



Village of Indian Hill Recreational Facility Use Policy

This policy is intended to guide the Village of Indian Hill (the “Village”) in responding to Reservation Requests for the Village’s recreation fields, courts, and other similar areas that may be reserved (hereinafter, “Facility” or “Facilities”). Use of all Facilities will be influenced and guided by the Village’s commitment to maintaining a high standard without lowering the quality or safety of the playing surfaces.

Given the limited number of Facilities available, the Village will prioritize Village residents for granting reservations. Teams and organizations whose membership, including coaches, is composed of at least 51% Village residents or nonresidents who reside in the Village of Indian Hill School District, and are operated on a non-profit basis (“Resident Teams”), may reserve Facilities free of charge. Teams and organizations that do not meet the 51% threshold but are operated on a non-profit basis (“Nonresident Teams”) will be subject to a reservation fee. All Facilities, when not otherwise reserved, may be used by persons in the community for unstructured recreational play on a first-come, first-served basis. All organized groups/teams conducting training, practices or games, must be approved for use following the guidelines set forth in this policy.

The Village reserves the right to close any Facility for restoration or maintenance, due to poor weather, or for any other reason that the Village determines in its sole discretion requires Facility closure. The Village will make reasonable efforts to notify scheduled teams or organizations of any closure, and will post notice of the closure on its website and weather hotline. Even if a Facility has not been closed, scheduled teams and organizations are expected to use their judgment and refrain from using the Facility if such action is warranted by the weather or other conditions. Organizations will be responsible for any and all damage to a Facility that occurs during the reserved time.

Priority Scheduling:

Facility Reservation Requests will be determined using the following priority scheduling list, approved by the Village of Indian Hill. *No preference will be given based on previous use or agreement.*

1. Village of Indian Hill park events and activities
2. Indian Hill Recreation Commission programs, athletic leagues and events.
3. Indian Hill School District sports teams
4. Cincinnati Country Day School sports teams
5. Resident Teams
6. Non-Resident Teams¹

To request a reservation, a team or organization shall complete and file a Facility Reservation Request form (“Reservation Request”). Each Reservation Request shall be submitted with a completed Village Facility Use Agreement, team roster with team information including participants’ and coaches’ names and addresses, and proof of liability insurance and non-profit status. Each team or organization must complete and submit its own

¹ Reservations subject to reservation fee, calculated using the Facility Use Permit Fees Chart.

Reservation Request. Completing Reservation Requests on behalf of other teams or organizations is prohibited and may jeopardize a team or organization from reserving Facilities in the future.

Reservation Requests must be submitted at least three weeks prior to, but no greater than 45 days from, the first date of requested use. Reservation Requests will not be accepted less than three weeks from the first day of requested use or if any of the above information is missing. Decisions for Facility use will follow the priority scheduling list outlined above, and all decisions will be sent out at least one week prior to the requested time.

Facilities are not reservable November – February due to annual facility maintenance.

Facility Use Permit Fees Chart

Permit fees apply to all Non-Resident Teams and Facilities.

Fees are per each use and per Facility.

# of participants	1 hour	2 hours	3 hours
0 – 25	\$100	\$150	\$200
26 – 100	\$300	\$450	\$600

Facility Use Rules

- Teams or organizations unwilling to provide participants' or coaches' addresses will not be granted a reservation.
- When requesting use of tennis courts, at least two courts must remain open for use.
- Organized gatherings (no matter the size) such as fun runs, track and cross country meets, tournaments, etc. are not permitted at any Facility.
- No person shall sell or offer for sale any article, privilege, or service at any Facility.
- There shall be no sub-renting of Facilities at any time.
- Facility alterations of any kind (mowing, painting lines, etc.) are not permitted unless by permit or authorization by the City Manager or designee.
- All Facilities will be closed one hour after sunset until one hour before sunrise the next day except as provided by permit or authorization by the City Manager or designee.

Please contact Sarah Fink, Recreation Program Manager, with any inquiries or concerns. All Reservation Requests should be directed to sfink@indianhill.gov

Sarah Fink

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