

TO: Board of Trustees

FROM: Michael Dolan, Township Clerk

DATE: August 3, 2026

AGENDA ITEM TOPIC: Park Facility Use Policy and Park Use Application – Alcohol Use Clarification

Requested Action

Motion to direct the Clerk to prepare amendments to the Park Facility Use Policy and Park Use Application to clarify the Township's regulations regarding alcohol use in Township parks and to return the proposed revisions to the Board for review and adoption.

Background

At the Board's previous meeting, the Board considered a request for approval to serve alcohol at a Township park. During that discussion, questions arose regarding the consistency of the Township's governing documents and the process for requesting and approving alcohol use within Township parks.

Following that discussion, I reviewed the Township's Park Facility Use Policy, Park Use Application, and the provisions of Chapter 24 of the Code of Ordinances relating to parks. The review identified language that could create confusion for applicants and staff regarding alcohol use.

Specifically, the current Park Use Application includes questions regarding whether alcohol will be served and requests information regarding liquor licensing and insurance, suggesting that alcohol use may be permitted upon approval. However, the Park Facility Use Policy identifies alcoholic beverages as a prohibited activity while also referencing a special approval process through the Township Board. Although these documents appear to contemplate Board consideration of requests involving alcohol, the language is not sufficiently clear or internally consistent.

To eliminate ambiguity, I recommend revising the Park Facility Use Policy and Park Use Application, so they clearly reflect the Township Board's intent regarding alcohol use in Township parks and ensure consistency with Chapter 24 of the Code of Ordinances. The revisions will also clarify the approval process, applicant requirements, and any conditions that must be satisfied when alcohol use is requested as part of a Board-approved special event.

Adopting consistent language across all governing documents will provide clearer guidance to applicants, improve administrative efficiency, and reduce the potential for inconsistent interpretation or application of Township policy.

Fiscal Considerations

Does the agenda item require the expenditure of funds? Yes ☐ No ☒

Are funds budgeted? Yes ☐ No ☐

Fiscal year affected: Choose an item.

Is a budget amendment required? Yes ☐ No ☐

General Ledger numbers affected: _____