APPLICATION FOR USE OF PARK FACILITY

MT. PLEASANT PARKS AND RECREATION
320 W. Broadway Street, Mt. Pleasant, MI 48858-2447
Office Telephone: 989-779-5331 Fax: 989-773-6790
Email: parks-rec@mt-pleasant.org

Office Hours:
Monday - Friday
8:00 a.m. to 4:30 p.m.

INSTRUCTIONS: Complete all information requested. Return this application form to Mt. Pleasant Parks and Recreation at the above address. Upon department approval, a permit will be provided to you. You must have this permit on site during use of Park Facility. Full payment is required within seven (7) days of approval, or at the time of application if submitted less than eight (8) days prior to requested date.

CONDITIONS: All shelter applications and use of shelters are subject to the conditions listed on the reverse side of this form. Please take time to review these conditions before completing this form. Your signature below acknowledges your understanding and acceptance of these conditions.

PLEASE NOTE: CERTAIN TYPES OF FACILITY USE MAY REQUIRE A SPECIAL USE PERMIT ISSUED BY THE CITY PARKS DEPARTMENT, CITY CLERK'S OFFICE, OR CITY POLICE DEPARTMENT. PLEASE INQUIRE WELL IN ADVANCE OF YOUR REQUEST.

APPLICANT (Person or organization responsible for use of facility and its guests during use.)

☐ PRIVATE INDIVIDUAL ☐ ORGANIZATION/BUSINESS: ☐ Profit ☐ Non-Profit – Fed ID # _____ *required*

Applicant Name _____ Cell Phone # _____

Sponsoring Organization _____ Work Phone # _____

Address _____ ☐ City Resident ☐ Township/Other_____

City _____ State _____ Zip Code _____

PLANNED USE AND NEEDS

Purpose of Gathering ☐ Family Reunion ☐ Small Club or Business Meeting ☐ Small Picnic (<100) ☐ Large Picnic (100+)
Special Permission and/or Permits Required ☐ Community Event* ☐ Benefit/Fundraiser* ☐ Pig Roast* ☐ Wedding* ☐ Reception*

Please fully describe the planned use of shelter facility and any EXTRA ACTIVITIES OR EQUIPMENT to be brought into the park (RESTRICTIONS, PRE-APPROVAL AND ADDITIONAL PERMITS MAY APPLY) :

Group Size: _____

Music at Event ☐ No ☐ Yes, Recorded, small speaker ☐ Yes, Recorded, DJ/sound system ☐ Yes, Live Acoustic ☐ Yes, Live Amplified

Alcohol at Event ☐ No ☐ Yes ⃠ *You may not sell alcohol and you may not have glass containers in any City park. Alcohol prohibited in Mill Pond Park.*

Special Needs ☐ Electric ON ☐ Lighting (if available) ON ☐ Water Key Requested (for use of spigot, Water available at Restrooms)
☐ NONE ☐ Other (Please be specific. Attach add'l sheet if necessary) ☐ Sand Volleyball Court ☐ Softball Field

REQUESTED RESERVATION DATE AND TIME (Limit one facility and one date per form.)

Date of Use (mm/dd/yyyy) _____ **Day of Week:** Su ☐ M ☐ Tu ☐ W ☐ Th ☐ F ☐ Sa ☐

Setup/Arrival Time	No earlier than 9:00 AM	☐ AM ☐ PM	**Event Start Time**	☐ AM ☐ PM	**Departure Time**	☐ AM ☐ PM	Park closes at 11:00 p.m.

REQUESTED FACILITY USE

✓Refer to facility brochure for details and fees.

*Note: Half shelters available at Island Park Only

Park Name	Facility Name (SEE BROCHURE)		Fee Due
		☐ Full ☐ E ½ ☐ W ½	$
		☐ Full ☐ E ½ ☐ W ½	$
TOTAL FEE DUE	Make checks payable to: *Mt. Pleasant Parks and Recreation*		$

APPLICANT AGREEMENT: *I have read, understand, and agree to abide by all of the rules and conditions provided in this application, as well as comply with all City and park ordinances, rules and regulations, as applicable.*

Applicant's Signature: ✍ _____ **Date:** _____

Driver's License # _____ **E-Mail:** _____

OFFICE ONLY – PERMIT AND PAYMENT APPROVAL

☐ Approved ☐ Denied **Authorized By:** _____

Authorization Date: _____

PAYMENT METHOD
☐ Cash $ _____
☐ Check $ _____ (#_____)
☐ Other

Internal Dept. Use
RecTrac Rsv # _____
RecTrac Entry _____

Permit Approval/Issuance Stamp

This is a valid permit only when authorized permit stamp appears

DISTRIBUTION *(Following approval)*: Original - Office • Copy – Applicant AFTER City Approval (Must have city stamp) • Copy - DPS/Rangers and Park Staff

City of Mt. Pleasant – Mt. Pleasant Parks and Recreation

FACILITY RENTAL RULES AND REGULATIONS

1) **Application**
   a) Reservations may be made for the **current** calendar year, beginning **January 2, or the first business day thereafter.**
   b) All reservation applications shall be considered in chronological order as received. A separate reservation application must be submitted for each facility and period of use.
   c) All reservation applications must be received at the Mt. Pleasant Parks and Recreation office at least **seven (7) days prior** to the requested date. It is recommended that reservations be made well in advance.
   d) Applicants must be eighteen (18) years of age to reserve a facility, and responsible adult supervision must be provided at all times during the use of the facilities to insure that the facilities and surrounding grounds are utilized in a safe and orderly manner.
   e) Reservations must be made using our Online Portal or on the designated form and may be made by mail or in person. No telephone reservations will be accepted. Those interested in availability may call the office--**availability is only as of the time of the call and subject to change. For the most up-to-date availability, check our Online Facility Reservation calendar.**
2) **Payment**
   a) Full payment is due within seven (7) days of approval, or at time of application if submitted within eight (8) days of requested date. Checks can be made payable to: **Mt. Pleasant Parks and Recreation** or **MPPR.** All Card payments will be assessed a 3% Convenience Fee.
3) **Hours**
   a) Parks and facilities are open to the public daily between 8:00 a.m. and 11:00 p.m., subject to winter hours between October 1 and April 30 *(see current Park Facilities brochure).* **Shelters may be reserved and rented between the hours of 9:00 a.m. and 11:00 p.m.**
4) **Refund/Cancellation**
   a) Once approved by the Mt. Pleasant Parks and Recreation office, no refund of any portion of the fee will be made for any reason, unless Mt. Pleasant Parks and Recreation is able to rent the facility to another party. No refunds will be issued due to inclement weather.
5) **Usage and Regulations**
   a) Use of all park facilities is subject to the City park ordinance (*Chapter 97 of the Code of Ordinances of the City of Mt. Pleasant*), and all other City ordinances, which are incorporated herein by reference. Copies available at City Hall or www.mt-pleasant.org.
   b) All motorized and non-motorized vehicles must be parked in designated parking areas, i.e., parking lots, bike racks, etc.
   c) **Cert. of Liability Insurance:** All Special Event holders must furnish a certificate of general liability insurance policy covering claims that may arise due to the event, including participant and spectator liability. The policy must have a minimum limit of $1,000,000 per occurrence and **must name the City of Mt. Pleasant and its employees as additional insured**. Private event holders (birthday parties, family reunions, etc.) do not require a Certificate of Liability Insurance.
   d) You are responsible for keeping the parks clean by leaving the facilities and surrounding grounds free of litter. Patrons can help by wiping clean the picnic tables and cleaning up spills on the facility floors. **Further fees may be assessed or future access to park facilities restricted if the rental area is not properly maintained by the renter or its guests.**
   e) Alcohol Policy
      i) City park ordinance expressly prohibits possession or consumption of alcohol in Mill Pond Park (§97.19).
      ii) City park ordinance expressly prohibits a person being under the influence of intoxicating beverages or controlled substances (97.19).
   f) Permission to use a shelter does not excuse or waive violation of any law or City ordinance.
   g) No glass containers are allowed in any city park.
6) **Assistance**
   a) Park Rangers are available May through October for assistance in the City parks. **For assistance, call Central Dispatch at 989-773-1000 or for Park Staff call the Nelson Park Shop at 989-779-5342 (7:30 a.m. – 4:00 p.m.).**

For more information, contact Mt. Pleasant Parks and Recreation:

Business Location:
Mt. Pleasant Parks and Recreation
320 W. Broadway Street
Mt. Pleasant, MI 48858

Business Hours: 8:00 a.m. to 4:30 p.m., Monday through Friday
Department Telephone: 989-779-5331
Department Fax: 989-773-6790 (fax)
Website: www.mt-pleasant.org/parks