



MT. PLEASANT PARKS AND RECREATION
401 N. Main Street, Mt. Pleasant, MI 48858-1698

Office Telephone:
989-779-5331

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

2008 APPLICATION FOR USE OF PARK FACILITY

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 at the time of application.

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

PLEASE NOTE: FORMS WITHOUT COMPLETE APPLICANT INFORMATION AND PLANNED USE/SPECIAL NEEDS OR WITHOUT PROPER PAYMENT WILL BE RETURNED UNPROCESSED. NO VEHICLES ALLOWED OUT OF SPECIFIED PARKING AREA WITHOUT PRIOR PERMISSION.

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 _____ Home Telephone () _____

Sponsoring Organization _____ Work Telephone () _____ Ext. _____

Address _____ City Resident Township/Other _____

City _____ State _____ Zip Code _____

PLANNED USE AND NEEDS

Purpose of Gathering Simple Picnic Small Club or Business Meeting (<50) Large Picnic Pig Roast*
Special Permission and/or Permits Required Community Event Benefit/Fund Raiser* 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) :
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Group Size _____

Music at Event No Yes, Live Amplified *Specify:* _____

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 for (please be specific) _____
 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: Circle Su M Tu W Th F Sa						
Setup/Arrival Time	No earlier than 9:00 AM	<input type="checkbox"/> AM <input type="checkbox"/> PM	Event Start Time	<input type="checkbox"/> AM <input type="checkbox"/> PM	Departure Time	<input type="checkbox"/> AM <input type="checkbox"/> PM	Park closes at 11:00 p.m.	

REQUESTED FACILITY USE		Resident Indiv./ Non-Profit Org.		Non-Resident Indiv./ Profit Organization		Fee Due
Park Name	Facility Name (SEE BROCHURE)	Mon-Fri	Sat-Sun	Mon-Fri	Sat-Sun	
	<input type="checkbox"/> Full <input type="checkbox"/> E ½ <input type="checkbox"/> W ½	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$
	<input type="checkbox"/> Full <input type="checkbox"/> E ½ <input type="checkbox"/> W ½	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$
TOTAL FEE DUE		Make checks payable to: <i>Mt. Pleasant Parks and Recreation</i>				\$

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: _____

Permit Approval/Issuance Stamp

PAYMENT METHOD	<input type="checkbox"/> Cash	\$ _____	Internal Dept. Use
	<input type="checkbox"/> Check	\$ _____ (# _____)	RecTrac Rsv # _____
	<input type="checkbox"/> Other		RecTrac Entry _____

This is a valid permit only when authorized permit stamp appears