

First Reading: January 13, 2026  
Second Reading: February 10, 2026  
Third Reading: February 13, 2026  
Effective Date: February 13, 2026

VILLAGE OF NORTH BALTIMORE, WOOD COUNTY, OHIO

RESOLUTION NO. 02 – 2026

**A RESOLUTION ADOPTING THE VILLAGE OF NORTH BALTIMORE EVENT POLICY  
AND APPROVING THE ALL EVENTS PERMIT APPLICATION**

**WHEREAS, the Village of North Baltimore permits and hosts events on Village property and public rights-of-way that may affect public safety, Village operations, and liability exposure; and**

**WHEREAS, the Village Administrator has prepared a Village of North Baltimore Event Policy establishing standardized requirements for event permitting, insurance, coordination, waivers, and enforcement, along with an All Events Permit Application to administer said policy; and**

**WHEREAS, Council finds it in the best interest of the Village to adopt the Event Policy and approve the permit application to ensure consistent administration and protection of Village assets;**

**NOW, THEREFORE, BE IT RESOLVED by the Council of the Village of North Baltimore, Wood County, Ohio, that:**

**Section 1. Adoption of Event Policy. The Village of North Baltimore Event Policy, attached hereto as Exhibit A and incorporated herein, is hereby adopted as the official policy governing events conducted on Village property, public rights-of-way, or requiring Village approval or services.**

**Section 2. Approval of Permit Application. The All Events Permit Application, attached hereto as Exhibit B and incorporated herein, is hereby approved for use in administering the Event Policy.**

**Section 3. Administration. The Village Administrator is authorized to implement, administer, and enforce the Event Policy, including the review, approval, conditioning, denial, revocation, or modification of event applications in accordance with the policy.**

**Section 4. Effective Date. This Resolution shall take effect at the earliest time permitted by law.**

**The motion to adopt the foregoing Resolution was moved by Member \_\_\_\_\_ and seconded by Member \_\_\_\_\_.**

**Vote on Measure:      \_\_\_\_\_ Yeas      \_\_\_\_\_ Nays      \_\_\_\_\_ Abstentions**

**PASSED by the Council of the Village of North Baltimore, Wood County, Ohio, this \_\_\_ day of \_\_\_\_\_, 2026.**

\_\_\_\_\_  
**Dee Hefner, President of Council**  
Attest:

\_\_\_\_\_  
**Aaron Patterson, Mayor**

\_\_\_\_\_  
**Mason Davis, Clerk of Council**

## Exhibit A

### VILLAGE OF NORTH BALTIMORE EVENT POLICY

Approved by Village Council: Resolution \_\_\_\_\_ Effective Date: \_\_\_\_\_

1. Purpose

This policy establishes consistent procedures for reviewing, approving, and managing events within the Village of North Baltimore. Its intent is to promote safe, enjoyable, and well-organized activities that foster community engagement while protecting public health, safety, Village property, and limiting liability exposure.

2. Scope

This policy applies to any public or private event that uses or closes any public street, sidewalk, park, right-of-way, or Village facility; requires Village personnel, materials, or equipment; or anticipates significant public attendance, traffic impact, or public safety involvement. Private gatherings conducted entirely on private property that do not require Village services, permits, or approvals are exempt.

3. Permit Requirement and Timeline

All events meeting the above criteria require submission of an All Events Permit Application approved by the Village Administrator and Mayor. Applications shall be submitted at least sixty (60) days prior to the proposed event date unless waived by the Village Administrator for good cause. Applications may be accepted up to one (1) year in advance of the event date. Final approval is contingent upon submission of all required documentation and satisfaction of applicable conditions.

4. Application Review

The Village Administrator shall distribute applications to affected departments for review, including Police, Fire, and Public Works. Department heads may attach reasonable conditions or require coordination meetings prior to approval. The Village Administrator or Council may deny or revoke approval if the applicant fails to provide required information, poses a public safety or liability risk, or has outstanding obligations or violations with the Village.

5. Required Documentation

Each application shall include a completed All Events Permit Application and, unless waived, sufficient documentation to allow the Village to evaluate the event, including a site map or route plan showing road closures, staging, and parking areas; vendor lists and contact information when applicable; proof of required insurance; fire safety information when applicable; food service information when applicable; and a description of measures to mitigate trip hazards such as electrical cords, hoses, or uneven surfaces.

6. Insurance Requirements

A Certificate of Liability Insurance naming the Village of North Baltimore as an Additional Insured is required for all events conducted on Village property, streets, or facilities unless waived pursuant to this policy. Minimum Commercial General Liability coverage shall be \$2,000,000 per occurrence and aggregate.

Insurance shall not be required for events that meet all of the following criteria: the event is a small, non-commercial gathering hosted by an individual or informal group; attendance does not exceed fifty (50) persons at any one time; no admission fee is charged and no sales of goods, services, or alcohol occur; the event does not require street closures, amplified sound, tents, stages, inflatables, generators, or other temporary structures; the event does not require on-site police, fire, or public works staffing beyond routine patrol; and the event does not present unusual risk based on the nature, duration, or location of the activity. Events meeting all criteria are waived from insurance requirements.

For events not qualifying for an administrative waiver, Council may grant an insurance waiver by formal action when the event is sponsored or managed by the Village, constitutes protected First Amendment activity, or is otherwise documented as being covered under Village insurance. Except where waived, the applicant shall defend, indemnify, and hold harmless the Village of North Baltimore, its elected and appointed officials, employees, volunteers, and agents from all claims, damages, or expenses arising from or related to the event.

7. Coordination with Law Enforcement and Safety Agencies

Any event expecting more than one hundred (100) attendees must coordinate directly with the North Baltimore Police Department. For the duration of the event, at least two (2) police officers must remain assigned to general village coverage, and at least two (2) police officers must be assigned to the event itself. The Police Chief and Mayor, with the concurrence of the Council Public Safety Committee Chair, will determine whether additional support from the Wood County Sheriff's Office Auxiliary is necessary. The Police Chief, Fire Chief, or Public Works Superintendent may impose additional safety, traffic-control, or emergency-access requirements based on the size and nature of the event.

8. Public Health and Food Service

The Village will notify the Wood County Health Department at least thirty (30) days prior to any

approved event involving food service. Organizers are encouraged to promptly contact the Health Department to ensure compliance with inspection and licensing requirements. Food vendors shall not operate unless all documentation required under Section 5 has been submitted and approved, including proof of current food service licensure, an anticipated menu, a plan for grey-water disposal using Village-designated disposal locations, and a Certificate of Liability Insurance naming the Village of North Baltimore as an Additional Insured. Each food vendor shall maintain Commercial General Liability insurance in an amount not less than \$1,000,000 per occurrence and \$1,000,000 aggregate, naming the Village of North Baltimore as an Additional Insured.

9. Signage and Posting

No person shall post or affix any sign, placard, advertisement, or inscription on Village property except as authorized by the Village. Temporary event signage shall be removed within twenty-four (24) hours after the event concludes.

10. Clean-Up and Restoration

Event organizers are responsible for all post-event cleanup and restoration of Village property. Failure to restore the area may result in billing for cleanup costs, denial of future event permits, or the requirement of a refundable deposit or surety bond for subsequent events.

11. Departmental Oversight

The following officials are responsible for departmental coordination and compliance oversight: the Police Chief for security, traffic control, and law enforcement coordination; the Fire Chief for fire safety, emergency access, and inspections; the Public Works Superintendent for street closures, barricades, sanitation, and infrastructure; and the Village Administrator for overall event coordination, insurance verification, permit issuance, and enforcement.

12. Revocation and Enforcement

The Village Administrator or Mayor may revoke approval if event activities deviate materially from the approved plan, pose a risk to public safety, or violate Village ordinances or this policy. Unpermitted events, or events failing to comply with this policy, may be subject to enforcement action or denial of future approvals.

**Exhibit B**

**NORTH BALTIMORE - ALL EVENTS PERMIT APPLICATION**

Event date[s]: \_\_\_\_\_ Beginning/Ending times: \_\_\_\_\_

\_\_\_\_\_

Event name: \_\_\_\_\_ Sponsor/Organization: \_\_\_\_\_

Contact person[s]: \_\_\_\_\_ Contact phone #: \_\_\_\_\_ E-mail: \_\_\_\_\_

\_\_\_\_\_

Event type [describe]: \_\_\_\_\_

\_\_\_\_\_

Event location:

\_\_\_\_\_

Liquor:  Served       Sold       Not applicable

Permit type requested:

Oversized load travel permit [route]: \_\_\_\_\_

\_\_\_\_\_

Parade [route]: \_\_\_\_\_

\_\_\_\_\_

Parking restrictions [location(s)]: \_\_\_\_\_

-

Stationary event [location(s)]: \_\_\_\_\_

-

Street closure [street(s)]:

\_\_\_\_\_

Other closure [location(s)]: \_\_\_\_\_

\_\_\_\_\_

Village of North Baltimore Involvement Requested

- |  |   |
|--|---|
| <input type="checkbox"/> Fire Department         | <input type="checkbox"/> Barricades       |
| <input type="checkbox"/> Police Department       | <input type="checkbox"/> Barricade lights |
| <input type="checkbox"/> Public Works Department | <input type="checkbox"/> Parking Cones    |

Other requests/unusual circumstances: \_\_\_\_\_

\_\_\_\_\_

Certificate of Liability Insurance attached:  Yes  No  Pending  Not applicable

Liquor permit attached:  Yes  No  Pending  Not applicable

Fire Department Inspection request:  Yes  No  Pending  Not

applicable

**INSURANCE & LIABILITY REQUIREMENTS**

Insurance Requirement: A Certificate of Liability Insurance naming the Village of North Baltimore as an Additional Insured is required for all events conducted on Village property, streets, rights-of-way, or facilities unless waived in accordance with the Event Policy. Minimum Commercial General Liability coverage shall be \$2,000,000 per occurrence and aggregate with thirty (30) days' written notice of cancellation.

Waivers: Insurance may be waived by the Village Administrator for events qualifying for an administrative waiver under the Event Policy. Council may grant a waiver by formal action for Village-

sponsored events, protected First Amendment activities, or events otherwise covered under Village insurance.

Indemnification and Responsibility: Except where waived pursuant to the Event Policy, the applicant agrees to defend, indemnify, and hold harmless the Village of North Baltimore, its elected and appointed officials, employees, volunteers, and agents from claims, damages, or expenses arising from or related to the event. The applicant is responsible for damage to Village property caused by the event.

Insurance Status:  Attached  Pending  Administratively Waived  Council Waived

**SAFETY & EVENT MANAGEMENT REQUIREMENTS**

- Applications must be submitted at least sixty (60) days prior to the event unless waived by the Village Administrator for good cause.
- Events anticipating more than one hundred (100) attendees shall coordinate with the North Baltimore Police Department.
- Food vendors shall not operate without required health department approvals and proof of Commercial General Liability insurance naming the Village of North Baltimore as an Additional Insured.
- Food vendors must provide an anticipated menu and a plan for grey-water disposal (the Village has designated disposal locations).
- Trip hazards must be secured or covered.
- The Police Chief, Fire Chief, or Public Works Superintendent may impose reasonable safety or traffic-control conditions.

**SIGNAGE, CLEAN-UP, AND RESTORATION**

Posting of signs on Village property is prohibited except as expressly authorized in connection with an approved event. All temporary event signage shall be removed within twenty-four (24) hours after the event concludes. Event organizers are responsible for all post-event cleanup and restoration of Village property. Failure to restore may result in billing for cleanup costs, denial of future event permits, or the requirement of a refundable deposit or surety bond.

**NOTICE TO APPLICANTS**

Approval of an event permit does not transfer responsibility for personal property, equipment, or materials brought onto Village property. The event organizer is responsible for compliance with all requirements of the Village of North Baltimore Event Policy and this permit. The Village is not responsible for loss, theft, or damage to personal property associated with an approved event.

I acknowledge that I have read and understand all requirements set forth in this permit application and the Village’s special event policies.

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

Return completed applications to the Village Administrator, Village of North Baltimore, 205 N. Main Street, North Baltimore, OH 45872, or email [NBAAdmin@northbaltimore.gov](mailto:NBAAdmin@northbaltimore.gov)

**FOR VILLAGE USE ONLY**

Special Conditions: \_\_\_\_\_

Approvals		
Aaron Patterson, Mayor		Date:
Joshua Bender, Village Administrator		Date:
Ted E. Francisco II, Fire Chief		Date:
David Lafferty, Chief of Police		Date:
Josh Long, Public Works Superintendent		Date: