

City of Troy Recreation & Parks Department Facility/Special Event Policy (Revised 2025)

Purpose

The City of Troy Recreation Department and Park Department are committed to meeting the recreation and leisure needs of the community. This policy has been established to monitor, control and prioritize facility usage in a fair and non-discriminatory manner.

Definition of Facilities

Facilities are defined as any land or buildings falling within the parks under the jurisdiction of the City of Troy Board of Park Commissioners and Troy Recreation Board, including but not limited to grounds, trails, buildings, and parking areas.

Scheduling Priorities for Facility Usage

The scheduling of use by community organizations and other agencies is based on the following criteria:

- Level of affiliation to City of Troy Recreation Department programs
- City of Troy residency and/or Miami County Non-Profit Organizations
- Level of broad-based benefit for Troy and/or Miami County Residents

Approval of requests for use will be evaluated based on the organization classification in the following order and availability of fields:

- Category A: City of Troy sponsored events
- Category B: Troy Public and Private Schools and their affiliated programs. (Booster Groups, Parents Association, events, camps, tournaments, etc.)
- Category C: Miami County Non-Profit organizations with official mailing address (no P.O. Boxes) located within Miami County.
- Category D: An event hosted by a resident of the City of Troy which no fees are collected or charged.

*Resident is defined as a person or business who lives within the City of Troy corporation limits. This is different than a Troy mailing address.

*Verification of residency must be submitted with each request. Non-Profit organizations in Miami County must have a tax identification number, have an organized governing board and organizational bylaws, and be willing to provide copies upon request.

*If a request for use is reviewed and approved by the Parks and Recreation staff or boards, the event takes precedent over the facility usage by any later requests unless it is needed for use by the City of Troy.

Schedules

All requests for special event facility use must be received in writing with exact dates and times. The request must be accompanied with a signed hold harmless agreement (Categories B thru D) (except Troy City Schools or Maimi County Government) and a certificate of insurance (Categories B thru D). Requests will be accepted the first business day of the new calendar year but no later than four (4) weeks before the start of their program. The scheduling of facilities will follow the procedures outlined under "Scheduling Priorities" section of this policy.

User Fees

- ◆ Kings Chapel user fee is \$75.00 per day.

*Minimum Refundable deposit of \$100 is due at the time of the application is submitted

*Litter Control: All litter from the event shall be bagged or containerized and placed in or next to existing refuse containers.

*Park Shelters are reservable without paying a refundable deposit. All shelters are reserved free of charge through the City of Troy Recreation Department.

Restricted Activities unless otherwise approved by the Board of Park Commissioners and Troy Recreation Board. (May not be applicable to City of Troy sponsored events)

- Alcoholic beverages are not permitted within City or Park facilities.
- Inflatable play structures are not permitted
- Exotic or specialized animals or reptiles, whether they are for display, hands on or for riding purposes are not permitted
- Commercial tents are permitted – User shall be responsible for damage to underground utilities – A tent permit must be obtained from the Fire Department and proof of permit must be provided. Removal of tents is required immediately following the event and may not be left overnight.
- Musical bands, electrical instruments, or amplified sound systems are not permitted which interfere with other facility patrons.

Denied Request

Requests for City of Troy Park will be refused when any of the following criteria, as determined by staff:

1. Risk & Liability – Activities deemed by Miami Valley Risk Management and/or the City Law Director that involve high risk to participants or high liability to the City of Troy
2. Delinquent User or Group – An individual, group or organization that has demonstrated the inability to follow the rules and regulations of the facility; respect staff, patrons or the facility and/or the inability to make restitution for damages from previous facility use.
3. Right to Exclude – The City of Troy reserves the right to exclude any program/activity that is determined to be detrimental to existing city programs and activities or is not in the best interest of the city and its residents.
4. Parks Superintendent or their designee may cancel the scheduled event to negate damage to facilities

Rainout and/or makeup dates must be approved by the Recreation Department

To fill out a Facility Use Request packet, please contact the Recreation Department office at 937-339-5145 and ask for Alli Schiffer. You can also email alli.schiffer@troyohio.gov