



## The Village of Buckeye Lake

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### *Parks and Recreation Commission – Permit Guidelines and Fees*

Anyone wishing to use and or rent our Village park shelter or Pavilion facilities will be required to complete and submit a Permit Application and Rental Agreement form within two weeks of your planned event. Approvals will be based on a first come basis. Correspondence with the Parks and Recreation Commission, along with access to Permits, Rental Agreement, and Reservation forms can be found on the Village of Buckeye Lake website.

#### Permit – Rental Agreements

- Groups of 10 or more persons require a written permit
- Organized sports or sport events using the Ryan–Braden ballfield require a written permit
- Organized events using the Ryan–Braden Shelter House or Pavilion will require a Permit and Rental Agreement.

#### Permit FEES For Ryan–Braden Park Shelter

\$40.00 Half Day (maximum of 4 hours)  
\$75.00 Full Day

#### The Ryan–Braden Ballfield

The Ryan–Braden Ballfield is open to organized teams within the region. Application for seasonal use of the field must be received on or before February 1<sup>st</sup> of each year. Approval will be on a first come, first served basis. All teams are required to comply with Park rules and regulations. Special requests will be considered and approved if resources at the time of the request are available.

#### Permit Fee

\$250.00 Limited Seasonal Rate      \$500.00 Seasonal Rate

#### The Parks Shelter/Pavilion

*Rental agreement must be signed for the Use of these facilities.*

- ⇒ Scheduling of the shelter/Pavilion is on a first–come, first served basis. Shelter rentals are not final until application has been approved and payment, including security deposit if applicable, has been received and processed. The person reserving the shelter facility must be at least 18 years old.
- ⇒ The person or group reserving the shelter is responsible for cleaning the facility and clearing the grounds after use. All trash should be properly disposed of and any equipment set up or used shall be removed. Failure to do so may result in loss of use privileges.
- ⇒ The person or group reserving the shelter shall be held responsible for the group's conduct and will be responsible for payment of any damages to the shelter and related items (picnic tables, tables, chairs, electrical system) during the rental period. Assessment shall be limited to actual repair or replacement costs.
- ⇒ All pets must be on a leash and cleaned up after.
- ⇒ Parking is permitted in designated areas only.

- If additional tables or chairs are needed, such rental is the responsibility of the applicant and must be removed immediately following the event.
- No open fires are allowed on park grounds.
- No refunds will be issued for inclement weather. However, the rental can be rescheduled for another open date and time.
- To receive a refund, the person scheduling the event must call and cancel at least one week prior to the reservation date.
- Once approved, you will receive a copy of the approved rental application. Please take this copy with you to your event as proof that you have the shelter rented for the date and time on the copy.
- No refunds will be given after the start of the activity.
- **No nails, screws, or anything that makes a hole can be used on the Pavilion.**

### **Permit Fees For THE PAVILION**

**\$50.00 Half Day (maximum of 4 hours)**

**\$100.00 Full Day**

**\$75.00 Evening Only – between 6 p.m. and 11:00 p.m.**

**\*Security Deposit of \$50.00 required.**

### **Pickleball and sporting facilities.**

Pickleball and Horseshoes are open to the public. Arrangements to use the park's equipment shall be made by emailing [parks&rec@buckeyelakevillage.com](mailto:parks&rec@buckeyelakevillage.com) . **We encourage you, however, to bring your own equipment when using these facilities.**

### **Other Provisions:**

- No one team, organization, person, or entity shall be permitted to reserve the park or field for more than 3 hours on the average in any one day for games or practice, unless waived by the Parks and Recreation Commission.
- Concessions, charges, admission fees, advertising is expressly prohibited on or about the park property, without written authorization from the Parks and Recreation Commission.
- Modification to facilities, equipment, painting, or other alteration to that which exists is prohibited without the approval of the Parks and Recreation Commission.
- Prior to the any event, approval from the Parks and Recreation Commission is needed for refrigerated trucks and portable restrooms etc. and must be removed promptly after the event or a charge of \$100 per day will be assessed and the charge will be \$200.00 per day if removed by village employees.
- Additional electric and water hook-ups will be charged one hour minimum and an hourly charge thereafter per user and equipment.

**THE VILLAGE OF BUCKEYE LAKE ASSUMES NO RESPONSIBILITY FOR INJURY THAT MAY OCCUR ON PARK PREMISES OR WHILE USING THE PARK FACILITIES. THE VILLAGE OF BUCKEYE LAKE ASSUMES NO RESPONSIBILITY OR OBLIGATION FOR DAMAGE TO ANY VEHICLE OR PROPERTY USED ON PARK PROPERTY.**

### **Park Watch**

*Please be alert to safety hazards, vandalism, and other crimes in our parks. Report crimes to the Buckeye Lake Village Police Department at 740-928-0999.*

*Effective Date: June 2021*

**Commissioners**  
**Annetta Macedonia, Chair - Kellie Green - Barb Sills - Sue Smith - Melissa Tevis**