



Recreation Department - Community Center
 2025 East Clark Road, Ypsilanti, MI 48198
 Phone: 734-544-3800 ytrd.org

SHELTER USE PERMIT APPLICATION

ACCIDENT WAIVER, RELEASE OF LIABILITY AND INDEMNITY/HOLD HARMLESS AGREEMENT

Facility rental hours: 8am – 8pm

The Recreation Department reserves park shelters during the park season (Memorial Day – Labor Day). Please read and initial the “Park and Shelter Rental Guidelines” prior to completing this application form. This form must be completed in full before it can be processed; including initialing the rules on the final page of this application. Incomplete forms will be sent back to you for completion. A notice and/or rental agreement will be sent to you within five (5) business days regarding approval of your request. **Requests for shelter rentals may be made no more than 100 days prior to date requested.****

PLEASE TYPE or PRINT LEGIBLY

Name of Organization (if applicable) _____ Purpose of Rental _____ **Anticipated Attendance:** _____

Applicants Name _____ Email _____

Address _____ City _____ Zip _____

Primary Phone _____ Secondary Phone _____

Alternate Contact Person _____ Email _____

Primary Phone _____ Secondary Phone _____

Requested Rental Date: _____ **Day of Week:** _____

Hours of Rental: Time in: _____ **am/pm Time out:** _____ **am/pm**

Please Note: A \$100.00 Security Deposit payment *must accompany this application*. This fee places a hold on the shelter. Please read the rules and regulations furnished to you before completing this form. The form must be completed in full before a decision regarding use can be made. You will be notified within five (5) business days regarding approval of your request.

Select your requested shelter below:

FEE SCHEDULE: GATED PARKS

	<u>Capacity</u>	<u>Ypsilanti Township & City Resident</u>	<u>Non-Resident Rate</u>
Ford Lake Park			
○ Shelter #1	up to 100	\$150.00	\$200.00 electrical outlets, restrooms, fireplace
○ Shelter #2	up to 100	\$150.00	\$200.00 electrical outlets, restrooms, horseshoe pit
○ Shelter #3	up to 100	\$150.00	\$200.00 electrical outlets, restrooms, horseshoe pit
○ Shelter #4	up to 50	\$100.00	\$150.00 sand volleyball
Loonfeather Park			
○ Shelter #1	up to 100	\$150.00	\$200.00 restroom facility near shelter
○ Shelter #2	up to 100	\$150.00	\$200.00 restroom facility near shelter
North Bay Park			
○ Shelter #1	up to 100	\$150.00	\$200.00 electrical outlets, restrooms
○ Shelter #2	up to 40	\$100.00	\$150.00
North Hydro Park			
○ Shelter #1	up to 40	\$100.00	\$150.00 electrical outlets, restrooms

FEE SCHEDULE: NON-GATED PARKS

Lakeside Park			
○ Shelter #1	up to 60	\$150.00	\$200.00 restrooms, horseshoe pits

NOTE - Applicants must provide proof of residency in Ypsilanti Township/City to receive the resident discount.
Rates are subject to change.

Vehicle authorization to drive to shelter building - this service applies to “Ford Lake Park Shelters #2 & #3 ONLY”.

For the purpose of dropping items off at the shelter. 1 Vehicle is allowed to bring items to shelter.
All vehicles must be parked in a designated parking lot during the event.

Make/Type _____ Color _____ License Plate _____ Year _____

Do you plan on bringing any extra items such as bounce houses, dunk tank, tents, and canopies? Yes No

*Special items may require proof of insurance, calling 811 for staking tents, etc.

If so, what is the item? _____ What business are you using for this special items? _____

Billing Agreement - for Gate Entry Fees (requires additional form and fees): _____ yes _____ no **If yes, email**
jkugler@ypsitownship.org

1. Billing agreements requires an agreement from the Rec Department that each rental must provide a signed billing agreement and an additional \$100 deposit. The Billing Agreement must have the guest list filled out. The guests will be required to check in with Gate Attendant, billing agreement will cover up to 20 vehicles, no refunds if less than 20 attend. If number exceeds \$100 (20 cars), a portion of the Security deposit will be kept to balance.
2. This billing agreement will be honored for the above named company/organization/group ONLY on the date of the rental.
3. Companies/Organizations/Groups are responsible for notifying their participants to check in at the gate. They must state the name of person/organization the rental is under.
4. The cost for each daily permit issued on behalf of your Company/Organization/Group is as follows:

<u>Ford Lake Park</u>	<u>Loonfeather. North Bay & North Hydro Parks</u>
Park.....\$5.00	Park.....\$5.00
Boat.....\$10.00	Boat.....N/A
Bus.....\$20.00	Bus.....\$20.00

Season Passes will still be honored under the terms of this agreement. Note: Senior Passes can only be issued at Ford Lake Park.

PARK AND SHELTER RENTAL GUIDELINES

1. **RENTAL DESCRIPTION** - Shelter rentals will include shelter building patio area, grills by the shelter, and the picnic tables underneath the shelter. A designated number of picnic tables are under each shelter building at all times. Restrooms are not included exclusively with the rental agreement and remain open to the public at all times. **All of the shelters have playground equipment nearby. Ford Lake Park has a small ball diamond, tennis courts, soccer field and basketball courts.**
2. **SPECIAL REQUESTS** - List any special requests you may have for your rental. Examples include setting up a tent or canopy, having your event catered, bringing in a bounce house, electrical needs, etc. All items must be listed on application form. For larger events, a special event application may be required.
3. **APPLICATIONS/PAYMENT**
 - a. Rental applications may be picked up/dropped off or mailed to the Community Center, Recreation Department, 2025 East Clark Road, Ypsilanti, MI 48198.
 - b. Full payment of rental (including security deposit) shall be due on application approval.
 - c. The recreation department cannot guarantee that action will be taken on an application submitted less than two weeks prior to the requested date.
 - d. **Payment** - Cash, Visa, Master Card, Discover & Checks accepted. Checks payable to “YTRD”.
 - e. Reservation for shelters will be made in conjunction with the park operation season, May 1-September 10.

4. **CANCELLATIONS, REFUNDS AND/OR CHANGES IN RENTAL DATES**
- a. Cancellation requests for full refund or requests for changes in rental dates must be submitted in writing to the Recreation Department, 2025 East Clark Road, Ypsilanti, MI 48198.
 - b. A full refund, less a ten dollar (\$10.00) administrative fee will be issued for all cancellation requests received thirty (30) days or more prior to the date of the scheduled event and a 50% refund will be issued for cancellation requests received between 14-29 days prior to the event.
 - c. No refund or changes in rental dates will be granted with less than fourteen (14) days' notice.
 - d. All refunds will be processed per Ypsilanti Township refund procedures. Allow four to six weeks for processing.
 - e. The Recreation Department reserves the right to cancel any agreement if it finds that the signer of the agreement has misrepresented the group, falsified information or has not met the requirements of the agreement. Furthermore, any rental group creating a public disturbance or damaging park property will be removed from the park. Funds paid will be forfeited and will not be refunded. Future rentals by such groups will be at the discretion of the Park Commission.
 - f. Weather will not be considered a factor for refund or change in the rental date.**
 - g. Please call and cancel in advance if you will not be using the shelter or park area reserved.
 - h. Groups are responsible for any and all damage, interior or exterior, caused by persons in their group during their occupancy of the building. The applicant group must provide proper supervision. Damage to or losses of Township property will be deducted from the security deposit and/or will be billed directly following usage. Any additional charges levied by management for use or misuse of the facility are final.
 - i. Rental groups will adhere and follow the rental times listed on this rental agreement. Staff may bill directly for usage of additional Ypsilanti Township staff time at the overtime rate.

5. **PARK ENTRY FEES** - In addition to shelter rental fees, vehicles entering Ford Lake, Loonfeather and North Bay Parks will be charged an entry fee, unless they have a park or boat pass. Park entry fees are as follows:

DAILY PASS

<u>Ford Lake Park</u>	<u>Loonfeather, North Hydro & North Bay Parks</u>
Park.....\$5.00	Park.....\$5.00
Boat.....\$10.00	Boat.....N/A
Bus.....\$20.00	Bus.....\$20.00

ANNUAL SEASON PARK PASS

**Ypsilanti Township	\$15.00
*Ypsilanti City	\$20.00
All Others	\$25.00
Senior - Township/City	FREE
Senior - All Others	\$15.00

ANNUAL SEASON BOAT PASS

*Ypsilanti Township/City	\$50.00
All Others	\$75.00
Senior - Township/City	\$20.00
Senior - All others	\$30.00

**Senior Passes can only be issued at Ford Lake Park.

*Ypsilanti Township & Ypsilanti City need to present proof of residency to receive the discounted rates.

- To receive your daily and/or annual permits, simply stop by one of the staffed gatehouses at Ford Lake, Loonfeather Point, North Bay or North Hydro Parks (May-September). For Ypsilanti Township/City residents, the Park Attendant will verify that the driver/owner of the vehicle (A) owns the vehicle, and (B) lives in Ypsilanti Township/City (driver's license and vehicle registration required). The Park Attendant will issue an annual permit by affixing it to the inside of the windshield. Annual permits allow entrance to all gated parks (annual boat permits are only available at Ford Lake Park).
 - If you choose to go to Ford Lake Park after purchasing a \$3.00 Daily Park Permit from Loonfeather Point, North Hydro or North Bay Park, you will be charged an additional \$2.00 Daily Park Permit fee upon entering Ford Lake Park.
 - Season passes are not valid for special events unless otherwise noted.
6. **RENTAL HOURS** – *Please specify rental times on this rental agreement.* **Rentable Hours are 8am-8pm.** Park hours are dawn to dusk. Dusk is considered fifteen (15) minutes after sunset as determined by the National Weather Service. Park closings will be posted daily at all staffed gatehouses. Vehicles found in the park after closing may be ticketed and towed. - FLP, LFP, NBP & NHP have closing hours posted at the entry gatehouse.

7. **No Smoking**

Shelter Rental Rules (Please initial next to each rule)

1. _____ **CAPACITY** - Shelter buildings have different capacity levels. We reserve the right to deny use due to group size.
2. _____ **EXEMPTION OF FEES** - There are no exemptions of shelter rental or gate entry fees.
3. _____ **SPECIAL EVENTS** – Special events must have an application on file with the Ypsilanti Township Recreation Department.
4. _____ **CHECKOUT OF SHELTER BUILDING** - It is the responsibility of the renter to have the shelter building checked by park staff for damages at the end of the rental. A Park Ranger will contact renter prior to end of rental as stated on this application. (A ranger may not always be available to check out)
5. _____ **RESPONSIBILITY FOR DAMAGES** - Renter is responsible for all damages to rental facilities during the rental period. Any damages reported will come out of the Security Deposit.
6. _____ **PARK RULES & ORDINANCES (a complete list of rules & ordinances are available on ytown.org)**
 - a. **Swimming** or wading is not allowed from the shores of Ford Lake. The lake has sharp drop-offs, soft bottoms and currents, which can be dangerous.
 - b. **Parking** - Vehicles must park in designated parking areas.
 - c. **Alcohol** - Possession and consumption of alcohol is not allowed in Township Parks.
 - d. **No Smoking**
 - e. **Fires** are allowed only in outdoor cooking grills and in shelter buildings where cooking grills are available. All other fires are prohibited without prior written consent of the Administration.
 - f. **Amplified Sound** must be maintained at a level not to breach public peace of the facilities.
 - g. **Hunting** - Hunting is not allowed in any Township Park.
 - h. **Pets** must be kept on a leash at all times while in the park. Owners must clean up after their pets.
 - i. **Fireworks and Firearms** are not allowed in any park.
 - j. **Overnight Camping** in any park is prohibited.
 - k. **Defacing or Removal of Park Property**, including wildlife (plant or animal) is prohibited.
 - l. **Personal Watercraft** - Motor vehicles admitted into Ford Lake Park may transport a maximum of two (2) jet skis. Personal watercraft must be off of the water one (1) hour prior to sunset.
7. Township employees or Rangers have the authority to remove you from park for violating park rules and ordinances. No refund will be issued if that happens.
8. Primary renter is responsible for party and guest actions during their rental.

Please read this Waiver carefully before signing this agreement - The undersigned hereby verifies that he/she (1) has authority to sign this application for the above named organization, (2) has read the Charter Township of Ypsilanti park and shelter rental guidelines, and agrees to all arrangements therein stated, and (3) agrees to indemnify defend and save harmless the Charter Township of Ypsilanti, its officers, agents and employees from and against all loss and expense be reason of liability imposed by law of bodily injury, including death at any time resulting there from, sustained loss of use thereof, arising out of or in consequence of performance of this agreement, whether such injuries to persons or damage to property is due or claimed to be due to the negligence of the contractor, the Charter Township of Ypsilanti, its officers, agents and employees, excepting only such injury or damage as shall have been occasioned by the sole negligence of the Charter Township of Ypsilanti, its officers, agents and employees. The undersigned further understands that failure to comply with all arrangements herein stated or falsification of any information called for in this application will be grounds for denial of this or any future requests.

I understand that I must notify park staff prior to vacating the shelter building/park area and that the facilities will be subject to an inspection at that time I also understand that I will be liable for all property damage that occurs as a result of the rental. I have read and agreed to the terms of this agreement.

Signature of Applicant: _____ Drivers License #: _____ Date: _____

OFFICE USE ONLY

Received By/Date/Time _____ Rental Fee _____

Approved By/Date/Time _____ Billing Agreement _____

Processed By/Date/Time _____ **TOTAL FEES** _____