



AGENDA

Parks Commission

Wednesday

October 4, 2023

8:30 AM

| Village Hall | 21 W. Washington Street |

This is a public meeting and all are welcome to attend.
In-person meetings are held in Council Chambers at Village Hall.

Commission: Anne deConingh, Greta Weber, Brian Drum, Tod White, Jeff Opperman

Agenda Items

1. Approval of minutes: September 6, 2023
2. Park event application(s): None
 - a. LIGHTING OF THE GREENS – JAYCEES
 - b. HOLIDAY LIGHTING – JAYCEES
3. Parks Strategic Plan
4. Riverside Park improvements and shelter
5. River Run Dog Park artificial turf
6. Miscellaneous
7. Adjournment

Next Meeting: Wednesday, November 1, 2023

PARK EVENT APPLICATION

[COMPLETED BY SPONSORING ORGANIZATION OR PERSON]

CONTACT INFORMATION

SPONSORING ORGANIZATION

ORGANIZATION	
STREET	
CITY, STATE, ZIP	

CONTACT PERSON

NAME	
EMAIL	
PHONE	

EVENT INFORMATION

VILLAGE PARK

- 1 – Riverside (Downtown) 4 – Bell Street Other _____
 2 – Triangle 5 – Franklin
 3 – River Run (Solon Rd.) 6 – Founders Field

WHO

ATTENDANCE ESTIMATE	
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WHAT

EVENT NAME	
EVENT ACTIVITIES (describe)	

WHEN

DATE(S)	
TIME(S)	

OTHER

WILL ANY FUNDS BE RAISED?	
IF SO, HOW WILL THEY BE USED?	

EVENT LOGISTICS & PLANS

ELECTRICAL REQUIREMENTS

SET-UP PLANS

- ❖ Describe the items being set-up in the park (i.e. tents, chairs, signs)
- ❖ So as not to disrupt underground utilities, nothing may be inserted into the ground without prior permission.
- ❖ Vehicles are prohibited from driving on the grass without the express consent of the Village Administration.

PARKING & TRAFFIC PLANS

- ❖ How will you handle parking needs and traffic?

PUBLIC RESTROOM PLAN

- ❖ Required for events 100+ | 4 hours+ | serving food + beverage

WASTE COLLECTION & CLEAN-UP PLAN

- ❖ If your event will generate waste, provide a detailed clean-up plan

TYPE OF NOISE BE GENERATED

_____None _____Description _____

WILL YOU USE SIGNAGE?

_____No _____Yes (advertising or directional)_____

CERTIFICATE OF INSURANCE

_____No _____Yes (attached) _____

WILL OTHER VENDORS OR CONCESSIONAIRES BE PRESENT?

_____No _____Yes (describe) _____

IF AVAILABLE, PROVIDE A MAP OR LAYOUT SHOWING EVENT SET-UP AND SIGNAGE

_____No _____Yes (attached)

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