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## Request for Special Event Using Public Streets and Facilities

Many organizations ask permission to use the public streets, sidewalks, and other public facilities throughout the year for special events and fundraising activities. To better serve the public and to efficiently use Village personnel, we ask that you submit the requested information. Once received, you will be placed on an Agenda to appear before Council.

Name of organization: \_\_\_\_\_

Function: \_\_\_\_\_ Date: \_\_\_\_\_

Event location: \_\_\_\_\_

Beginning at \_\_\_\_\_ pm / am and ending at \_\_\_\_\_ pm / am

Contact person: \_\_\_\_\_ Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Email address: \_\_\_\_\_

Briefly describe your event (use back for additional space): \_\_\_\_\_  
\_\_\_\_\_

If the request is for a run, walk, or ride, please submit a map showing portions of the Village that will be affected, including start and finish lines, intersections that will need traffic control, etc.

If you are requesting use of the shelter house or pavilion, call 419-877-5383 to confirm availability on the date you are requesting. It is booked on a first-come, first-served basis beginning January 1 of each year for the current year. Rental and deposit fees may be required.

We are pleased that you have chosen Whitehouse and honored to be a part your function. Depending on what types of assistance your function requires, at times these activities require overtime pay for Village personnel. At the current time, no fees are charged, however, if you would like to donate to offset the associated costs, please feel free to make a donation to: Village of Whitehouse, PO Box 2476, Whitehouse, Ohio 43571.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## AGREEMENT FOR POLICE SECURITY SERVICE

WHEREAS, by Resolution, the Village Administrator of the Village of Whitehouse, Ohio, is authorized and empowered to enter into written agreements with public or private organizations, to assign public safety officers to special duties, with such organizations, when, in the opinion of the Village Administrator and the Chief of Police, such duty serves the purpose of public safety, traffic control and public welfare.

Now, therefore, it is agreed by and between the parties as follows:

1. The Chief of Police shall assign police officer(s)/fire personnel to duty at \_\_\_\_\_ and that such police officer(s) shall at all times be under the control of the Chief of Police.
2. The uniform of the police officer(s) shall at all times be under the control of the Chief of Police.
3. Said police officer(s) shall be paid by the Village of Whitehouse.
4. The Village of Whitehouse agrees to furnish police officer(s) under the terms of this agreement, if and only if, police officer(s) are available for such duty as determined by the Chief of Police.
5. Duties of any officer(s) assigned shall be limited to the boundaries of the Village of Whitehouse, Ohio. Exceptions would include those that serve law enforcement interests outside the boundaries of the Village of Whitehouse which may include: Anthony Wayne School District off-campus, school-sponsored activities.
6. The second party may provide a donation for police/security services made payable to The Village of Whitehouse.
7. Police officer(s) assigned under terms of this contract shall be covered by Workmen's Compensation paid on the officer's behalf by the Village of Whitehouse.
8. This agreement may be canceled by either party by 30-day written notice or to the mutual satisfaction of both undersigned parties.
9. Requests for additional/reduction of officers to supplement this initial agreement must be made to the Village Administrator no later than seven (7) days from the date of the scheduled event. The Police Chief reserves the right to honor or reject these requests based upon officer availability and/or needs of the agency.

This agreement entered into on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the Village of Whitehouse, County of Lucas, State of Ohio, and the second party, in witness whereof the parties hereunto have set their hands at Whitehouse, Ohio.

\_\_\_\_\_  
Village Administrator

\_\_\_\_\_  
Second Party

REQUEST FOR POLICE SERVICES—WHITEHOUSE POLICE DEPARTMENT

ASSIGNMENT DATE/TIME

\_\_\_\_\_

LOCATION \_\_\_\_\_

TYPE OF  
FUNCTION/ACTIVITY \_\_\_\_\_

NUMBER OF OFFICERS REQUESTED \_\_\_\_\_

BILLING INFORMATION:

NAME \_\_\_\_\_

ORGANIZATION \_\_\_\_\_

ADDRESS \_\_\_\_\_  
\_\_\_\_\_

PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

Donations for services rendered may be made payable to:

The Village of Whitehouse  
6925 Providence St.  
P.O. Box 2476  
Whitehouse, OH 43571

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Approved as requested.

\_\_\_\_\_ Approved, with modifications (specify):

\_\_\_\_\_ Disapproved (specify):

\_\_\_\_\_ Mark E. McDonough—Chief of Police \_\_\_\_\_