

## **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 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**.

### **2) Payment**

- a) Full payment must accompany the reservation form. Checks are to be made payable to: **Mt. Pleasant Parks and Recreation**. Credit Card payments will be assessed a transaction fee of approximately 3%.

### **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](http://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**.
  - 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](http://www.mt-pleasant.org)