

Park Reservation Application
PLEASE EMAIL APPLICATION TO: hwrec@hwmi.org

Today's Date _____
Applicant's Name _____
Group/Organization _____
Address _____
Cell Phone _____ Other Phone _____
Email _____

PARK REQUEST

Burton Park _____ Burton Field _____ *Hassig _____ *Mary Kay Davis _____ Peasley _____ Reynolds _____ *Scotia _____ Val Jones _____

Other _____

Day/Date _____

Time desired (including prep & clean-up time) _____

Type of activity _____

Who will be attending _____ Anticipated attendance _____

Equipment set-up (Provided by applicant. *Approval required*) _____

****If requesting Hassig, MKDavis or Scotia Park, tents must be weighted NOT staked. Violations could result in \$1,000 fine***

PLEASE NOTE:

- **Vendors providing any inflatable device, interactive entertainment or catering food** are required to furnish a Certificate of Liability Insurance with a minimum of \$1,000,000 for Commercial General Liability. Certificate Holder AND additional insured should be listed as City of Huntington Woods, ATTN: Tracy Shanley, 26325 Scotia Road, Huntington Woods, MI 48070. *This document must be submitted to hwrec@hwmi.org within one (1) week after approval of the permit. If not received within the designated time, the vendor request will be denied.*
- **Clean-Up Charge:** The rental party will be billed for any damages and/or excessive clean-up if required.
- **City-sponsored events** have priority usage of the parks over any private rental request.
- **An approved application** is required for all park reservations.
- **A reservation does not entitle the permit holder to exclusive use of the park.**
- **All forms must be submitted and received by HW Parks & Rec to hold your event date.**
- **Any questions?** Please contact hwrec@hwmi.org or 248-541-3030.

I have received/read a copy of the Park Reservation/Use Policy and will abide by the rules governing the park usage. I further understand that by reserving the park I indemnify and hold the City of Huntington Woods harmless against injury in connection with the stated activity and use of the park. Any misrepresentation on this application is grounds for cancellation of facility use.

Date _____ Signed _____

\$ Donation: 25 50 75 100 150 200 Other _____

Donation will be posted to your household account and can be paid online at registration.hwmi.org or at the Rec Center front desk.

For office use _____

Authorized by _____

Date _____

Equipment Authorization _____

Donation _____ Insurance Forms Turned in _____

Entered in Computer _____

cc: Parks Dept. _____

CITY OF HUNTINGTON WOODS
DEPARTMENT OF PARKS AND RECREATION
OAKLAND COUNTY, MICHIGAN

PARK RESERVATION/USE POLICY

Park Availability: One reservation per park per weekend

PREAMBLE

The City has eleven community parks available for public use, as well as Burton Park and Burton Field that are owned by Berkley School District but operated by the City.

The purpose of this policy is to establish rules and regulations for the use and operation of these parks and community events; encourage public and private events that support creating a Sense of Place; streamline the approval process for use of public parks; clarify responsibilities for event activities; protect the health, safety, and welfare of the public; mitigate the impact of use on residents; and protect the financial interest of the City of Huntington Woods.

POLICY

The City of Huntington Woods strives to provide parks and facilities for a variety of uses within the City. To ensure the satisfaction and success of the parks, the City has developed this Park Reservation/Use Policy to provide a detailed and prioritized statement of terms for residents who use and rent the parks. The policy describes the terms, conditions, and user qualifications in connection with use of the following public parks owned by the City:

- Peasley Park
- Coolidge/Elgin Park
- Burton Community Park
- Burton Field
- Val Jones Skate Park
- Men's Club Field
- Hassig Senior Park
- Scotia Park
- Reynolds Park
- 11 Mile/Huntington Park
- Alligator Park
- Lincoln/Pembroke/Concord Park
- Mary Kay Davis Park
- Statue Park

Applicants using or reserving City of Huntington Woods parks referred to as "Permittee" or "Permit Holder" agree to abide by the following rules:

I. RULES APPLICABLE TO ALL PARKS

Unless otherwise indicated, the following rules apply to all City parks:

A. HOURS OF OPERATION

Unless otherwise indicated, all public parks will be closed at 9:00 p.m. (Val Jones Park at 8:00 p.m.) each day and will remain closed to the public until 6:00 a.m. on the next day. Except as provided in section I.B, no person shall remain in or enter any public park between 9:00 p.m. and 6:00 a.m. Hours of operation may also be on display at the park. Reservations for Burton Field will not be accepted prior to 6:00 p.m. on school days. Reservations will not be given if there would be an impact on the integrity or scheduling of Huntington Woods Parks & Recreation programming.

B. ACTIVITIES PERMITTED AFTER CLOSING

The following activities may continue in parks after the parks have been closed:

- (1) City-sponsored and City-supervised activities.
- (2) Activities sponsored by any individual or group that has applied for and received a permit for that activity from the city.
- (3) Activities of any City employee, contractor, custodial or maintenance personnel in the course of their duties.
- (4) Activities of any public safety officer while in performance of their duties.

C. ALCOHOL/SMOKING

Alcohol and smoking are strictly prohibited in City parks.

D. AMPLIFIED SOUNDS, LOUD OR EXCESSIVE NOISE

There shall be no loud or excessive noise or music that exceeds the City of Huntington Woods Noise Ordinance levels.

E. ANIMALS

- (1) No person, except a public safety officer acting in their official capacity or an agent of the City, may injure, kill, or capture any wild animal, or disturb any wild animal's nest or its contents which are existing within the confines of the park.
- (2) No pets are permitted in the park other than as part of City-sponsored event.
- (3) Exception: This prohibition does not apply to service dogs. A service dog is defined as a dog that is individually trained to do work or perform tasks for individuals with disabilities.

F. PARK PROTECTION

No fires, open flames, candles, or liquid fuel devices shall be permitted or used under the gazebos or other permanent or temporary structures. Any request for a campfire or use of open flame requires prior approval from the Huntington Woods Public Safety Department.

No person shall deposit lighted matches, burning cigars, cigarettes, tobacco paper or other flammable materials within or upon any City park property. Burning material or hot ashes may not be dumped into any trash containers or elsewhere within the boundaries of the city park unless such container or locality is marked as a receptacle for such material.

G. COMPLIANCE WITH LAW

Anyone using City parks and facilities shall comply with all City ordinances and federal and state laws.

H. DECORATIONS/BANNERS/ADVERTISEMENT

No nails, tacks, staples, adhesive materials, or other material that may damage any City structure or property may be used by any person. A park use permittee shall remove and properly dispose of all decorations at the conclusion of the event. The permittee shall be held responsible for any damage caused by the permittee or his/her/their guests to any structure or property.

No person shall distribute or place any sign or banner, advertisement or notice on park property without the prior written approval of the City.

I. DEFACING PROPERTY

No person shall write upon, mark, or deface in any manner, or use in an improper way, any park property or equipment found within a park.

J. FIREWORKS AND FIREARMS

(1) No person shall discharge any consumer fireworks in a park except in strict compliance with a permit issued by the City.

(2) No person shall discharge in any City park any firearm, air rifle, air pistol, bow and arrow, slingshot, or other instrument from which a dangerous projectile, including a metal, plastic, or rubber pellet (such as a BB), stone, or other hard object may be propelled.

K. LITTER

No person may deposit litter in any City park or playground except in designated receptacles and in such a manner that the litter will be prevented from being carried or deposited by the elements upon any part of the park or upon any other public place or private premises. Where receptacles are not provided, all litter must be removed from the

park or playground by the person responsible for it and properly disposed of elsewhere in a lawful manner.

L. MOTOR VEHICLES

- (1) No person shall operate any motor vehicle or 2-, 3-, or 4-wheeled motorized scooter, with the exception of a wheelchair or other medical mobility device, in, upon or through any City park or playground, except in areas provided for the parking of motor vehicles, unless authorized by the City Manager or his/her/their designee. Motorized wheelchairs, electric scooters or other PAMDs are allowed for those with disabilities that prevent them from using the park.
- (2) Parking a motor vehicle in any of the following places in a public park is strictly prohibited:
 - (a) On a sidewalk;
 - (b) In front of any driveway;
 - (c) Within an intersection;
 - (d) Within fifteen (15) feet of a fire hydrant or instructional building;
 - (e) On a crosswalk;
 - (f) At any place where official signs prohibit parking;
 - (g) At any place where parking is permitted for specific purposes unless the occupants of the vehicle are complying with the requirements of permitted use;
 - (h) On more than one (1) designated space;
 - (i) On any grass or landscaped area;
 - (j) On a playground or playing field.

M. APPLICANTS FOR PARK USE PERMIT

Applicants for a Park Use Permit must be a resident of the City of Huntington Woods and must show proof of residency. Applicants wishing to reserve a park must be 18 years of age or older. The Berkley School District may request to reserve a park for a school-sponsored event.

Applications for a Park Use Permit may be obtained at the Gilliam Recreation Center, 26325 Scotia Road, Monday through Sunday, during regular office hours. Copies of the application are also available online at recreation.hwmi.org. No phone reservations will be accepted. Reservations cannot be made more than eight weeks in advance of or less than five days from the date of application for the park use.

Vendors providing any inflatable device, interactive entertainment, or catering any food shall provide a Certificate of Liability Insurance with a minimum of \$1,000,000 for Commercial General Liability coverage within one (1) week after approval of the Park Use Permit or the application shall be considered denied. The City shall be endorsed as an additional insured. This endorsement shall be listed as the City of Huntington Woods, ATTN: Tracy Shanley, 26325 Scotia Road, Huntington Woods, MI 48070. A copy shall be emailed to hwrec@hwmi.org.

A reservation is not complete until the complete application is received and the application approved.

A reservation does not entitle the permit holder to the exclusive use of the park.

The City reserves the right to deny a Park Use Permit based on the applicant's past rental history. Reasons may include a prior history of damaging City property, not following agreed upon terms of the approved application, not following City rules and regulations or any type of past behavior that could be deemed injurious to residents or others using the park. A permit shall not be issued to any applicant who appears on the state's sex offender registry.

N. AVAILABILITY OF PARKS

All parks are provided on a first-come, first-served basis, unless the park for which the permit is sought is already reserved or had a permit issued. Any individual using a park for an event or program that is not City sponsored or approved under this policy shall relinquish use of the park to anyone who has already been approved for a permit for that date and time or holds a valid permit.

O. PRIOR AUTHORIZATION FOR CERTAIN ACTIVITIES

Permittees shall require prior authorization for amusements, tents (weighted NOT staked), inflatable games, dunk tanks, portable or mobile restrooms, concessions, generators (as no electricity is supplied to the parks), speakers, and similar items. All equipment must be set up and removed the same day of the event. Any damage to grounds or holes that are created by such devices shall be repaired by the permit holder.

P. RESTORATION, CLEANUP AND DAMAGE BOND

Permittee is required to remove all debris and refuse, decorations, signage, personal property and equipment upon completion of the purpose for which the Park Use Permit applies. The park is to be left clean with all garbage and refuse removed. Recycling is encouraged.

Permittee is responsible for all equipment, valuables and clothing left in the park.

Permittee accepts full responsibility for any/all damages to the City park as a result of the use of the park which are over and above ordinary wear.

The Permittee may be required to deposit with the Huntington Woods City Clerk a restoration, cleanup, and damage bond in the form of cash or certified check payable to City of Huntington Woods in an amount determined by the City based on the use. The bond will be returned to the Permittee, without interest, within sixty (60) days after the expiration of the requested park use if the Permittee has fully performed the restoration and cleanup of the premises to an "as is" or better condition as prior the event as determined by the City. Should Permittee fail to restore and clean the park in satisfactory condition, the City may retain all or part of the bond. Permittee shall reimburse the City for its out-of-pocket expenses in excess of the bond amount for items including labor

costs, trash disposal and repair costs to facilities and/or grounds. City staff is accessible to discuss out-of-pocket cost estimates and ways to reduce these costs. Invoices sent for reimbursement of out-of-pocket costs are due within thirty (30) days form issuance.

Q. WAIVER OF FEES AND DEPOSITS

The City in its sole discretion may waive any requirement for rental of City parks, including the requirement to obtain a Park Use Permit, or for holding any special event, for City organizations.

R. DISPUTES

Any questions or concerns regarding this policy or its application shall be brought to the attention of the City Manager. If a park permit is denied to any person, the reasons for the denial will be forwarded to the City Manager. Any person may appeal the denial of a park permit to the City Manager, who will have the final authority on the issuance of the park permit.