or local law, statute, regulation or constitutional provision. City of Pickerington must be named as additionally insured on the Certificate of Liability Insurance.

The Hold Harmless-Indemnification Agreement in the initial application must be signed by an authorized representative of the sponsoring organization.

First Aid and Emergency Services

The Violet Township Fire Department will identify general first aid and emergency services issues to consider at the community event and, at their sole discretion, will determine the amount of service required for safe operation of the event. Violet Township Fire Department may provide on-site first aid services for a fee determined by the Township. The event organizer is responsible for making arrangements with the Fire Department for first aid and emergency services to be provided on-site.

Security and Safety Services

The Pickerington Police Department will identify general security issues to consider at any community event and will, at their sole discretion, determine the amount of police required for safe operation of the event. A private security company may be hired for events on private or public property, but the plan and suppliers of services must be approved by the Police Department. Sworn law enforcement officers or other approved City staff will be required if they will be posted in streets or roadways.

Events should have a plan in case of extreme weather or other threats. Events are encouraged to share these plans with both Police and Fire Departments.

Traffic Control and Road Closures

Approval for use of City streets, alleys, sidewalks and parking lots for events will be included in the permit process. The Event Committee will review: resident/business impact, detour routes, signage and notification, set up of barricades and directional signage, traffic control and safety.

All road closures and lane restrictions must be set up and removed by City of Pickerington staff. Any event personnel working on or near a public roadway are required to wear safety vests or brightly colored apparel.

- The event organizer is responsible for maintaining a minimum 12-foot wide fire and emergency lane through all areas.
- If roads are to be closed or access to certain residents or businesses is restricted, the event organizer is responsible for preparing, printing and distributing a notification letter to all affected residents and businesses 14 days prior to event. Letter and distribution list must be approved by the City Manager prior to being delivered.

The Pickerington Police Department will determine the following:

- A list of the roads to be closed and corresponding intersections and detours;
- Required placement of volunteers and personnel; and
- Dates and times of the closure and reopening

Parking

Event organizers are required to provide a detailed parking plan that will accommodate the number of guests expected. Events using private lots must obtain and provide the City with written permission from the owner of the lot. If a shuttle will be used, application must indicate the route, and pick-up/drop-off points.

- Approval for vehicles to park or drive on sidewalks, bike paths or City-owned property will be included in the permit process.
- If parking in an area not striped for parking, event must ensure there is adequate access for safety and fire vehicle access.
- City staff can revoke permission to use any City-owned grass lots if it is determined that the field will be damaged due to use and weather conditions.
- City of Pickerington may require any outside shuttle contractor to provide proof of insurance.

Signage

The use of signage for events is regulated by the sign ordinance, specifically Chapter 1292.03 of the zoning code. Event applications must include location and description of all off-site signage.

- Events shall be entitled to a maximum of two off-site promotional signs at each of the five approved locations.
- Off-site promotional and directional signs may not exceed 32 square feet.
- Off-site promotional signs shall not be displayed more than 14 days immediately preceding the event and shall be removed no later than 24 hours following conclusion of the event.
- On-site event signage is to be used ONLY for the duration of the event and during permitted setup and tear-down times.
- Directional signs shall be installed no more than 24 hours immediately preceding the event and shall be removed within 24 hours following conclusion of the event.
- No limit on colors
- No changeable copy or letters

To apply for a Community Event Sign Permit, please go to <https://pickeringtonoh.portal.opengov.com> to complete an application. Make sure to upload a picture of the proposed Community Event sign in the portal.

Restrooms

The event organizer is responsible for providing adequate restroom capacity including restrooms for people with disabilities. These may include temporary portable restrooms when permanent facilities are not available or deemed not adequate by the Event Committee. The City must approve locations of any temporary restrooms.

Restrooms in City parks and facilities will be cleaned, repaired and maintained by City staff. Fees will be incurred for this service if it is determined that use will cause need for cleaning and repair that is not within the normal routine of City operations.

Trash

Events are responsible for maintaining the facility in a clean and orderly condition both during and after the event. Events are required to remove all trash from City property and may be required to rent a dumpster. The City must approve locations of any rental dumpsters. The cost of any litter clean up beyond normal daily routine will be charged to the event.

Events are required to have a plan to handle grey water and grease removal. No greases or grey water will be dumped on City property or into City waterways or storm sewers. Hazardous materials are prohibited from entering the trash for disposal at a sanitary landfill. It is the responsibility of the event organizer to identify proper disposal options and utilize them.

Park Usage

All event materials must be removed from park facilities within 24 hours of event conclusion, unless otherwise agreed upon, to include tents, dumpsters, portable restrooms, etc.

Events must follow all parks rules. The Event Committee can grant permission to use the parks in ways otherwise prohibited by rules. These must be indicated on application. Possible permissible activities include:

- Changing hours of operation from dawn to dusk
- Promoting games played for money
- Selling and/or consuming alcohol
- Selling services or goods
- Camping or any temporary lodging or sleeping place
- Erecting or attaching signs
- Erecting and/or building structures or digging holes
- Allowing pets of any kind not caged or leashed
- Driving in or parking in a park not designated for these activities
- Parking vehicles in a closed park
- Playing music of any kind

Events must return the park to the same condition as it was prior to the event operation. Any excessive clean-up costs or repair costs will be billed to the responsible individual or organization. A post-event evaluation will review the following items:

- All event-related items have been removed including resulting trash and animal waste
- Tent stake holes have been patched or repaired
- Surfaces have been cleared of stains
- Damage to park including but not limited to: trees, shrubs, flowers, turf, light poles, park furniture, sculptures, water feature/fountains, and electrical panels

Noise Violations

According to the City Ordinance 648.10, sound emanating from permitted community events will receive an exception to the ordinance. The Event Committee can place certain requirements on sound emanating from events, including specific times of operation and overall sound level. Events must indicate on their permit the types of noises that will result from their event. Permission for an event may not be granted if the noise is deemed to cause too much inconvenience for surrounding neighbors and/or businesses.

The Pickerington Police Department and/or the City Manager or designee has the ability to cancel activities at any time if, at their sole discretion, the sound caused by an event is causing an unreasonable burden on surrounding residents or wildlife.

If sound is expected to disrupt local residents or businesses, the event organizer is responsible for preparing, printing and distributing a notification letter to all affected residents and businesses at least 2 weeks prior to the event. Letter and distribution list must be approved by the City Manager prior to being delivered.

Tent Requirements

Tents 400 square feet or larger will not be erected, maintained or used without a permit from the City of Pickerington. Please use the following link to access our online portal to apply for a Commercial Building Permit. <https://pickeringtonoh.portal.opengov.com/categories/1079> Please have your application submitted 6 weeks in advance of the event to allow ample time for plan review and inspections. Plans sealed by a design professional are required for the City of Pickerington Permit. Inspection times must be arranged prior to the event. Tents may

be staked on approved City property, but it is the responsibility of the event organizer to contact Ohio Utilities Protection Service (OUPS). OUPS must be contacted at 800-362-2764 at least 48 hours before tents are erected to mark area utilities.

Temporary Structure Requirements

A permit for temporary structures (stages, etc.) must be secured through the City of Pickerington Building Department. Please use our online portal to apply for a Commercial Building Permit.

<https://pickeringtonoh.portal.opengov.com/categories/1079> You will need to upload drawings of the temporary structures as well as provide a site plan showing the location of the structure at the event site. Please have your application in at a minimum of 6 weeks prior to the event.

Drawing submittals are required for the City of Pickerington Permit.

Events must contact the Building Department to schedule field inspections at least 48 hours in advance of event setup. Setup must be ready for inspection at a time deemed to be mutually agreeable by the Building Department and Violet Township Fire Department officials and event organizer. After hours and weekend inspections are negotiable.

Amusements and Attractions

City of Pickerington Building Department and Violet Township Fire Department must inspect all haunted houses. All inflatables and amusement attractions, such as rides must be inspected, licensed, and follow all rules and regulation of the Ohio Department of Agriculture.

Temporary Electrical Requirements

A permit for temporary electrical service must be secured through the Building Department for generators over 5,000 watts. All outdoor extension cords must be 3-prong UL listed extension cords.

Hard-wired electricity may be available in parks. Those with standard outlets may be used without prior authorization. In order to connect into other hard-wired electricity that may be available, prior permission must be received and will be coordinated with the Parks and Recreation and Service Departments.

Temporary Water Requirements

Permission must be granted as part of the facility reservation process to use any faucets in any parks prior to usage. Most will need to be opened by a Parks staff member.

A permit for use of fire hydrants in Pickerington must be secured through the Service Department.

Fireworks Requirements

Fireworks permits are obtained from the Ohio Department of Commerce, Division of State Fire Marshal and forwarded to the Violet Township Fire Department for proper approval by both the Pickerington Police Department and Violet Township Fire Department. Contact shall be made with the Fire Department to review all fire code requirements concerning firework displays. Submit a copy of the fireworks permit prior to approval.

Food and Beverage

Events must ensure that all food and beverage services adhere to the regulations set by the Franklin County Public Health, including obtaining a permit if required. Generally, food that is not being sold does not require a permit. A Temporary Food Service Permit through Franklin County Public Health is \$59 per day for up to five days.

A list of all vendors and/or caterers who will be selling or providing food and/or beverages may be required to be provided to the Event Committee. The City of Pickerington has the right to deny permission for any vendor to sell or serve food on public property.

Ohio Fire Code does not permit cooking under or near tents or membranes (OFC 2017 Rule-3104.7).

All food trucks must be registered with the City. To apply for a Food Truck Permit, please go to <https://pickeringtonoh.portal.opengov.com> to complete an application. Make sure to upload the following supporting documents in the portal:

- Franklin County Board of Health Permit
- Certificate of Liability Insurance
- Proof of Vehicle Registration
- Photos of Food Truck and
- Business Signage

Alcohol

Events must ensure that the sale of alcohol adheres to the regulations set by the State of Ohio. A Special Events Liquor Permit must be obtained from the Ohio Department of Commerce, Division of Liquor Control. When received, a copy of liquor permit must be sent to the City of Pickerington.

If the event is sponsored or co-sponsored by the City of Pickerington, or it is held on City property, the event organizer may be required to provide the Event Committee the names of the alcohol servers. The event organizer is responsible that all servers are age 21 or older and check identification of all persons being served and making sure intoxicated persons are not served.

Proof of Liquor Liability Insurance in the minimum amount of one million dollars on an “occurrence” basis, naming the City of Pickerington as additionally insured is required at least 30 days prior to event.

Any event that includes the sale of alcoholic beverages that is held on public property may require having Pickerington Police Officers on-hand; number required and times will be determined by the Police Chief, or designee.

Contacts and Resources

City of Pickerington Contacts

City Hall

614-837-3974

Building Dept

614-833-2221

Engineering Dept

614-833-2221

Risk Management

614-837-3974

Parks and Recreation Dept

614-833-2211

Planning and Zoning Dept

614-833-2204

Police Dept

614-575-6911

Service and Utilities Dept

614-833-2292

Violet Township Contacts

Violet Township Fire Dept

614-837-4123

Other Important Contacts

Franklin County Public Health

614-525-3160

Ohio Department of Agriculture Division of Amusement Ride Safety

614-728-6280

Ohio Dept of Commerce Division of Liquor Control

614-644-2360

Ohio Utilities Protection Service (OUPS)

800-362-2764

Community Event Permit Application

General Information

Contact's Name: _____

Organization: _____

If organization is a Non-Profit, please attach tax exempt form.

Website: _____

Contact Phone: _____ Email: _____

Address: _____

City: _____ State: _____ Zip: _____

Please note if the following address is for the: organization or the contact's residence

Event Information

Name of Event: _____

Day(s) and Date(s) of Event: _____

Location of Event: _____

Type of Event: Run/Walk* Festival Sports Tournament Parade* Other _____

**Please attach the proposed route with map or turn by turn directions for approval. City of Pickerington will determine if this route is appropriate for the event with varying factors being considered.*

Brief Event Description: _____

Attendance: Anticipated Participants _____ Anticipated Spectators _____

Setup Day/Date _____ Start/End Time _____

Event Day/Date _____ Start/End Time _____

Take Down Day/Date _____ Start/End Time _____

Rain Date Day/Date _____ Start/End Time _____

Will you charge admission fees? Yes No If yes, how much? _____

Will you charge participation fees? Yes No If yes, how much? _____

Will the normal operation of residents or business be affected by your event? Yes No

If yes, please attach a copy of the proposed notification letter to be approved by the City Manager or designee before being sent to the affected residents/businesses.

Event Safety Plan

Pickerington Police Department (614) 575-6911 | Violet Township Fire Department (614) 837-4123

Below is a list of items that should be considered for any event. Please submit an initial Event Safety Plan with Community Event Permit Application and be prepared to discuss each item at event meeting with city staff. Final version must be submitted in writing at least 2 weeks prior to the event.

1. **Layout/Map** – Location of tents, stage, parking, entrances, exits, restrooms, command post, parade/race route, shelters, amusement rides, vendors, emergency/first aid, fences, food trucks, etc.
2. **Crowd Control** – Plan includes police, fire, security, and/or organization representative(s) assigned to each area.
3. **Communications** – Internal and external contacts including names of representatives, area of responsibility, contact information which includes property owner, coordinators for event, stage, tent, parking, logistics, safety, cell phone, radios, city staff, police, fire, emergency contacts, etc.
4. **Emergency Procedures** – In the event of a police/fire emergency, the event will be closed; Weather related – name of representative and contact information of person monitoring weather in the area; Evacuation – name of representative and contact information of person monitoring if an evacuation needs to take place at the event, shelter to be used nearby and evacuation routes.

Security and First Aid

Pickerington Police Department (614) 575-6911 | Violet Township Fire Department (614) 837-4123

Will you be requesting Pickerington Police for event security? Yes No

If yes, please submit Special Duty Form.

If no, please list who will be responsible for event security. _____

Will there be a command post at your event? Yes No

If yes, where? _____

Will you have an on-site First Aid provider? Yes No, will call EMS as needed

Will request VTFD to remain on-site for duration of event

If yes, please list organization with contact information. _____

Traffic Control and Parking Resources

Pickerington Police Department (614) 575-6911 | Service Department (614) 833-2292

Please describe your traffic, parking and overflow plan:

Will you request the services of Pickerington Police for traffic control? Yes No

If yes, please submit Special Duty Form.

Will you request that any city street(s) be closed? Yes No

If yes, please submit Street Closure Form.

Reminder: Community Event Permit Holder is required to notify affected residents and businesses at least 14 days in advance.

Will you be utilizing any City parking lots? Yes No

If yes, which parking lots? _____

Will you be charging a fee for parking? Yes No If yes, how much? _____

**Note: No parking fees for City owned parking lots and streets.*

Signage

Planning and Zoning Department (614) 833-2204

Will you be advertising for your event with temporary signage? Yes No

If yes, apply for a Community Event Sign Permit online at <https://pickeringtonoh.portal.opengov.com>.

Sanitation

Service Department (614) 833-2292

Describe your clean-up plans both during and after the event: _____

**Failure to properly cleanup site following the event can incur charges if deemed necessary by city staff.*

Will additional trash receptacles be needed? Yes No

If yes, will you be providing additional receptacles? Yes No

Will additional trash dumpsters be needed? Yes No

If yes, please list company information, including location, delivery date/time and pickup date/time.

Will streets need swept following event? Yes No

Will portable restrooms be needed? Yes No

If yes, please list company information, including location, delivery date/time and pickup date/time.

Water Services

Service Department (614) 833-2292

Do you need access to water? Yes No

If yes, please describe in detail including source of water. If utilizing private water taps, provide permission letter from subject property owner(s).

Electric

Building Department (614) 833-2221 | OUPS (800) 362-2764 before you dig

Community Event Permit Holders using electric services or generators will be required to comply with the City of Pickerington Full and Final Release of Liability and Indemnification Agreement.

Electric permits and inspections may be required. Please describe your electric and/or generator usage below. Contact the City of Pickerington Building Department for additional permit information.

Will you be utilizing electricity for your event? Yes No

If yes, please specify: Private residence City electric (lights) City electricity (outlets)

** If utilizing private electricity, provide permission letter from subject property owner(s).*

Community Event Permit Holder is required to confirm with the City what electrical options are available and work within available electric capacities. The City will not be responsible for modifying connections needed for the event. Outdoor extension cords must be 3-prong UL listed extension cords. Proper grounding is required.

Please list vendor(s) utilizing electricity below. Full and Final Release of Liability and Indemnification Agreements must be turned in at least 2 weeks prior to the event for each vendor.

Equipment

Building Department (614) 833-2221

Will you use tents? Yes No

If yes, please list quantity, sizes*, and attach a map with proposed locations._____

**If a tent or cluster of tents exceeds 400 square feet. A Building Permit Application is required. Provide engineered plans for the staking detail.*

Rental Company: _____

Will you use inflatables? Yes No

If yes, who is setting up inflatable? Event Organizer* Rental Company**

Rental Company: _____

**If event is setting up the inflatable, you must fill out the Request for Inspection form to schedule an on-site inspection through the Ohio Department of Agriculture Amusement Ride Safety Division.*

***If rental company is setting up, please confirm that each inflatable has Gold sticker indicating the company meets current inspection standards as approved by the Ohio Department of Agriculture Amusement Ride Safety Division.*

Will any temporary structures be used (e.g. bleachers, stages, signs, etc.)? Yes No

If yes, please list specifics and locations: _____

Entertainment Activities

Violet Township Fire Department (614) 837-4123 | Parks and Recreation Department (614) 833-2211

Will you have music? Yes No

If yes, please describe type of music (DJ, live band, portable sound system, etc.) and start/end time

Will you have fireworks? Yes No

If yes, contact Violet Township Fire Department for appropriate permits.

Food and Beverage

Violet Township Fire Department (614) 837-4123 | Franklin County Public Health (614) 525-3160 |

Pickerington Police Department (614) 575-6911

Will food and/or beverages be served at your event? Yes No

If yes, please describe: _____

Please select type of food being prepared: Pre-packaged food/beverage Cooked on-site

If food is to be cooked on site, please select one of the following:

- Vendor with Food Vendor License from Franklin County Public Health (e.g. food truck, etc.)
- Individual/Organization cooking food for event only (e.g. concessions stand, fundraiser, etc.)

Apply for a Food Truck Permit online at <https://pickeringtonoh.portal.opengov.com>.

Township Fire Department Fire Prevention Bureau requires an inspection. Please advise all vendors who are cooking: In reference to the 2017 Ohio Fire Code Rule 31 3104.7; No cooking under membrane structures is permitted.

If preparing cooked food, a Temporary Food Permit Application from Franklin County Public Health is required. An inspection by the Violet Township Fire Department Fire Prevention Bureau is also required.

Will alcohol be sold or served at your event? Yes No

If yes, the Chief of Police must approve an alcohol permit. Please contact Pickerington Police Department for additional information.

If yes, will it be on public or private property? Public Private*

**Any event that includes the sale of alcoholic beverages that is held on public property may require having Pickerington Police Officers on-hand; number required and times will be determined by the Police Chief, or designee.*

Facility Reservations

Parks and Recreation Department (614) 833-2211

Will you be reserving a City facility/park for your event? Yes No

If yes, complete the Facility Reservation Form and return it to the Parks and Recreation Department. Fees are due at time of submission in order to save the date, time and location for event. Space can also be reserved online prior to submission at <https://cityofpickerington.activityreg.com>.

Will your event take place on Pickerington Local School District property? Yes No

If yes, please attach school approval.

Questions

List any questions that you would like addressed PRIOR to meeting with City staff to review the Community Event Permit Application.

Signatures

Event Name: _____ Date(s) _____

By signing below, I certify that I have read, understand and agree to abide by the policies and procedures of the City of Pickerington as they pertain to the event I am organizing. I understand I am responsible for submitting all necessary paperwork prior to the event taking place.

Primary Contact's Name (printed) _____

Signature: _____ Date: _____

Community Event Permit

Please keep a signed copy of this permit with you for duration of event.

Event Name: _____ Date(s) _____

Special Conditions: _____

Approved Denied

Reason for Denial: _____

City Manager Signature: _____ Date: _____

Outstanding items that need completed by the stated deadline are listed below. Failure to provide these documents will result in the permit being VOIDED.

Items listed below should be sent to recreation@pickerington.net.

Deadline: _____

_____ Date Completed: _____

Full and Final Release of Liability and Indemnification Agreement

As part of the Community Event Permit Application, the submitting organization needs to complete the Full and Final Release of Liability and Indemnification Agreement. Any additional organization or vendor utilizing electric services must also fill out the form below. The submitting organization is responsible for collecting a copy of this signed release and submitting a copy to the City of Pickerington 14 days prior to the event.

The participant listed below hereby acknowledges, represents, and agrees as follows:

Event Name: _____ Date(s): _____

By signing this FULL AND FINAL RELEASE OF LIABILITY AND INDEMNIFICATION AGREEMENT, I hereby expressly assume all such risks of injury, loss, or damage to myself or to any third party, arising out of or in any way related to the activities I will be performing. I understand that I am responsible for my safety and the safety of others, not the City of Pickerington.

By signing this FULL AND FINAL RELEASE OF LIABILITY AND INDEMNIFICATION AGREEMENT and in consideration of permission from the City of Pickerington to use its facilities, I further hereby exempt, release, and discharge the City of Pickerington, its employees, public officials, agents, officers and volunteers from any and all claims, actions, causes of action, demands, rights, damages, costs, loss of service, expenses and compensation whatsoever, that I now have or which may thereafter accrue arising out of or in any way related to the activities I conduct on City of Pickerington property.

I further agree to defend, indemnify and hold harmless the City of Pickerington, its officers, employees, insurers, and self-insurance pool from and against all liability, claims, and demands, court costs, and attorneys' fees, including those arising from any third party claim asserted against the City of Pickerington, its officers, employees, volunteers, insurers, and self-insurance pool, on account of injury, loss or damage, including without limitation claims arising from bodily injury, personal injury, sickness, disease, death, property loss or damage, or any other loss of any kind whatsoever, which arise out of or are in any way related to the activities of the program.

I understand and agree that this FULL AND FINAL RELEASE OF LIABILITY AND INDEMNIFICATION AGREEMENT shall be governed by the laws of the State of Ohio, and that jurisdiction and venue for any suit or cause of action under this AGREEMENT shall lie in the courts of Fairfield County, Ohio.

Organization Name: _____

Name: _____ Title: _____

Signature: _____ Date: _____

Vendor Utilizing Electric Services

Certificate of Liability Insurance Sample



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERNS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME PHONE (A/C, No. Ext): E-MAIL ADDRESS:	FAX (A/C, No):
INSURED	INSURER A: INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	INSURER(S) AFFORDING COVERAGE NAIC #

COVERAGES		CERTIFICATE NUMBER:	
<p>THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY ENDORSEMENT AND CLAIM PAYMENT.</p>			
INSR LTR	TYPE OF INSURANCE	ADL SUBR INSR WVD	POLICY NUMBER
GENERAL LIABILITY			POLICY PERIOD (MM/DD/YYYY) (MM/DD/YYYY)
<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR			LIMITS
GENL AGGREGATE LIMIT APPLIES PER:			
POLICY	PRO- JECT	LOC	
AUTOMOBILE LIABILITY			
<input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$ COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ EACH OCCURRENCE \$ AGGREGATE \$ \$ \$
UMBRELLA LIAB		OCCUR	
EXCESS LIAB		CLAIMS-MADE	
DED RETENTION			
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY		Y / N	WC STATUTORY LIMITS OTHER
ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATION			E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)			
<p>The City of Pickerington is added to this policy by endorsement for the duration of the _____ (Event) on _____ (Date).</p>			

CERTIFICATE HOLDER	CANCELLATION
<p>City of Pickerington 100 Lockville Road Pickerington, OH 43147 614-837-3974 Fax: 614-833-2210</p>	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

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Request for Special Duty Police Officers

Date: _____

Person Requesting: _____

Name of Organization: _____

Billing Address: _____

Phone Number: _____ Email: _____

Event / Type of Duty

Traffic Control and Event Detail \$75.00 per hour

All special duty details require a two (2) hour minimum show up.

All Special Duty rates are as stated unless otherwise approved by the Chief of Police.

ALL SPECIAL DUTY DETAILS REQUIRE A TWO (2) HOUR MINIMUM SHOW UP. ALL SPECIAL DUTY RATES ARE AS STATED UNLESS OTHERWISE APPROVED BY THE CHIEF OF POLICE.

Event Information

Event Name: _____

Date(s) Requested: _____

Hours: From: _____ To: _____

Number of Officers Requested: _____ Traffic Control 1

_____ Traffic Control 2

_____ Special Duty Officer

Specific Location for Officers to Report to: _____

Name of Person to Report to: _____

Cell Phone Number of Person to Report to: _____

Event organizers must contact the Police Department at least (7) seven days prior to the event to review final plan and no changes will be made after this point.

Approval

Signature of Requestor: _____ Date: _____

Request Approved By Signature: _____ Date: _____

Title: _____

Payment Information

Method of Payment: Cash _____ Check _____ Invoice After Event _____

Email to Where Invoice Can Be Sent: _____

Street Closure Request Form

Street Closure Assemblage

Person Requesting: _____

Name of Organization: _____

Organization Address: _____

Phone Number: _____ Email: _____

Instructions and Regulations

Pursuant to PCO 412.06

1. In the event of an emergency, all street blockages must be removed by the sponsoring organization to allow access for emergency vehicles.
2. This form must be submitted seven (7) days prior to the planned event.
3. Approval of the City Manager and the Chief of Police must be obtained. A copy of the request shall be forwarded to the Fire Chief and the Service Department.
4. Organizer is responsible for distribution of notification to all businesses and residents living in the requested or effected area of the closure a minimum of seven (7) days prior to the event.
5. Cleanup of the area must take place immediately after the time listed below as the ending time of the event.

Event Information

Event Name: _____

Date(s) Requested: _____

Street Closure Time: From: _____ To: _____

Specific Road(s) or Intersections closed (*please attach map if multiple closures*): _____

Person Responsible for Clean-up: _____

Person Responsible for Notifying Impacted Residents*: _____

**Please attach a copy of the letter to this form.*

Applicant's Signature: _____ Date: _____

Approval

City Manager Approval Signature: _____ Date: _____

Chief of Police Approval Signature: _____ Date: _____

Approval Notification: _____ Police Dept _____ Service Dept _____ Fire Dept _____ Recreation Dept

Application for Permit



TENTS / TEMPORARY STRUCTURES

(For tents over 400 square feet)

Tents shall comply with the Ohio Building Code – Section 9109. All electric shall comply with the NEC.

***Call the Ohio Utilities Protection Service 48 hours before you dig 1-800-962-2764.**

APPLY

Please apply online at <https://pickeringtonoh.portal.opengov.com/categories/1079>

SITE PLAN

Provide an aerial photo of the site. The following items should be shown on the site plan:

- All existing structures on the site
- Location and size of each tent
- Indicate use of each tent
- Show that the tents have a minimum clearance of 12 feet on all sides
- Restrooms
- Indicate that handicapped accessibility is being provided

CONSTRUCTION PLANS

- Provide a set of plans sealed by a design professional (tent company should be able to provide this)
 - Plans must indicate that the tent meets the current OBC requirement for 90 mile per hour winds
- Provide a Flame Resistant Certificate for each tent
- Provide sealed staking detail
- Provide a layout for each tent. The following information is required:
 - Size of tent
 - Use of tent
 - Hours of use / *If used after dark provide lighting information*
 - Layout of tables & chairs
 - Location & width of aisles
 - Exit signs & emergency egress lighting may be required
 - Location of fire extinguishers
- All of this can be uploaded to the portal under attachments.



PLAN REVIEW

***Accurate and complete information provided in accordance with the attached documentation will expedite a thorough review of the project.**

Please allow up to 30 business days for each review. This can take 6 – 8 weeks for full plan approval.

The applicant will be notified when the plan review is complete. If the plans do not receive full plan approval additional information will need to be provided as indicated on the partial plan approval. Once the necessary approvals are granted, the applicant will be notified that the permit is ready to be picked up.

INSPECTIONS

***Approved plans and build card must be onsite for all inspections.**

Inspections may be scheduled by calling the Inspection voicemail line at 614-833-2221 (select option 1) or by emailing inspectionrequest@pickerington.net. Inspection requests received by 2:00pm will be scheduled for the following business day. There are no same day inspections.

ADDITIONAL INFORMATION

Contractors must be registered to do work in the City of Pickerington. For more information about contractor registration, please contact the Building Department at 614-833-2221.

PROJECT: TENTS (over 400 sq ft)

Commercial

ZONING REQUIREMENTS:

Zoning Certificate	Y
Plan Review Required	Y
Required Plans	A copy of site plan (showing tent, parking, accessibility)
Fees	\$175.00 - zoning fee due at time of application

- *Zoning is not required for community events (i.e. Picktown Palooza, July 4th, etc.)*

BUILDING REQUIREMENTS:

Building Permit	Y
Plan Review Required	Y
Required Plans	Uploaded to online portal
Fees	TBD <ul style="list-style-type: none">• \$100.00 Processing Fee (Due at time of application)• \$50.00 Per Tent• \$ Plan Review – TBD (\$100.00 per hour)• \$ BBS – 3% Commercial

INSPECTIONS:

1. Anchor Inspection

ADDITIONAL INFORMATION:

- *Be sure to check with the tent company to make sure the tents they are providing meet the 2019 Ohio Building Code.*

Please provide the following information:

- Building Permit Application
- Tent structure and staking plan
- Certificate of Flame Resistance
- Floor plan layout for each tent
- Site plan showing the location of each tent and the distance between the tents
- Lighting Information (based on hours of use)
- Indicate if there will be portable restrooms
- Indicate if the tents will be ADA accessible

2026 Facility Reservation Form



PICKERINGTON

Parks and Recreation • 100 Lockville Road, Pickerington, OH 43147 • ph: 614-833-2211 • fax: 614-833-2201 • www.pickerington.net

2026 Facility Reservation Form

Name _____

Organization _____

Address _____

City _____ State _____ Zip _____

Phone (Home) _____ (Cell) _____ (Work) _____

Email (Required) _____

Reservation Information

Facilities (check all that apply) Event Description _____

Sports Fields

Diley Road Softball Field 1
 Diley Road Softball Field 2
 Sycamore – Softball Field 1
 Sycamore – Softball Field 2
 Sycamore – Soccer Field 1
 Sycamore – Soccer Field 2
 Sycamore – Soccer Field 3
 Anchored Base Set -\$25 (key issued)

Sports Courts

Victory Park Basketball Court 1
 Victory Park Basketball Court 2
 Sycamore – Basketball Court
 Sycamore – Pickleball Court 1
 Sycamore – Pickleball Court 2
 Sycamore – Tennis Court 1
 Sycamore – Tennis Court 2

Park Shelters

Victory Park – Terry O'Brien Shelter
 Sycamore – Pickering Shelter
 Sycamore – Moorhead Shelter**
 Sycamore – Hilltop Shelter
 Simsbury Disc Golf Course Shelter
 Willow Pond Park Shelter
 Diley Road Softball Shelter 1
 Diley Road Softball Shelter 2

Other Locations

Simsbury Disc Golf Course
 Sycamore – Randy Hughes Skate Park
 Sycamore – Covered Bridge**
 Sycamore – Amphitheater
 Sycamore – Gazebo
 Olde Pickerington Village Gazebo

****Unavailable due to park construction.**

Reservation Dates and Fees

\$100 Fee (per time slot, per facility)

\$50 - City Resident Discount Fee / Non-Profit Organizations

Starting Date: _____

Day(s) of Week

Time Slot(s)

Notes (please attach separate document if additional clarification needed)

Ending Date: _____

Sunday 9:00am – 1:00pm
 Monday 1:00pm – 5:00pm
 Tuesday 5:00pm – 9:00pm
 Wednesday
 Thursday
 Friday
 Saturday

Fee: Total Time Slots _____ x Fee Amount _____ = Total Fee _____

Facility Reservation Information

- Facilities may be reserved throughout the year from April 1 - October 31. Reservations will be accepted after **March 1** of each year. Restroom facilities are not available from November 1 - April 30. Reservations must be made at least 72 hours in advance. Additional information including online reservations available at www.pickerington.net.
- Any person or organization holding an approved application shall receive a refund only if the Parks and Recreation Department is given proper notice to cancel or reschedule a reservation prior to two (2) weeks from the scheduled date of use. There is a \$15 processing fee to cancel a reservation.
- In the event of a thunderstorm, severe weather or unforeseen circumstances, as determined by the Parks and Recreation Department, reservations will be rescheduled if possible or refunded. Reservations will not be rescheduled or refunded due to slight rain or cooler temperatures. Requests to reschedule must be communicated within 5 business days of the reservation date.
- The group or organization using the facilities shall assure that:
 - All park rules are followed.
 - Damages made to the facilities or equipment during their time of use shall be their financial responsibility.
 - Facilities shall be left clean and neat.

Registration is complete with full payment. Accepted methods of payment include: Cash, Checks made payable to **City of Pickerington**, VISA and MasterCard.

City of Pickerington charges a \$35 returned check fee

Waiver for Applicant

In consideration of permission granted to me or my child to engage in recreational activities and reservations, I, the undersigned, on behalf of myself, my heirs, executors, administrators and assigns, do hereby release and discharge the City of Pickerington, its employees, public officials, agents, officers, assigns and volunteers for any and all injuries suffered by myself and my child, claims, demands, actions, judgments and executions, which might occur on City of Pickerington premises and/or during City of Pickerington sponsored activities. I recognize and voluntarily accept all of the potential risks and hazards associated with participating in said activities, no matter how remote and unlikely. Further, I recognize the inherent danger involved in such activities and take full responsibility for my actions and physical condition. I hereby consent to receive medical treatment and hereby consent on behalf of my child to receive medical treatment, which may be deemed advisable in the event of injury, accident and/or illness during the event. I do hereby grant and give these groups the right to use my or my child's photograph or image with or without my or my child's name, both single and in conjunction with any persons or objects for any and all purposes including, but not limited to, private or public presentations, advertising, publicity and promotion relating thereto without compensation. I warrant that I have the right to authorize the foregoing uses and do hereby agree to hold the City of Pickerington harmless of and from any and all liability of whatever nature, which may arise out of result of such uses. The City of Pickerington reserves the right to cancel this agreement or make a decision on any situation not covered herein. I hereby acknowledge that he/she has read and agrees to comply with the terms and conditions of this agreement. For the consideration stated above, I hereby agree, on behalf of myself, my heirs, executors, administrators and assigns, to indemnify any, all or any combination of the aforesaid, jointly and severally and to hold harmless from and against any and all actions, claims, demands, liabilities, loss damage or expense of whatever kind of nature, including attorney's fees, which may at any time be incurred by reason of my preparation and/or participation in recreational activities and reservations.

Signature _____ Date _____

Payment Method: Cash Check Number Credit Card – Please bill my (circle one): MC or VISA

Name of Cardholder _____

Account Number _____

Expiration Date _____

CVC Code _____

Cardholder Signature _____ Date _____

2026 Facility Reservation Form - Page 2

Parks	Amphitheater	Arboretum	Basketball Court	Bike Trail	Community Garden	Covered Bridge	Drinking Fountain	Gaga Ball Pit	Gazebo	Green space	Grills/Fireplace	Parking	Pickleball Court	Picnic Tables	Playground	Pond	Putting Green	Restrooms	Shelter	Skate Park	Sled Hill (Seasonal)	Soccer Field	Softball Field	Swings	Tennis Court	Vending Machines
Colony Park										•																
Diley Road Softball Fields				•					•																	
Olde Pickerington Village							•																			
Preston Trails Park				•																						
Shawnee Crossing Park					•																					
Simsbury Disc Golf Course						•								•					•	•						•
Simsbury Park														•												
Sycamore Creek Park	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Victory Park				•	•				•					•	•	•	•	•	•	•	•			•		•
Willow Pond Park						•									•	•	•	•	•	•						

Facilities	Electricity	Fields/Courts	Fireplace	Grills	Picnic Tables	Seating (approx.)	Restrooms																					
Diley Road Softball Fields		2																										
Diley Road Softball Fields Shelter 1	•					•	30	•																				
Diley Road Softball Fields Shelter 2	•					•	30	•																				
Olde Pickerington Gazebo	•						•	20																				
Simsbury Disc Golf Course (18 Holes)		1																										
Simsbury Disc Golf Course Shelter	•				1	•	50	•																				
Sycamore Creek Park Amphitheater	•																											
Sycamore Creek Park Basketball		1																										
Sycamore Creek Park Covered Bridge																												
Sycamore Creek Park Gazebo								•	8																			
Sycamore Creek Park Hilltop Shelter	•			1	•	50	•																					
Sycamore Creek Park Moorhead Shelter						1	•	50																				
Sycamore Creek Park Pickering Shelter	•				2	•	80	•																				
Sycamore Creek Park Pickleball Courts		2																										
Sycamore Creek Park Randy Hughes Skate Park		1																										
Sycamore Creek Park Soccer Fields		3																										
Sycamore Creek Park Softball Fields		2																										
Sycamore Creek Park Taylor Tennis Courts		2																										
Victory Park Basketball Courts		2																										
Victory Park Terry O'Brien Shelter	•		•	2	•	95	•																					
Willow Pond Park Shelter	•				1	•	50	•																				

Registration Information:



Online

Reserve park space online at <https://cityofpickerington.activityreg.com>



In Person

Register in person from 8:00am-5:00pm, Monday - Friday in City Hall, 100 Lockville Road



By Mail

Send completed registration form and payment to:
City of Pickerington, 100 Lockville Road, Pickerington, OH 43147.



Drop-Box

Located outside City Hall, 100 Lockville Road



By Email

Email the completed Facility Reservation Form with your VISA or MasterCard information to recreation@pickerington.net

Registration is complete with full payment. Accepted methods of payment include: Cash, Checks made payable to **City of Pickerington**, VISA and MasterCard.

City of Pickerington charges a \$35 returned check fee.

City Resident Discount Fee

You must live within the City limits of Pickerington, or be the spouse or child (26 years and under) of a resident to receive the City resident discount fee. Even though you have a

Pickerington mailing address, or live within the Pickerington Local School District, you may not live within the City limits.

Cancellation of Activities

The Parks and Recreation Department reserves the right to cancel activities due to low enrollment. Decisions to offer activities are based upon pre-registration numbers and made 48-72 hours in advance of the start date. Register early to help avoid a cancelled or closed out activity. Refunds will be distributed by check or credit card.

Refund Before the Activity Begins

Refunds will be made only before the start of the activity, pool season or facility reservation for one of the following circumstances and a \$15 processing fee will apply:

- When the activity or pool season pass refund is requested at least seven (7) days in advance (except where otherwise noted) of the first activity meeting, provided it does not reduce the participation level below the required minimum.
- When the facility reservation refund is requested prior to two (2) weeks from the scheduled date of use.
- When a refund request is completed and approved by the Parks and Recreation Department.
- No refund will be given for activities under \$15.
- No refund will be given for materials purchased.

No refunds will be given after the start of the activity.