

**CITY OF FAIRFIELD, OHIO
PARKS AND RECREATION BOARD**

BE IT RESOLVED, that the Fairfield Parks and Recreation

Board adopts Resolution 2023-09, replacing Resolution 2019-06, as follows:

MISSION STATEMENT

“The mission of the Fairfield Parks and Recreation is to enrich the quality of life for the citizens of the community, sustain the City’s natural resources and environment, and provide broad based leisure activities, cultural opportunities, facilities and services for all ages.”

CITY OF FAIRFIELD CHARTER

§8.05 PARKS AND RECREATION BOARD.

(A) There is hereby created a Parks and Recreation Board consisting of seven members to be appointed as follows:

1. Five members shall be electors of the City and shall be appointed for overlapping three-year terms of office by a majority vote of the members of the Council, provided that the terms of no more than two of such five members shall be for the same three year period and provided further that Council shall appoint at least one elector from each ward of the City from among such five members (Amended 11-3-98).
2. One member shall be appointed by a majority vote of the members of Council from among its membership to serve at the pleasure of the Council, and such member may be removed from membership on the Board, without cause, by a majority vote of the members of the Council;
3. One member shall be appointed by the Board of Education of the Fairfield City School District, by a majority vote of its members, to serve at the pleasure of the Board of Education, and such member may be removed from membership on the Board, without cause, by a majority vote of the members of the Board of Education. Any member of the Board of Education or officer or employee of the School District may be appointed as such member of the Parks and Recreation Board. In the event such Board of Education shall fail to appoint such member within thirty days after this Charter takes effect or a vacancy in such member's office, the Mayor shall appoint a person to serve for one year after which such Board of Education shall appoint the member.

(B) Except as may be otherwise provided in this article and Charter, the Parks and Recreation Board shall have the following powers, duties and functions:

1. To determine the programs and activities of the City regarding parks and recreation. Such programs and activities and the Department of Parks and Recreation shall be administered, operated, maintained, directed, controlled and supervised by the City Manager;
2. The compensation and the number of employees provided for Park and Recreation programs and activities shall be determined by the Council. Upon authorization of the City Manager, employees provided for Park and Recreation programs and activities may be utilized to perform work for the other departments, or sub-units thereof, and boards and commissions of the City;
3. The appointment and/or promotion of the Director of the Department of Parks and Recreation by the City Manager shall be subject to the prior approval of the Parks and Recreation Board.
4. To recommend to the Council that the Council submit additional tax levies and bond issues to a vote of the electors to provide for current operating expenses and permanent improvements for parks and recreation purposes. This division shall not limit or expand the Council's power to levy taxes or to issue bonds for parks or recreation purposes;

5. To authorize expenditures of moneys and the awarding of contracts for the operation and maintenance of the City's parks and recreation programs as provided by Section 9.02 of this Charter;
6. When the City owns or is trustee of property or funds donated to the City for park purposes, such property or funds shall be managed and administered, on behalf of the City, by the Parks and Recreation Board in accordance with the provisions and conditions of the deed of gift, devise, bequest or other instrument making the donation or creating the trust; and the Board shall have, in addition to powers granted by this Charter and the City's ordinances and resolutions, the powers granted to boards of park trustees under Section 755.22 of the Revised Code of Ohio, as it may be amended from time to time, or any successor statute to that Section, to the extent such statutory powers are not in conflict with and are consistent with this Charter;
7. To adopt rules and regulations and systems of streets, boulevards, or parkways as the Board believes to be in the best interest of the efficient and orderly use and operation of the City's parks and recreation areas. Such rules and regulations shall be adopted in the same form and manner provided by this Charter for the adoption of ordinances and resolutions by the Council and shall be effective as an ordinance of the City. Copies of such rules and regulations and the proceedings of the Board relative to their adoption shall be filed with and maintained by the Clerk of Council;
8. Property under the control of the Board shall not be transferred, or used for any but park or recreation purposes except with the consent of the Board. The Board shall have all other powers conferred upon boards of park commissioners by general laws which are not in conflict with this Charter, but Council may modify such laws and may designate boulevards, streets and highways in the parks and parkways as part of the public street and road system of the City, and give to the City Manager supervision over the construction, repair and maintenance thereof. Such action shall be by ordinance which, unless it is approved by the Board of Park Commissioners, shall require a vote of three-fourths of the members elected to the Council;
9. To perform such other powers, duties and functions as conferred on the Board under this Charter or by the ordinances and resolutions of the City.

(C) The Director of Law shall be the legal advisor to the Board, the Director of Finance shall be the chief fiscal officer of the Board, as provided in the provisions of this Charter specifying the powers, duties and functions of the Directors of Law and Finance. The City Manager shall function as, or designate another administrative officer or employee of the City to serve as liaison and coordinator between the Board and the City's other departments or sub-units thereof, boards and commissions.

BY LAWS

The Parks and Recreation Board is comprised of seven (7) members, as established by the City of Fairfield Charter, 1979, constituted as shown in Section 8.05 of the Charter.

The regularly scheduled meeting of the Fairfield Parks and Recreation Board will be held on the third Tuesday of each month at 6:00 PM, at the Fairfield Community Arts Center, 411 Wessel Drive. Special meetings may be called by the Chairman or four (4) members of the Board and shall be announced at least twenty-four (24) hours prior to such meetings. Joint meetings with Fairfield City Council, when necessary, will be scheduled by the Director of Parks and Recreation. The general laws of the State of Ohio pertaining to open meetings of the Parks and Recreation Board shall apply to the Board under the Charter to the extent that they are consistent with the Charter.

In order to conduct business, the Parks and Recreation Board shall organize at its May meeting of each year by electing a Chairman, Vice-Chairman, and Secretary. The Chairman and the Vice-Chairman shall be members of the Board and the Secretary may be elected within or without the membership of the Board. The members of the Parks and Recreation Board, by majority vote, shall appoint one of its members to serve on the Planning Commission, and who may be removed from membership in the Planning Commission, without cause, by a majority vote of the members of the Parks and Recreation Board.

The duties and powers of the officers and secretary of the Parks and Recreation Board shall be as follows:

A. Chairman

1. To preside at all meetings.
2. To call special meeting of the Board.
3. To appoint Ad Hoc Committees of the Board.
4. To sign all ordinances and resolutions passed by the Board.

B. Vice-Chairman

1. During the absence of the Chairman, to perform all the duties of the Chairman of the Board.

C. Chairman Pro Tempore

1. During the absence of both the Chairman and Vice-Chairman, the Board shall elect a Chairman Pro Tempore who shall perform the duties of the Board.

D. Member of the Planning Commission

1. To be the Parks and Recreation Board representative.
2. To serve as liaison between the Planning Commission and the Parks and Recreation Board.

E. Secretary of the Parks and Recreation Board

1. To keep the minutes of the Board and to maintain a file of these minutes.

2. To be custodian of all records of the Board which are to be maintained in the office of the Parks and Recreation Director.
3. To file a copy of the Board's minutes with the Clerk of Council for public inspection.
4. To perform such secretarial duties as may be required.

The Chairman of the Parks and Recreation Board may from time to time appoint ad-hoc committees from within and/or outside its membership to research issue or issues and make recommendations to the Board as a whole. Such committees will be promptly disbanded when their objective has been accomplished.

At any meeting of the Parks and Recreation Board, a quorum shall consist of four (4) members of the Board. No action shall be taken in the absence of a quorum.

At all meetings of the Board, each member attending shall be entitled to cast one vote. Voting will be by voice unless a roll call vote is requested by a Boardmember. In the event that any member shall have a personal interest of any kind in any matter then before the Board, the member shall disclose his interest before any discussions on such matter and shall vacate the meeting upon approval of the Board during the discussion and the taking of the vote. If the Board denies the request, that member shall cast a vote on the issue in question. If the Board approves the request, the Secretary shall so record in the minutes and note that no vote was cast by such member. The affirmative vote of at least four (4) members shall be necessary for the adoption of any motion, ordinance, resolution or other voting matter.

The Secretary will prepare minutes of each meeting and present these minutes to the Boardmembers five (5) days prior to the next meeting. The minutes will be approved at the next regular meeting.

Regular meetings will adhere to Robert's Rules of Order and generally to the following agenda unless agreed upon by a majority of the members in attendance:

Call to Order

Roll Call

Request for Executive Session

Special Presentations and Citizen Comments

Approval of Minutes

Reports Other Boards/Ad Hoc Committees

Planning Commission
Environmental Commission
Cultural Arts Advisory Commission
School Board

Golf Course Ad Hoc Committee
City Council

Report from the Director

Old Business

New Business

Meeting Schedule

Executive Session (if needed)

Adjournment

The agenda of all regular meetings shall be prepared by the Parks and Recreation Director and submitted to the Board five (5) days preceding the meeting. In addition, all Council members will receive the Parks and Recreation Board agenda for their information.

The members of the Parks and Recreation Board shall not be paid any compensation for services thereon; provided that such members may be reimbursed for their necessary expenses when authorized by an appropriation or ordinance or resolution passed by the Council. This Section shall not prohibit any person who serves on the Board by virtue on in connection with another office or position of employment with the City from receiving compensation for such other office or position of employment.

The City Manager, or his or her designated representative, shall be an ex-officio member of the Parks and Recreation Board. In such capacity, the City Manager, or the designated representative may, but shall not be required to, attend meetings of the Board and may participate in discussions on any matter before the Board but shall not be entitled to vote on any motion before the Board or be counted in determining quorum requirements or the majority required for the Board to take action.

These policies and procedures, other than those sections specified by the Charter, may be amended at any regular meeting of the Board by the majority vote of the entire Board, provided that previous written notice of the nature of any proposed amendment shall be given at least one (1) regular meeting before the action thereon shall be taken.

POLICIES AND PROCEDURES

The Fairfield Parks and Recreation Board enacts the following policies and procedures for Parks and Recreation.

Naming of Parks and Recreation Facilities (Resolution 18-83)

a) The Parks and Recreation Board will name a park, recreation area, or facility within a park or recreation area after a person only after he/she is deceased.

b) The Parks and Recreation Board will name a park, recreation area, or facility within a park or recreation area only after persons who have made a major contribution to the success and welfare of the Board's policies and programs. Recommendations for nominations, where feasible, may be made from associations and organizations involved in conservational, environmental, or youth activities (e.g., Greentrust, Soccer, Babe Ruth/Little League, Boy Scouts, Girl Scouts, etc.).

c) The Parks and Recreation Board will accept a pre-named new property or facility as a gift.

d) The Parks and Recreation Board will dedicate a new facility or area within a park, recreation area, or building in honor or in memory of an individual only if all or a substantial part of the cost is born by the donor(s) who wish to honor the person.

Contest Participation Rules / Regulations (Board action 12/12/2006 meeting)

a) Elected officials, appointed officials and employees of the City of Fairfield and their immediate family members are prohibited from participation in contests sponsored by the Parks and Recreations Department.

SITES RULES AND REGULATIONS

The Fairfield Parks and Recreation Board enacts the following rules and regulations for Parks and Recreation Sites owned or controlled by the City of Fairfield, Ohio. Please note, all applicable Federal, State and City laws apply within any Park or Recreation Site, and all visitors must abide by the Patron Code of Conduct (<https://www.fairfield-city.org/964/Code-of-Conduct--Patron>).

Section 100.01 Definitions

Park shall mean any land owned or controlled by the City of Fairfield, Ohio, under the management and administration of the Fairfield Parks and Recreation Board and devoted primarily to outdoor recreation activities.

Recreation Site shall mean any facility, except a park, owned or controlled by the City of Fairfield, Ohio, under the management and administration of the Fairfield Parks and Recreation Board and devoted primarily to recreation activities.

Board shall mean the Fairfield Parks and Recreation Board of the City of Fairfield, Ohio.

Person shall mean person, persons, associations, and corporations.

Director shall mean Director of Parks and Recreation Department, who shall be appointed by the City Manager and responsible for the operations of the Parks and Recreation Department of the City of Fairfield (Fairfield City Charter Section 8.05).

Village Green Campus Area means the properties upon which the Fairfield Community Arts Center, the Village Green Park, and the Fairfield Lane Library are situated (Lots 13,357, 12,863 and 12,862 of the City of Fairfield, Butler County, Ohio) including the abutting public right-of-way areas (including sidewalks) for Wessel Drive, City Center Lane, Corydale Drive and Green Drive where such streets abut the above lots. (Passed March 8, 2011 – Parks and Recreation Board)

Village Green Park Amphitheater Stage Area means the entire covered and uncovered painted area of the Amphitheater stage including the stairs connecting the stage to the lawn and the painted sidewalk and concrete areas immediately adjacent to the stage. (Passed March 8, 2011 – Parks and Recreation Board)

DORA means the Designated Outdoor Refreshment Area in Fairfield Town Center, and all applicable rules and policies.

Aviation means any airplane, flying machine, balloon, glider, unmanned aerial vehicle (‘drone’) and other aerial apparatus.

Peace Officer shall mean any Police Officer, Park Ranger, Sherriff or other law enforcement officer.

Informal Uses of Park Property shall mean activities that are a traditional way of visiting a park (and do not require an Event Permit). Typical “informal” activities:

- Have a smaller number of people (generally under 50 people).
- Occur for a limited time (generally less than 2 hours).
- Only utilize minimal items (a blanket, book, football, etc.) and not a formal set-up process.
- Can use any location in the park that is not already in use by someone else, on a first come, first serve basis.
- Is not disruptive to other park visitors.

Formal Uses of Park Property shall mean activities that are an untraditional way of visiting a park, and require an Event Permit. Examples include: concert, car show, runs/rides/walks, fundraiser, sports league, festival, or any type of special event. Typical “formal” activities may:

- Disrupt informal visitors by displacing or preventing them from using public spaces.
- Include amplified sound or a public announcement system.
- Require equipment brought to the park (tent, staging, portable restrooms, etc.).
- Be publicly advertised and / or require registration / payment to participate.
- Involve a large number of people (generally over 50).

Section 100.02 Preservation of Property and Natural Features

No person shall injure, deface, disturb, or defoul any part of any Park or Recreation Site nor any building, sign, equipment, or other property found therein; nor shall any tree, flower, shrub, rock, or other mineral be removed, injured, defaced, pruned or destroyed.

Section 100.03 Garbage, Refuse, Ashes, Sewage, and Waste Material

a) No person shall deposit, permit, or suffer to be deposited, in any part of a Park or Recreation Site, any garbage, ashes, sewage, refuse, or any waste materials whatsoever, other than in receptacles or pits provided for such purposes; nor dump any earth within a Park or Recreation Site without specific written permit from the Director.

b) No person shall, either within or without a Park, discharge into, throw, cast, lay, drop, or leave in any lake, river, brook, stream, storm sewer, or drain flowing into or through the Park, any substance matter or thing, either liquid or solid, which may or shall result in pollution or have a negative impact on the lake, river, brook, stream, ecosystem or wildlife within the Park to such an extent as to unreasonably or improperly prevent or interfere with, or lessening, to an improper or unreasonable degree, the use of said lake, river, brook, or stream for recreational or other proper Park uses, or to endanger the health of visitors in the Park in the proper use and enjoyment of the same.

c) No person shall possess or consume beverages in glass containers in Parks or in Recreation Sites, unless bottled beverages are sold under license at a Recreation Site.

Section 100.04 Hunting and Molesting Wildlife

No person within the confines of the Park, unless authorized by written permit of the Director, shall hunt, pursue with dogs, trap, molest, harm, harass, injure, or take any animal found within the confines of the Park, or therein rob or molest any bird nest or take the eggs of any bird.

Section 100.05 Fires

No person shall start a fire in a Park except; small fires for cooking purpose in the Park grills, small privately-owned grills, self-contained covered fire pit or fires in places designated as areas approved for such purposes, without written permit from the Director. The Director may, at their discretion, prohibit fires or smoking for limited periods at any location or for any purpose when necessary for the protection of park property. All fires shall be put out by the person or persons starting or using the same before leaving the immediate vicinity of the fire.

Section 100.06 Firearms, Weapons, and Fireworks

No person except authorized employees or agents of the City, shall possess or discharge a firearm, deadly weapon, dangerous ordinance, air rifle, sling shot, BB gun, pellet gun, paint gun, air soft gun, gel blaster gun, or missile throwing device, or any type of fireworks within any Park or Recreation Site without specific written permit from the Director.

Section 100.07 Camps

No person shall establish or maintain any camp or other temporary lodging place within a Park or Recreation Site, without specific written permit from the Director, except in locations especially set aside by the Board as camps.

Section 100.08 Disorderly Conduct

a) No person shall recklessly engage in conduct that inconveniences or alarms another person or persons within a Park or Recreation Site.

b) No person shall do any indecent, lascivious, lewd, or improper sex therein.

c) No person shall enter a toilet room set apart for the opposite sex, except a parent / legal guardian to assist with bathroom use.

d) No person shall play games of chance, i.e. gambling, within a Park and Recreation Site without specific written permit from the Director.

e) No person shall obstruct, resist, or be abusive of, or use profanity to, a Park Peace Officer or agent of the Board in and during the lawful discharge of his duties.

f) No person shall indulge in any noisy, boisterous conduct nor shall any person use any sound amplification device audible more than twenty (20) feet from the device without specific written permit from the Director.

g) No person shall photograph, videotape or record an unrelated person or persons within a Park or Recreation Site without the consent of the person or persons being

photographed, videotaped or recorded. This section does not prohibit photographing, videotaping, or recording within a Park or Recreation Site by City of Fairfield personnel, or Parks and Recreation Department personnel, or by news media, for security or general publicity / marketing purposes. By entering a Park or Recreation Site patrons consent to being photographed, videotaped or recorded by City personnel or Parks and Recreation Department personnel, for security or general publicity / marketing purposes.

h) Smoking (including cigarettes, vaping, pipes, cigars etc.) is prohibited inside any building within a Park or Recreation Site, and during large events, or in crowded areas, or near any playground structure.

Section 100.09 Criminal Trespass

a) No person shall remain within a Park and Recreation Site who does not abide by conditions adopted and posted by the Board for the preservation of good order and the protection of property within the Park; and no person shall remain within a Park or Recreation Site who does not abide by the instructions and directions of a duly authorized Peace Officer or agents of the Board, in the lawful performance of their duties. No person shall enter any building that is closed or not available for the public use. Any person directed by a Peace Officer or agent of the Board to leave the Parks shall do so promptly and peaceably.

b) All persons who take part in any specialized activities for which there is a fee, rental, or admission charge must abide by the regulations adopted by the Board for those specialized activities. No person shall be allowed within the confines of those specialized activities unless they have first paid the fee, rental, or admission charge.

c) No person shall remain in, or use any part of the facilities of the park during the times the park is closed, unless by special written permit of the Director. The parks are open daily to pedestrian traffic from daylight to dusk (one half hour after sunset) and to vehicular traffic 7:30 AM to dusk, unless otherwise posted by the Director. (11-04)

d) No person shall place any boat, canoe, raft, paddleboard, or water craft of any type, upon or in any lake, pond, stream, or other waters within the boundaries of a Park without specific written permit from the Director, except for boats owned and operated by the City of Fairfield or miniature toy watercraft. This section shall not apply to Marsh Park Fishing Lake where non-motorized boating is permitted and is designated as such. Marsh Park Fishing Lake is regulated by the adoption of rules and regulations titled ‘Marsh Park Fishing Lake Rules & Regulations’ (see Appendix A).

e) No person shall swim, bathe, wade, nor enter into any waters in a Park where prohibited or in a manner contrary to regulations prescribed by the Board.

f) No person shall fish, in any manner, in any waters in a Park contrary to regulations resolved by the Board or in water where fishing is prohibited by the Board.

Section 100.10 Traffic

a) No person shall drive, propel, or cause to be driven or propelled in any area of a Park, any vehicle or device at a greater rate of speed than posted, and in any event, not more than twenty-five (25) miles per hour. This policy shall not apply to temporary speeds above twenty-five (25) miles per hour for mountain bikes (self-propelled only) on mountain bike trails at Harbin Park.

b) No person shall park or store any motor vehicle, motorcycle, bicycle, wagon, device or other vehicle within a Park, except in places designated for such purposes.

c) Laws of the City of Fairfield requiring lights on vehicles shall apply to vehicles within the Park.

d) Vehicles shall be restricted to drives, roadways, paths, and trails established for such purpose; and footpaths or sidewalks designated for pedestrian travel shall not be used for vehicular travel.

e) All ordinances of the City of Fairfield, Ohio, with respect to motor vehicles shall be in full force and effect in the Parks.

f) No person shall ride any horse or other animal within any Park or Recreation Site, except upon bridle paths designated as such.

Section 100.11 Beer and Intoxicating Liquor

The terms “beer” and “intoxicating liquor” shall be as defined in the Ohio Revised Code.

a) No beer or intoxicating liquor shall be permitted on any Park or Recreation Site without a special permit from the Director except for the Fairfield Greens Golf Courses, Village Green Campus Area (except via DORA rules and policies), and the Fairfield Community Arts Center.

b) Beer and intoxicating liquor may be purchased and consumed at Fairfield Greens Golf Courses, Village Green Campus Area and the Fairfield Community Arts Center as a licensed permit premises. However, no person shall bring beer or intoxicating liquor to Fairfield Greens Golf Courses, Village Green Campus Area (except via DORA rules and policies), and the Fairfield Community Arts Center for consumption on the premises.

c) No person shall possess or consume an open container of beer or intoxicating liquor within twenty feet of any parking area or road on any Park or Recreation Site (except via DORA rules and policies). No person shall possess or consume beer or intoxicating liquor from a glass container at any Park or Recreation Site.

d) No person shall sell, buy, or furnish any beer or intoxicating liquor to a person under the age of twenty-one (21) years on any Park or Recreation Site.

Section 100.11A Controlled Substances

No person shall possess, obtain, nor use a controlled substance, as defined by Section 2925.01 of the Ohio Revised Code, within a Park and Recreation Site, unless prescribed by a physician.

Section 100.11B Harmful Intoxicants

No person shall sniff, breathe, nor otherwise use in any way other than the intended use by the manufacturer, any product containing a harmful intoxicant as defined by Section 2925.01 of the Ohio Revised Code within any Park and Recreation Site.

Section 100.12 Commercial Enterprises

No person shall sell or offer for sale, any article, thing, privilege, or service within any Park and Recreation Site without a permit from the Director, and no person shall do any begging, hawking, peddling, or soliciting therein.

Section 100.13 Signs

No person shall expose, distribute, or place any sign, advertisement, circular, notice, or statement, or display any banner, emblem, or design within any Park and Recreation Site without specific written permit from the Director.

Section 100.14 Domestic Animals

No person shall herd, graze, or permit to run at large within any Park and Recreation Site any cattle, horse, mule, donkey, goat, swine, sheep, or other animal, or any poultry or other fowl.

Section 100.15 Unleashed Animals Prohibited

No person shall bring into, have, or keep in the Park, any cat or other animal destructive to bird life, nor shall any person bring into or permit within the Park a dog, unless the same is held in control by a leash no longer than six (6) feet in length. This section shall not apply to the designated “off-leash” fenced in areas of the ‘FurField Dog Park’ where unleashed dogs are permitted. The FurField Dog Park is regulated by the adoption of rules and regulations titled ‘FurField Dog Park Rules and Regulations’ (see Appendix B).

This section shall not apply to service animals as defined by the American with Disabilities Act. Owners / those in control of dogs are responsible for any injury or damage caused by their dog(s).

Section 100.16 Commercial Use of Facilities

All requests for commercial use of Parks and Recreation facilities must have a preliminary plan approved sixty (60) days in advance and a final plan approved thirty (30) days in advance of the scheduled date by the Director.

Section 100.17 Golf Restrictions

No person shall hit a golf ball with a golf club or otherwise on any Park, except the Fairfield Greens Golf Courses, without the prior written permission of the Director.

Section 100.18 Disposition of Cremains and Animal Bodies on Park Property

It is the policy of the Fairfield Parks and Recreation Board that cremains (ash from the cremation of a human body) and the bodies of animals of any kind whether cremated or not may only be buried on any Park property in conjunction with the planting of a tree or other approved shrub or vegetation. Such burial and planting shall only be done with the prior approval of the Parks and Recreation Board and under the direct supervision of the Parks and Recreation Department personnel. No person shall bury, throw, scatter, or otherwise disseminate any cremains or animal body in, on, over or under any Park or Recreation Site, except as such burial is expressly permitted by the above-referenced policy or as otherwise specifically approved by the Parks and Recreation Board.

Section 100.19 Use of the Village Green Campus Area

a) It is the policy of Fairfield Parks and Recreation Board that only city events and/or city co-sponsored events are permitted at the Village Green Park and/or Amphitheater.

b) No person, except authorized employees or agents of the City or participants in City sponsored or co-sponsored events shall enter or remain upon the Village Green Park Amphitheater Stage area without specific permission from the Director.

c) The possession and/or use of bicycles and skateboards is prohibited on and within the Village Green Park and Lane Library properties excluding only the exterior ring of public sidewalks on said properties.

d) No person under the age of eighteen (18) years is permitted to remain on the exterior portions of the Lane Library property except while entering or exiting the Library building itself unless such minor person is accompanied by a parent, guardian, a licensed teacher or a program instructor of the City of Fairfield or Lane Library. The exterior ring sidewalk around the property is excluded from this section.

e) The Village Green Farmers and Artisan Market is regulated by the adoption of rules and regulations titled ‘Village Green Farmers Market – Regulations’ (see Appendix C)

Section 100.20 Requirements for Aviation

No person shall operate, take off, or ascend within or from any Parks or Recreation Site in any airplane, flying machine, balloon, glider, unmanned aerial vehicle (‘drone’), or other aerial apparatus except with special approval from the Director through a formal application process. <https://www.fairfield-city.org/1014/Fly-an-Aerial-Apparatus>. No person shall voluntarily bring, land or alight, within or upon any Park or Recreation Site in any airplane, flying machine, balloon, parachute, unmanned aerial vehicle (‘drone’), or other aerial apparatus except with the permission of the Director.

Section 100.21 Event Permit Requirements

Due to the magnitude and impact that formal activities have on a public park in relation to parking, restroom facilities, availability of electric and water, etc., only specific parks in the

Fairfield Parks and Recreation Department will be considered for an Event Permit. The Event Permit will ONLY be considered for the following four (4) parks:

- Harbin Park
- Waterworks Park (Shelter and Great Miami River Trail ONLY)
- Village Green Park
- Elijah Morgan Mansion / Gilbert Farm Park

Any event organizers who are found utilizing a Park without an Event Permit in a “formal manner” will be in violation of this rule and subject to penalties as outlined in Section 100.99 Penalties.

Section 100.99 Penalties

Whoever violates Section 100.01 through Section 100.21 shall be fined not less than \$100.00 for the first offense including court costs. A second offense will be a misdemeanor of the Fourth Degree. These Rules and Regulations shall be effective as an Ordinance of the City of Fairfield, Ohio, pursuant to Section 8.05 (B) (7) of the Fairfield City Charter, and shall be in effect from and after the earliest date allowed by law.

APPENDIX A - MARSH PARK FISHING LAKE RULES AND REGULATIONS

Opening Hours / Times:

- Year-round general park access (trails, fitness stations, general leisure):
 - Pedestrian access is from daylight to dusk (one half hour after sunset).
 - Vehicle access is from 7.30 a.m. to dusk (one half hour after sunset).
 - Fishing from the shore is permitted year-round.
 - Parking lot gates will be locked each evening.
- Lake use:
 - All boating and fishing permitted Mar 1st – Nov 30th.
 - Dock open for fishing Mar 1st – Nov 30th.
 - We ask all guests to be off the Lake 30 minutes before sunset.
- Bait House Hours:
 - First Friday in March through March 31st: Friday, Saturday & Sunday from 8 am - 5 pm
 - April 1st - September 30th: Open seven days a week from 8 am - 5 pm.
 - Closed: Oct 1st through first weekend in March.

General Rules:

- There is an inherent risk in use of the lake. Use of this Park is at your own risk.
- All bait shop sales are final; no refunds.
- Alcoholic beverages are not allowed on premises.
- Glass containers are not allowed on the premises.
- Swimming/wading is not allowed at any time.

Fishing:

- A state fishing license is not required.
- Limit of 2 poles per Adult and 1 pole per child (under 18 years of age).
- Children under 16 years of age must be accompanied by an adult.
- Throw and trot lines are not allowed.
- Any combination of 8 fish may be kept per day, excluding carp (no limit) and bluegill (up to 18).
- All fish over 25 pounds must be released back into lake.
- No purchasing or trading of fish is allowed.
- Fishermen catching or possessing any fish over the daily bag/possession limit will be charged Market Price per fish.
- All vehicles must be parked in the parking lot.
- Snagging/netting of fish is not allowed.
- Frogging is not allowed at any time.
- Cleaning of fish is not allowed in the park.

Watercraft:

- Only hand-powered boats that have a current and valid registration sticker (OH numbers) OR the alternative registration decal are permitted on the lake.

- This includes: Kayaks, canoes, rowing shells, rowboats, and jon boats.
- Swimming in Marsh Lake is prohibited, therefore, the use of paddleboards or windsurfers is NOT permitted due to the likelihood of a patron being exposed to a swimming situation during the use of these type of vessels.
- Boating is only permitted during park operating hours, in accordance with the Ohio state “dusk” law. Boaters must be off the water and loaded up prior to closing time, not AT closing time, in order for staff to close the park accordingly.
- It is required that each person navigating Marsh Lake by boat to wear a USCG approved PFD at all times.
- Children under the age of 18 must be accompanied by a parent/guardian when boating.

Daily Limit & Minimum Length Limits

Any combination of 8 fish may be kept per day, excluding carp (no limit), and bluegill (up to 18). Largemouth Bass are strictly catch and release only.		
Species	Daily Limit	Minimum Length
Northern Pike	2	18 inches
Smallmouth Bass	2	14 inches
Largemouth Bass	0	NA
Trout	4	12 inches
Shovel Head Catfish	2	12 inches
Blue Catfish	2	12 inches
Channel Catfish	6	12 inches
Walleye	2	18 inches
Crappie	8	8 inches
Bluegill	18	N/A
Carp	No limit	N/A
Perch	6	10 inches

APPENDIX B – FURFIELD PARK RULES AND REGULATIONS

You are an ambassador for our park being safe for your pet and for other visitors. Please take this responsibility seriously. There is an inherent risk toward you and your dog's safety from visiting a dog park – use the park at your own risk.

KEEP EVERYONE SAFE BY OBSERVING THESE STANDARDS FOR OUR DOG PARK:

- Only dogs with current registration/licenses, vaccinations that have been dewormed are permitted inside the park.
- Owners must be able to show validation upon request.
- Dogs must be leashed prior to entering and upon leaving the area. Gates to the off-leash areas must be closed after entering and exiting.
- Only 2 dogs per person are permitted to enter the park.
- It is your responsibility to clean up after your dog. **DOGS CARRY THE E-COLI BACTERIA...** Please clean up after them and dispose of the waste properly.
- Owners must be in the park and in control of their dog(s) at all times.
- Owners are responsible for any injury or damage caused by their dog(s).
 - If your dog gets in a fight with another dog or injures a person, you must exchange information and exit the park immediately.
 - If your dog is digging holes, please command your dog to discontinue the behavior. If your dog can not discontinue the behavior, please exit the park. Hole digging is destructive to the turf and can be a tripping/safety hazard for humans and other dogs.
- Dogs must be under voice control of an **ADULT** (aged 18years or older) at all times.
- Use common sense and common courtesy when visiting the park. If your dog is displaying behaviors that is causing disruption and/or issues, it's a sign that your dog is not socialized enough to be in a dog park. This is your cue to exit.
- Please honor the small dog area size restriction. The small dog area is only for dogs who weigh less than 25 pounds.

NEVER PERMITTED:

- Unattended/Unsupervised dogs
- Dogs in heat
- Aggressive and/or unfriendly dogs – Dogs with a known history of, or who exhibit, dangerous behavior, are prohibited
- Dogs who are mounting/posturing other dogs
- Dogs under the age of 12 months
- Dogs who are not registered (registering your dog is a law in Ohio)
- Animal food, human food and treats
- Glass containers
- Alcohol, tobacco products (all varieties) and electronic/vapor cigarettes
- Human swimming in the dog pond

APPENDIX C – VILLAGE GREEN FARMERS MARKET RULES AND REGULATIONS

Purpose: To provide the residents of Fairfield with an opportunity to purchase locally grown and made products directly from the farmers and artisans who produce them. To create an atmosphere of community and fun, where families gather to play, eat, and learn together.

Overview

Vendors are responsible for following all Ohio Department of Agriculture and Butler County Health Department standards and regulations. As host, The City of Fairfield assumes no responsibility for Vendors. Some useful links are below:

- <https://agri.ohio.gov/divisions/food-safety/resources/farm-market>
- <https://agri.ohio.gov/divisions/food-safety/resources/cottage-food>

1. The Village Green Farmers and Artisan Market is a producer only market. All product must follow the general rule of “Make it, Bake it, or Grow it” within 100 miles of the Village Green in the City of Fairfield.
 - a. Fresh produce, fruit or cut flowers must be grown by the vendor from seed or plants.
 - b. All plants, fruit trees, or vines must be grown by the vendor from seed, cuttings or plugs. Re-potting or resale of purchased mature plants is not permitted.
 - c. Honey must be from the vendor’s hives or from hives on the farmer vendor’s property by a beekeeper on a paid or share basis. Processed honey products or bees wax products must be made by the vendor and follow processed food guidelines.
 - d. Artisan products must be made by the vendor using basic raw materials (clay, fabric, weaving materials, yarn, beads, jewelry components, painting supplies, etc.) and have significant “value added” by the work of the artist.
 - e. Food products must be made “from scratch” by vendor.

Regulations for all vendors

1. Application, fees, and certificate of insurance must be presented to the City of Fairfield and approved by the market manager before a space will be assigned.
 - a. Vendors will be approved based on the following criteria:
 - i. Proximity to the market
 - ii. Uniqueness of the product offered
 - iii. Saturation of the market with specific product
 - iv. References from other market managers
 - b. Market Manager has the authority to assign vendor spaces, settle disputes, and enforce rules.
 - c. Market Manager has the right to refuse participation to a new vendor and to refuse the right to sell specific items if the product does not complement the market as a whole.
2. Vendors will be provided a 12ft x12ft space.
 - a. Each vendor will be assigned a booth space for the duration of the market season.
 - i. Market Manager reserves the right to change assignments based on the attendance each week.
3. Vendors will be required to have a 10ft x10ft canopy.
 - a. Canopy must be secured with a minimum of 50lb.
 - b. Canopy must have straight legs, no slanted legs.
 - c. Canopy must be put up for every market.

4. Vendors must be present at the market at least 30 minutes prior to opening and remain until closing time.
 - a. If vendor will be unable to attend market, they must provide a minimum of 24 hour notice.
 - i. After 3 no-shows or short notices given, vendor will forfeit their space at the market.
 - b. If a vendor is not on site within 30 minutes of market opening, they will be required to carry their wares in from the designated parking area for vendors.
 - c. Vendors should be ready to conduct business transactions by the opening of the market.
 - d. There is to be no sales before the opening of the market.
 - e. Sales may continue after market closes for 15 minutes at the discretion of the vendors present and market manager approval.
 - f. No vendor may pack up and leave early. Leaving early may result in your suspension or expulsion from the market.
 - g. Vendor vehicles will remain onsite on an as needed basis, to be determined by the market manager.
 - h. Other vehicles will be asked to park offsite, about 1 small block away.
5. Vendors will make their booth space pleasant and easy to access for the general public.
 - a. Vendors are responsible for supplying all equipment for selling and provide clean, safe tables, baskets, or stands to display products.
 - b. Vendors will have their business clearly identified with signage at least 24 inches by 36 inches.
 - i. All pricing must be clearly displayed.
 1. Lowering prices for the purposes of undercutting other vendors is not permitted.
 2. There is to be no discounting of goods during market hours.
 - c. Vendors will clean up their area before leaving.
 - i. Removing waste, leftovers, equipment, and personal items.
 1. Leftovers may be donated for delivery to the local food bank at the close of business each week.
 - d. Vendors will submit their gross sales on a provided form at the end of each market.
 - i. Information is anonymous and used for economic development purposes only.
6. Vendors must comply with Ohio and Federal regulations regarding all food preparation, storage, and labeling.
 - a. Vendors are responsible for providing safety in food preparation, and recyclable materials. Styrofoam is not an acceptable packaging material.
 - b. Ohio Department of Agriculture Cottage industry standards must be adhered to. All labeling must meet the Cottage Industry Standards or be subject to removal from the display and sales.
 - i. Repeat offenders are subject to expulsion from the market.
 - c. All products marked as “organic” or “natural” must have third party certification according to United States Department of Agriculture (USDA) standards.
 - i. Certification must be in public view within your booth.
 - d. Food items may not be kept on the ground.
7. Vendors must demonstrate respect and professionalism regarding all market members.
 - a. Members include, but are not limited to: Vendors, attendees, city officials, market manager, and city personnel.
 - b. All disputes will be handled professionally and discreetly by the market manager.
 - c. There is to be no smoking on the market premises.
8. Vendors must obtain necessary licenses, tax ids, insurance, and permits as outlined by the city, state and federal guidelines regarding their business.

- a. Sales tax must be collected where applicable.
 - b. All necessary permits, licensure, etc..., must be submitted with the application.
 - c. Vendors must carry a minimum of \$1million liability insurance. Certificate must be submitted with your application.
 - d. "City of Fairfield" should be named as an additional insured.
10. Failure to comply with any of the requirements for vendors, herein, may result in suspension or revocation, by the market manager, of the approval for the vendor to participate in the market.
11. Weather Cancellation. In case of adverse, forecasted weather (torrential rain, thunderstorms, lightning, high winds etc.) the market manager will attempt to provide as much notice as possible regarding any delay / cancellation of a market via phone call and / or email. Notice will be provided to the public via social media.

Village Green Farmers and Artisans Market

Emergency Procedures

The following are emergency procedures developed for the Village Green Farmers and Artisans Market.

They include, but are not limited to, wind advisory, tornado/severe weather threat, lightening, medical emergency, fire, and theft.

Wind Advisory If, on the day of a market, the National Weather Service issues a wind advisory; vendors should secure their tent accordingly. It is the policy of the Village Green Farmers' Market that all tents must be weighted down on all four corners with a minimum of 50lbs. In the event of a broadcast wind advisory, a vendor may elect to sell without their tent.

Tornado/Severe Weather Threat In the event the National Weather Service issues a tornado or severe weather warning, the market will not open or, in the event that the market is open, will close. If emergency cover is needed, all will go inside the adjacent building.

Lightning Threat Upon discovery of an impending storm, tents will be collapsed if time permits and all persons will be directed to their vehicles or to the adjacent building. Market will resume when the threat has passed if it is still within normal market hours.

Missing Person Should report of a missing person occur, market volunteers upon receipt of a description shall canvas the market area. Emergency personnel will be notified immediately by calling 911. City Personnel will circle the market informing vendors. City Personnel will meet the emergency vehicle.

Medical Emergency In the event of a medical emergency such as a heart attack, stroke, allergic reaction, heat exhaustion, food allergy, etc. call 911; area surrounding the emergency will be cleared by city personnel; city personnel will assist to direct emergency personnel to problem area.

Fire Although rare, should a fire occur, call 911. There is a fire extinguisher in the Village Green Park Shed and in the Community Arts Center. Notify Market Manager.

Theft In the event of reported theft, whether reported by a vendor or customer, call 911 immediately. If a suspect is identified, under no circumstances should a vendor nor volunteer approach the individual, but attempt to get a good description. Notify market manager.

Active Shooter In the event of an Active Shooter in the area, follow all emergency personnel directions. If no emergency personnel are in the area:

1. Run - to a safe place.
2. Hide – If you cannot leave go to an area that can be locked or barricaded. Turn off lights, cell phone ringer. Close windows and keep out of sight.
3. Call 911.
4. If you see police, show your hands and follow directions.