



CITY OF MANSFIELD PARKS DEPARTMENT

MAYOR JODIE A. PERRY

100 Brinkerhoff Avenue - Mansfield, Ohio 44902 – 419.522.9801

A complete list of the rules and regulations is on file in the office of the Parks Department and on the City's website.

PARKS DEPARTMENT RULES AND REGULATIONS

Reservations will not be taken more than twelve months in advance of the event date.

Reservations are required for all park facilities, including pavilions, ball fields, and gazeboes.

All persons must come into the South Park Office to make reservations for a park facility, complete an Event Permit Application, and pay the required fees. The application can be found on the City's website, www.mansfieldohio.gov, or by stopping by the 9th floor of the City building or the South Park office at 100 Brinkerhoff Ave. **No reservations can be made over the phone. Applicants must be 21 years of age or older to reserve a City facility.**

ADVERTISING/POSTING SIGNS

It is unlawful to advertise or engage in advertising for any gain in any manner whatsoever for any event on park property. Any sign within the park must receive pre-approval. There are to be no stakes of any kind placed in the ground of any park, including Central Park.

ALCOHOL

NO alcoholic beverages are permitted on City Park property. Exceptions can be made for Central Park with approval and a liquor permit.

BALL FIELDS AND COURTS

A written request to use the ball fields and courts will be taken no earlier than the first working day of January of each year. The date received will be recorded on each request. There is no charge to use the ball fields or courts. The City of Mansfield Recreation Department has preference on ball fields and courts. There is a limit of four times per week for a group to use a ball field or a court. All park areas close by dark unless otherwise noted.

CANCELLATION POLICY

If there is a cancellation by the party making the reservation, the application fee is **non-refundable**. The party must come into the South Park office to fill out a cancellation form. **Refunds generally take two to three weeks for processing.**

FACILITIES

All parties must agree to clean and put away tables and chairs, wipe down counter tops, remove any decorations, and place all trash in the trash barrels provided before they leave the park premises. **IF ANY ADDITIONAL CLEANUP IS NECESSARY, ADDITIONAL CHARGES WILL BE BILLED FOR MANHOURS AND MATERIALS.** Additional charges will be billed for damages to any park equipment and/or facilities. All parties will shut off lights and any electrical appliances. **LOCK AND SECURE THE PARK PAVILION UPON DEPARTURE FROM THE PARK. VACATE THE PARK BY 10:00 p.m.**



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FEES

Burton, Johns, Liberty, North Lake, Prospect, South Park Kitchen, and Sterkel: City functions will have priority, and others requesting the use of **Central Park** will be served on a first-come, first-served basis.

- **Monday through Thursday: \$80.00 per day**
- **Friday, Saturday, Sunday, or holiday: \$100.00 per day**

The application fee is due at the time the reservation is made, either in cash or by check. Checks should be made payable to the **City of Mansfield**. **EXCEPTIONS:** Groups that do not have to pay for usage of the park pavilions, but must complete a park rental agreement, include: **Scout Troops, Neighborhood Watch Groups, Summer Fun, City programs, Friends of the Parks, and City school classes.**

FUNDRAISERS

Anyone requesting the use of a park for a non-profit fundraiser must have a **tax-exempt ID number**. No person or group may charge any other person or group admission to use or be admitted to a park facility. Donations to the parks are welcome and are deposited in the Adopt-A-Park fund. It is unlawful to engage in selling or offering for sale any item, service, or labor whatsoever, or to perform any gainful occupation, service, or labor on park premises, unless non-profit and pre-approved by the Public Works Director and Safety Service Director.

MOVIES

Copyright laws prohibit the showing of movies without a proper license.

MUSIC/AUDIO

All music and/or audio-equipped speakers will be kept within the pavilion, and sound must not travel beyond the confines of the building. Sound systems will be monitored by police. **NO CONCERTS ALLOWED.** Exceptions can be made for Central Park with approval. (Ord. 509.09)

VIOLATION

Violation of any park ordinance is just cause for any party to be expelled from the park immediately. Unruly behavior will not be tolerated.