



City of Westerville

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POLICY RE: PUBLIC FACILITY/FIELD USE POLICY & PROCEDURES
DATE APPROVED: JUNE 2005/REVISED JANUARY 2023
AUTHORITY: PARKS AND RECREATION DIRECTOR

I. PURPOSE

The Westerville Parks and Recreation Department is committed to meeting the recreation and leisure needs of the community. This policy has been established to monitor, control and prioritize facility and athletic field usage in a fair and non-discriminatory manner.

II. SCHEDULING PRIORITIES

The Westerville Parks and Recreation Department schedules public facilities, athletic fields and park shelters (as needed) according to the following criteria:

- Level of affiliation to City Departments and programs
- City residency
- Level of broad base benefit for Westerville residents

Community partners and established organizations with a history of playing on certain fields will be given priority scheduling. New organizations and individuals will be able to request open fields based on the following classifications:

1. **Priority A:** City of Westerville Departments, Boards, Commissions, and Foundations
2. **Priority B:** Westerville City Schools and facility usage agreements with established Community Partners.
3. **Priority C:** Residents and businesses located within Westerville city limits.
4. **Priority D:** Other organizations or individuals that do not qualify for Priority A-C
5. Athletic fields that have not been reserved by Priority A-D are available at no cost and are first come first serve as stated in Section V

Verification of residency, non-profit status and scope of usage (purpose, participants and benefactors) must be submitted with each use request. Non-Profit organizations must also complete a non-profit profile to be placed on record with the Parks and Recreation Department.

III. WESTERVILLE PARKS AND RECREATION DEPARTMENT FACILITIES

The City of Westerville owns and operates the facilities listed below. Note that each facility has different reservation and fee requirements.

Westerville Community Center

Available seven (7) days a week depending on program schedule with a two (2) hour minimum rental Monday-Thursday; and a four (4) hour minimum rental Friday-Sunday.

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|----------------------|-------------------|---------------------|
| Swimming Hole | Competitive Pool | Warm Water Pool |
| Multi-purpose Room 1 | Conference Room | Adventure Play Zone |
| Multi-purpose Room 2 | Kitchen | |
| Multi-purpose Room 3 | ESports Room | |
| Multi-purpose Room 4 | Climbing Wall | |
| Multi-purpose Room 5 | Gymnasium/MAC Gym | |

Everal Barn and Homestead

Available seven (7) days a week depending on program schedule with a two (2) hour minimum rental Monday-Thursday, and a four (4) hour minimum rental Friday-Sunday.

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|-----------------|---------------------|
| House | Upper Level of Barn |
| Entire Facility | Lower Level of Barn |

Highland’s Pool

Available seven (7) days a week Memorial Day through Labor Day depending on program schedule.

Athletic fields

Available seven (7) days a week depending on program schedule April through October.

Alum Creek Park North

- Ball diamonds (1)
- Multipurpose field
- Sand Volleyball
- Basketball Court

- Multipurpose fields
- Tennis Courts (2)

Alum Creek Park South

- Thomas Knox Hockey Arena
- Multipurpose field

Hoff Woods Park

- Ball diamonds (6,4 lighted)
- Multipurpose field
- Pickleball Courts (4)
- Tennis Courts (2 lighted)
- Basketball Courts (2)
- Sand Volleyball (1)

Heritage Park

- Multipurpose fields

Highlands Park

- Ball diamonds (4)

Huber Village Park

- Ball diamonds (8)
- Multipurpose field

Metzger Park

- Ball diamonds (4)
- Multipurpose fields
- Tennis Courts (2)
 - Pickleball Overlay (6)
- Basketball Courts (2)

Westerville Sports Complex

- Multipurpose fields
- Basketball court

Towers Park

- Ball diamonds (5)
- Multipurpose fields

Millstone Creek Park

- Multipurpose fields

Walnut Ridge Park

- Ball diamonds (3)
- Half Court Basketball (2)

IV. PUBLIC PARK SHELTER USE

PARK SHELTER AVAILABILITY

Available seven (7) days a week depending on program schedule April through October. There is no fee for the use of park shelters although a \$25 refundable deposit is required. The deposit will be refunded if the shelter is left in good condition. Deposits may be donated/transferred to the Westerville Parks Foundation as a tax deductible gift.

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|-------------------------------|------------------------------|
| Alum Creek North Park | Heritage Park/Antrim Shelter |
| Heritage Park/Sertoma Shelter | Highlands Park |
| Hoff Woods Park | Metzger Park |
| Olde Town Park | Spring Grove N. Park |
| Towers Park | Walnut Ridge Park |
| Westerville Sports Complex | |

V. MISCELLANEOUS PUBLIC FACILITY USE

City Parks and outdoor recreation areas and amenities such as tennis courts, basketball courts, sand volleyball, skateboard and BMX, etc. are available on a first-come, first-serve basis for general usage when not permitted by Priority Groups A through D.

VI. PROHIBITED/RESTRICTED ACTIVITIES

The City of Westerville prohibits and/or restricts the activities listed below in facilities and parks as outlined in Ordinance No. 05-13.

- Alcoholic beverages are not permitted in any City facility and/or park.
- Smoking is not permitted in any City facility.
- Concealed carry is not permitted in any City facility.
- Facility and park users may not conduct instructional or fee-based programs without Westerville Parks and Recreation Department approval. Approval may be denied based on the following factors:
 - Risk and Liability - Activities involving high risk to participants or high liability to the City of Westerville.

- Duplication of Programming - Activities which duplicate existing Parks and Recreation Department programming will not be scheduled.
- Delinquent User or Group - An individual, group, or organization that has demonstrated the inability to follow the rules and regulations of the facility.

VII. NON-PROFIT STATUS

Non-profit organizations that operate within the corporate boundaries of Westerville, or conduct the majority of their nonprofit activities in Westerville, are eligible to receive special non-profit rental rates for use of City of Westerville Parks and Recreation facilities. As a condition of eligibility, the Parks and Recreation Department may require verification that the nonprofit organization will not compete with any programs and activities offered by the Parks and Recreation Department; or that specific use of facilities will not compete with a Parks and Recreation Department activity or program.

- To become eligible for the nonprofit rental rate, nonprofit organizations must submit a letter on their organization's stationary and complete the non-profit profile form. The letter should include:
 - The Organization's purpose or mission;
 - Copy of the EIN or tax ID number;
 - Confirm status as a 501© (3) charitable organization; and
 - Confirm that its principal place of business occurs in Westerville
- The Director of Parks and Recreation must approve the organization's nonprofit status for special rental rates.
- The City of Westerville Parks and Recreation Department will maintain a list of Verified Westerville-Based Non-profit Organizations.
- Non-profit organizations are required to pay the refundable damage deposit. Deposits are only required for Everal Barn and Homestead and the Community Center Maple Rooms.

Community Center Non-profit Rental Rates:

Multipurpose Rooms 1-5: Non-profit organizations will receive a 25% discount so long as the rental is during the Community Center's regular business hours and subject to staff accessibilities. Each nonprofit organization can take advantage of the nonprofit rental rate on a limited basis of two (2) times in a calendar year. All remaining times will be at full price.

Kitchen: Non-profit organizations will not receive a discount for renting kitchen space.

Gymnasium: Nonprofit organizations will not receive a discount for renting gymnasium space.

Community Center Pool: Non-profit organizations will receive a 25% discount on the total cost for renting the Westerville Community Center Pool(s).

Highland's Pool Non-profit Rental Rates:

Non-profit organizations will receive a 25% discount on the total cost for renting the Highland's Pool(s).

Everal Barn and Homestead Non-profit Rental Rates:

Non-profit organizations will receive a 25% discount. Each nonprofit organization can take advantage of the nonprofit rental rate on a limited basis of two (2) times in a calendar year.

VIII. PROCEDURES

Facility Use Request

Users of City of Westerville Parks and Recreation parks and facilities must first complete a Westerville Parks and Recreation Department Facility Request Application.

Availability information and the application form may be obtained by calling the Facilities Specialist at 901-6515. The completed application form is submitted to the Facilities Specialist whose office is located at the Westerville Community Center. Once the request has been approved the individual/organization will receive a Facility Contract verifying the facility is reserved. This process can also be completed online at www.westerville.org/parks.

Field Reservation Procedures

1. Log in or create an account online at www.westerville.org/parks to check availability and reserve fields.
2. Search by facility and by date utilizing the calendar on the left side of the page
3. Add available time slots to your cart.
4. Answer facility use questions and review field usage agreement and click I AGREE.
5. Proceed to check out.
6. All fees and deposits are due at the time of reservation unless approved by the Sports Program Manager