

Dear Applicant:

The following fee schedules for the Albion City Council as part of its 2009 fiscal year budget adopted park reservations.

	<u>RES.</u>	<u>NON RES.</u>
PAVILION RESERVATION	\$40.00	\$70.00
SMALL SHELTER RESERVATON	\$40.00	\$70.00
BANDSHELL RESERVATON	\$40.00	\$70.00
ANY OTHER RESERVATION	\$40.00	
WEDDING (in addition to any above reservation) ..	\$50.00	\$70.00

These fees are effective as of January 1, 2009, and are due at the time of application is submitted. If, for any reason, the request is denied, all fees will be refunded.

All fees are non-refundable once the application has been approved.

Thank you for your interest in using the park facilities of the City of Albion.

Sincerely,

Bonnie Edmonds
Department of Public Services

be/Park Reservation Forms

CITY OF ALBION

The City of Albion has developed and will administer rules and regulations pertaining to the using of parks and public grounds. There are two different forms which, based on the following criteria, designate assemblies which will or will not require City Council approval.

Use form “A” (does not require Council approval) if:

- If less than 100 people are expected to attend
 - The period of use will not exceed two (2) days
 - A non-profit organization is represented
 - There will not be commercial activity
 - Amplified sound equipment will not be used (note: small radios are permissible)
1. Requests should be received and the appropriate form completed at least fifteen (15) days in advance.
 2. Liability insurance will not be required.
 3. A clean-up bond will not be required.

Use form “B” (requires Council approval) if:

- There are more than 100 people expected to attend
 - The period of use will be three (3) days or longer
 - There will be commercial activity
 - Amplified sound equipment will be used
1. Requests should be received and appropriate form completed at least thirty (30) days in advance
 2. A liability insurance coverage binder naming the City of Albion as additional insured, in an amount determined by the size and nature of the event, may be required.

CITY OF ALBION

PARK FACILITIES AVAILABLE:

Victory Park Shelter: Smaller of two shelters in the park; comfortable for 100 or fewer people. Small shelter is located on the south side of the park drive. It has electric outlets and barbecue grills are available. Maximum of 12 tables provided.

Victory Park Pavilion: Holds up to 500 people seated. The Pavilion is flooded in the winter to provide skating & hockey from December to February. Has electric outlets and lights with a maximum of 15 tables provided.

Victory Park Garden: Available for weddings. Benches are available for seating upon request.

Rieger Park
200 E. Erie

Gold Star Park
1300 E. Michigan Ave.

Lloyd Park
200 E. Cass

Crowell Park
601 N. Superior

Stoffer Plaza
Market Place

Molder Park
100 W. Michigan Ave.

Bournelis Park
100 N. Superior St.

Barnes Park *
400 Water St.

McIntosh Park (shelter)*
791 Hoaglin St.

Harris Field
790 W. Cass

Holland Park (shelter)*
100 N. Albion St.

Tillman Cornelius Field
699 N. Albion St.

- Grills and tables provided

Before a reserving party can be granted permission to reserve one of the above facilities, the following needs to be determined:

1. Date & facility requested.
2. Number of people and nature of event.
3. Clarification of event as an "A" or "B" type form.
4. Name, address and telephone number of responsible party.

CITY OF ALBION

RULES, CONDITIONS AND GUIDELINES FOR PARK USE

1. Reservations will not be denied on the basis of race, creed, sex, or national origin.
2. At least one legally responsible adult must sign the request as a sponsor.
3. Ordinances which regulate noise shall be observed. Amplified equipment is permitted only with specific Council approval.
4. All relevant laws and the park rules, as provided herein, must be observed.
5. No nails, spikes, staples, tacks or adhesive materials may be driven into or affixed to trees.
6. Grass, shrubs, trees and other living plants must be returned to their condition prior to the conclusion of the activity or must be replaced.
7. No structure shall be erected within four (4) feet of the base of a tree or shrub.
8. No structure shall be defaced, and any marking, posters or other attachments must be removed from any structure at end of activity.
9. The area must be completely cleaned at the close of the activity or a clean-up fee may be assessed. Subsequent requests may be denied if the area is not cleaned up, or a deposit may be required in the future.
10. No beer, wine, or other alcoholic beverages are permitted on municipal property.
11. No city park facility can be used by groups without the proper form being completed and approval by the appropriate authority. The city's park facilities are as follows: Victory Park Shelter, Victory Park Pavilion, Victory Park Bandshell, Victory Park Garden, McIntosh Park Shelter and Holland Park Shelter.
12. Proof of residency required for resident fee to be applied.

PARK RESERVATION APPLICATION FORM "A"

I, _____ request permission from the
(Responsible Party/Organization)

City of Albion to use the following park facilities,

(Parks & Park area requested)

On _____ from _____ a.m. to _____ p.m.
(date) (time) (time)

Number of people expected to attend: _____

Description of events or functions: _____

Has your organization conducted this event in the requested area below?

Yes No If yes, when? _____

Number of tables needed (allow 8 people per table)? _____

NAME:	PHONE NO.
ADDRESS:	

I HAVE READ AND UNDERSTAND THE RULES, GUIDELINES AND
CONDITIONS OF RESERVING A PARK FACILITY AND UNDERSTAND THAT
ACCEPTANCE OF THEM IS A CONDITION OF APPROVAL.

DATE: _____

(SIGNATURE)

FORM “A”

NOTE

- City may require any additional information or reference.
- A copy of the Park Rules and Regulations is attached for your information.
- A fee will be assessed if the grounds are not cleaned of all litter or if any major damage occurs during the use of the facilities.

APPROVAL IS HERBY GRANTED FOR THE PURPOSE SPECIFIED ABOVE AND IS CONTINGENT UPON ACCEPTANCE AND ADHERENCE TO ALL RELEVANT CONDITIONS AND RULES.

**KEVIN MARKOVICH, DIRECTOR OF
PUBLIC SERVICES**

**PARK RESERVATION APPLICATION
FORM "B"**

I, _____ request permission from the
(Responsible Party/Organization)

City of Albion to use the following park facilities:

(Park and Park area requested)

Date(s)	Beginning time(s)	Ending time(s)
On _____	_____	_____
On _____	_____	_____
On _____	_____	_____

Description of events or functions: _____

Number of people expected to attend? _____

Non-profit organization? Yes No

Will amplified sound be used? Yes No

Have your organization conducted this event in the requested area before?

Yes No If yes, when: _____

Number of tables needed (allow 8 persons per table)? _____

Amount of liability insurance required: \$ _____

Amount of security deposit required: \$ _____

Amount of clean-up bond required: \$ _____

FORM "B"

NAME:	PHONE NO.
ADDRESS:	

I HAVE READ AND UNDERSTAND THE RULES, GUIDELES AND CONDITIONS OF RESERVING A PARK FACILITY AND UNDERSTAND THAT ACCEPTANCE OF THEM IS A CONDITION OF APPROVAL.

_____ **DATE:** _____
(SIGNATURE)

NOTE:

- The City of Albion requires additional information or references.
- A copy of the park rules and regulations is attached for your information.
- A fee will be assessed if the grounds are not cleaned of any litter or any major damage occurs during the use of the City facilities.

.....
(This section is for City of Albion use only)

	DATE(S)
Liability Insurance: _____	_____
Security Deposit: _____	_____
Clean-Up Bond: _____	_____

Approval is hereby granted for the purpose specified above and is contingent upon acceptance of all conditions and rules state herein.

**KEVIN MARKOVICH, DIRECTOR OF
PUBLIC SERVICES**