

**Park  
Commission**

7200 S. Huron River Drive  
Ypsilanti, MI 48197  
Phone: 734-544-3800  
Fax: 734-544-3888  
www.ytown.org



Tajalli Hodge, Chair  
Dave Streeter, Vice Chair  
Brad Hine, Treasurer  
Jeff Neel, Secretary

Commissioners:  
Darrell Kirby  
Star Smith

*Charter Township of Ypsilanti*

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**YPSILANTI TOWNSHIP PARK  
COMMISSION**

**SPECIAL MEETING**

Date: Tuesday, June 14, 2022

Time: 6:30 P.M.

**LOCATION**

Board Room-1<sup>st</sup> Floor  
Ypsilanti Township Civic Center  
7200 S. Huron River Drive  
Ypsilanti, Michigan 48197



# *Ypsilanti Township Park Commission*

7200 S. Huron River Drive • Ypsilanti, MI 48197

TAJALLI HODGE • DAVID STREETER • JEFF NEEL • BRAD HINE  
DARREL KIRBY • STAR SMITH

## ***SPECIAL MEETING AGENDA***

**TUESDAY, JUNE 14, 2022**

**6:30 P.M.**

- I. Call to Order**
- II. Roll Call**
- III. Determination of Quorum**
- IV. Approval of Agenda**
- V. Approval of Minutes from the May 2, 2022 meeting**
- VI. Citizens Participation**
- VII. Reports**
  - A. Staff Reports**
  - B. Commissioner Reports**
- VIII. Unfinished Business**
- IX. New Business**
  - A. Discussion of Park Hours**
  - B. Request Approval to allow USGS to conduct Phragmites research at North Hydro Park**
- X. Announcements**
- XI. Recommendations to the Township Board**
  - A. Recommendation of new park hours**
- XII. Adjournment**

**CHARTER TOWNSHIP OF YPSILANTI  
PARK COMMISSION  
PROPOSED MINUTES OF THE MAY 2, 2022 REGULAR MEETING**

*Park Commission Agendas and Minutes are available on the township website at  
<https://ytown.org/park-commission>*

**I. Call to Order**

Commission Hodge called the meeting to order at 6:32 p.m. at the Ypsilanti Township Civic Center.

**II. Roll Call**

**Commissioners Present:** Tajalli Hodge, Jeff Neel, Darrell Kirby, Brad O’Conner, Brad Hine, David Streeter

**Commissioners Not Present:** Starr Smith

**Staff Present:** Mike Hoffmeister, John Hines, Robin Castle-Hine

**III. Determination of Quorum**

Quorum present

**IV. Approval of Agenda**

Motion to approve agenda made by Kirby

Seconded by Hine

Motion Carried Unanimously

**V. Approval of Minutes – March 7, 2022 Regular Meeting**

Motion to approve March minutes made by Kirby

Seconded by O’Conner

(April 2022 minutes not included in packet so need to review and approve in June session.)

Motion Carried Unanimously

**VI. Citizens Participation**

None

**VII. Reports**

**A. Staff Reports**

Mike Hoffmeister, Residential Service Director

Huron St. trail (west side of Huron Rd.) now under construction.

Eagle Scout Projects: Scouts are considering installing 1) birdhouses in a few parks and 2) permanent benches at Ford Heritage Park trail.

Community Trees in Apple Ridge Park: Township in conjunction with Washtenaw County Conservation District will plant 20 - 30 trees west and north of Apple Ridge Park and is need of volunteers to help.

Community shredding event for sensitive/private papers will be held on Saturday, May 7<sup>th</sup> from 9 until noon in the Civic Center Parking lot.

Sidewalk repairs have started.

Ford Lake Park – gravel will be installed in parking lot and on NW trail Shelters 2 & 3. Permanent speed bumps will also be installed.

Mike met with citizens who live close to Hewens’ Creek Park. There are plans to monitor the park more closely and the Sheriff’s department will install cameras. Also discussed parking solutions: there are currently only 6 slots and need for more (perhaps across the road but that present some danger to pedestrians crossing Bemis Rd.)

Loonfeather Park: paths/walks project still underway but delayed due to weather and rain.  
Water Quality grants related to fish kill issues are being handled by Mike Saranen (Hydro Operations Manager.)

John Hines, Recreation Services Manager

No Cost Covid testing has ended.

Spring Sports are in season. Softball has adopted double headers schedule format. Spring youth soccer starts in 2 weeks.

50 and Beyond: Spring Fling Family Dance scheduled for May 14. 31+ have signed up for lunch and music program. 26 signed up for Eastern Market trip

Building renovations are underway to the exercise and pool rooms at the Community Center.

Gymnastics programs moved back 3 weeks to allow for carpet installation.

Applied for grants for mirrors for fitness room.

Charter Schools renting Ford Lake Park for cross country meets.

Robin Castle-Hine, Quality Assurance Specialist

Hiring updates: township is reviewing last applicants but almost done, however still need park attendants. Need help for parking for Jazz Fest Fridays, which run from July 1 – Sept 2.

## **B. Commissioner Reports**

None.

## **VIII. Unfinished Business**

None.

## **IX. New Business**

Parks orientation 5:30 June 6: orientation and information meeting with Park staff to better understand budgets, processes, and priorities (also refer to Parks Master Plan.). Saturday June 11 parks Tour: times TBD.

## **X. Public Hearing**

None

## **XI. Announcements**

None.

## **XII. Recommendations to the Township Board**

None

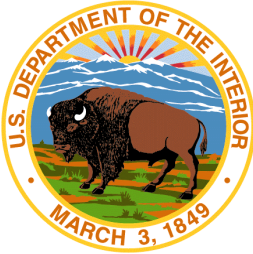
## **XIII. Adjournment**

**Motion to adjourn:**

**Seconded Hine Streeter**

Meeting Adjourned at 6:53 p.m.

Minutes taken and prepared by Jeff Neel, Secretary



# United States Department of the Interior

## U.S. GEOLOGICAL SURVEY

Great Lakes Science Center

1451 Green Road

Ann Arbor, Michigan 48105

PH: (734) 994-3331 FAX: (734) 994-8780

June 6, 2022

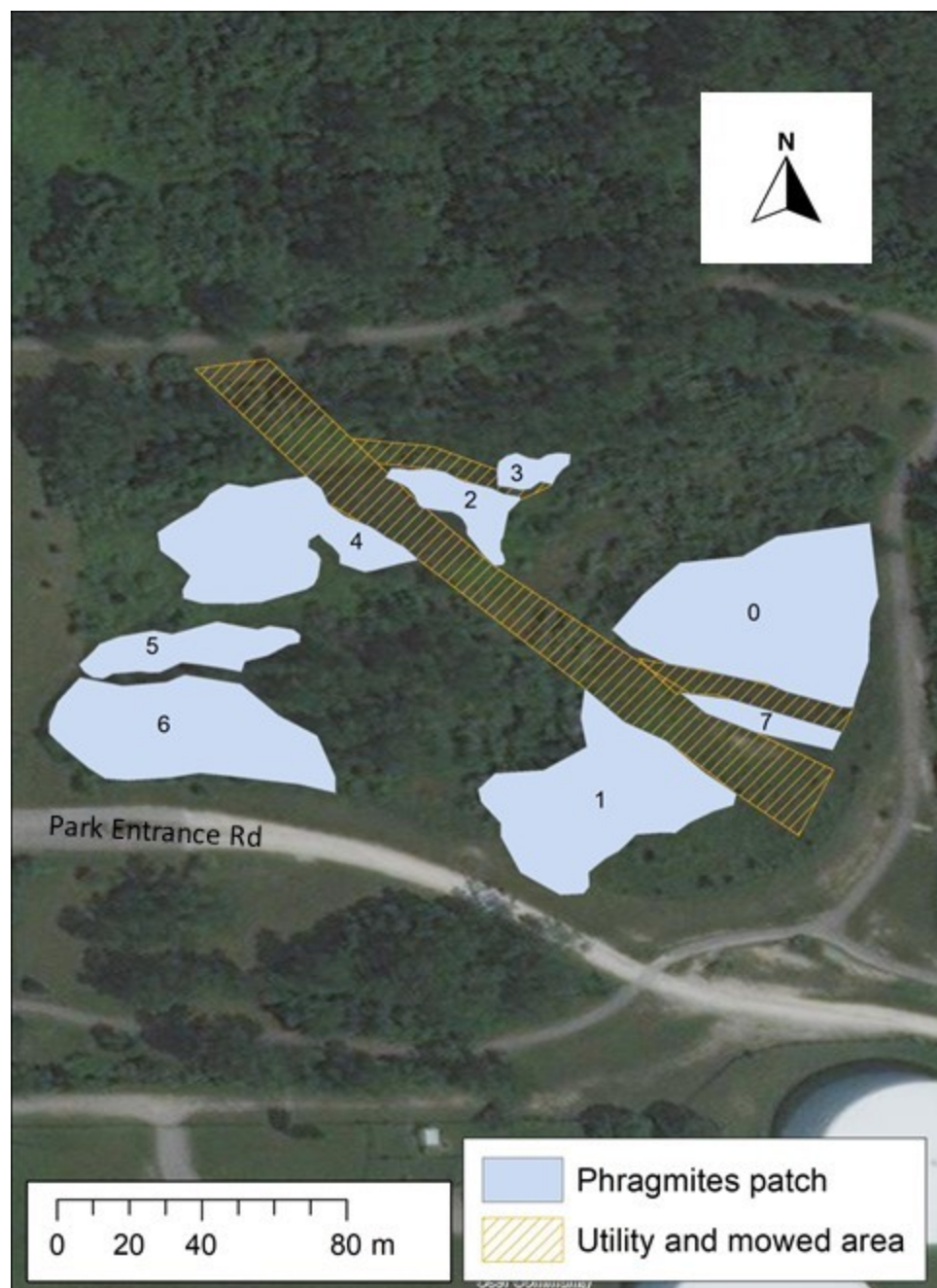
Subject: Request for permission to conduct *Phragmites* research at North Hydro Park, Ypsilanti, MI

The non-native *Phragmites australis* (common reed) is a tall invasive grass found throughout North America. It crowds out native plants, degrades fish and wildlife habitat, reduces property values, and can even be a fire hazard. Therefore, finding better ways to manage it is a high priority in Michigan and throughout the Great Lakes basin. The Great Lakes *Phragmites* Collaborative supports a web site (<https://www.greatlakesphragmites.net/>) that describes the plant and what the science and management community is doing about it, including what research is happening to develop new treatment options for managers. The U.S. Geological Survey Great Lakes Science Center is working with academic partners to develop new, non-toxic treatments that target bacteria and fungi that help the invasive *Phragmites* have such a negative impact on the landscape (see the text and videos available [on the Collaborative web site](#)). We have an experimental non-toxic bioherbicide that contains sugars, citric and other oils, amino acids, and other naturally-occurring components that is producing very positive results in greenhouse studies. It is now time to test that treatment under field conditions, so USGS is looking for potential study sites close to our Ann Arbor office. We've had a great partnership with the Township over the years and appreciated the intermittent access to the *Phragmites* stands near the entrance to the park. We now request approval to conduct experiments on the *Phragmites* in the park to continue development of a new treatment approach.

Our experimental treatments focus on the relationship that bacteria and fungi have with the invasive *Phragmites*. We know that bacteria, fungi, and other microbes can help the plant grow and be healthy, so we are targeting those microbes as a way to limit growth of the plant. We anticipate spraying a non-toxic solution on cut *Phragmites* stems in 6' x 6' plots spread throughout the study site. Depending on how the plots are arranged, we envision creating approximately 30 plots within the park. Each plot will be isolated from the surrounding patch of *Phragmites* by cutting or trenching the soil on the plot boundaries before liquid treatments are applied. We will then monitor plant response to the treatments throughout the summer. Our experiments will involve regular access to the site during business hours through November 2022. Walking through the site will create paths of broken *Phragmites* stems visible from the road or adjacent paths, so we will work with Township on appropriate signage that explains collaborative science happening at the site. We will share a more detailed study plan with anyone seeking more detail on our plan. The plants are actively growing now, so our hope is to set up the plots in the next couple weeks (depending on Township and EGLE approvals). We thank you for considering this last-minute request and look forward to hearing from you. Please reach out with any questions.

Sincerely,

Dr. Kurt Kowalski, Research Ecologist  
kkowalski@usgs.gov



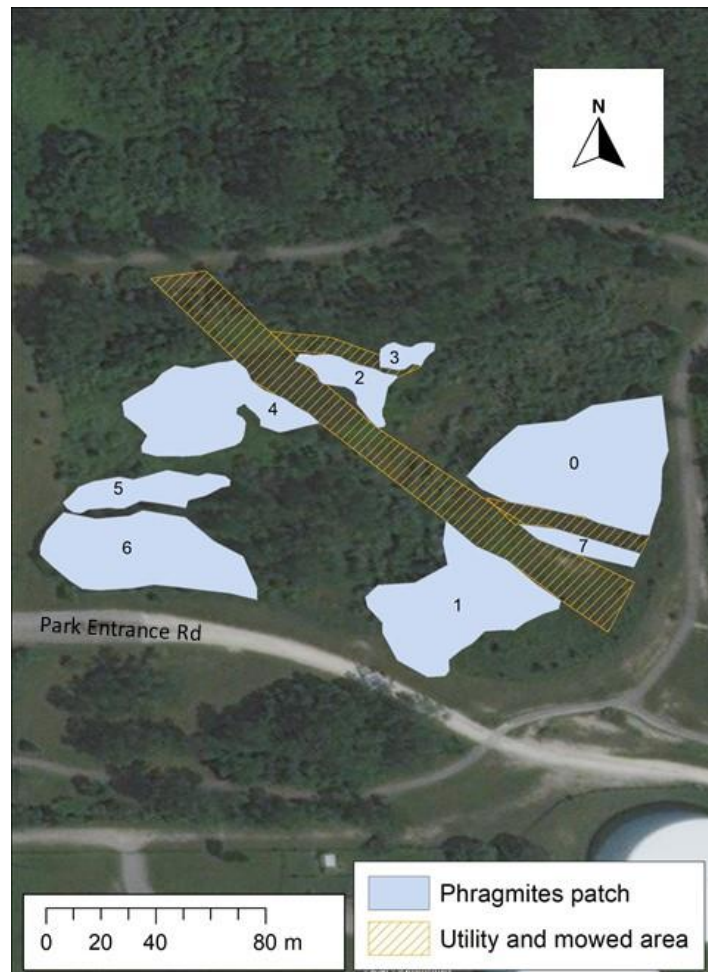
## USGS Proposed Use of North Hydro Park in Ypsilanti, MI

The U.S. Geological Survey Great Lakes Science Center (GLSC) is working with Rutgers University to conduct research on innovative control measures for *Phragmites australis* that involve the application of a new bioherbicide. The bioherbicide composition comprises citrus oil (5-20%), arginine (1-15%), sugar (sucrose; 1-20%), and bacteria (*Bacillus* spp. at 0-  $1 \times 10^3$  CFU/mL). Through a series of prior experiments, the bioherbicide has shown to be effective in killing *Phragmites* and is not harmful to the environment. While these small-scale greenhouse and field studies have produced promising results, the next step in this effort is to test the efficacy of the bioherbicide in existing mature stands of *Phragmites*, where plant and soil dynamics are much more complex. Therefore, we request to use North Hydro Park in Ypsilanti, MI to perform field experiments where we will test the application of the bioherbicide to small plots of *Phragmites* and monitor plant response.

The anticipated start date of the experiment is likely somewhere between mid-June to early July 2022, which will be determined by Ypsilanti Township and EGLE permit approvals. Once start dates are confirmed the area contact (Mike Hoffmeister) will be notified and proper access for gates and parking locations will be obtained. Then, within the proposed area (Fig. 1), we will delineate up to thirty 2 m x 2m plots. To reduce the impact from neighboring plots and stand edges, each plot must be at least 2 m from the edge of the stand and must be at least 2 m away from all other experimental plots. Each plot will be isolated from the rest of the *Phragmites* stand by either digging a trench and installing a barrier to prevent new root and rhizome growth, or periodically sever rhizome using a spade throughout the length of the experiment. If the trenching method is applied, digging will be performed either by hand with the use of spades and mattocks or with a gas-powered trencher with an 18 in blade (Fig. 2) to each plot. Once the trench is dug, the barrier consisting of either plywood, sheet metal, or a tarp will be inserted to prevent encroachment of roots and rhizomes from plants outside the plot. Once the barrier is fully inserted around the perimeter, the removed soil will be put back and used to secure the barrier. Should the alternative methods of severing roots periodically be employed, we will use hand-tools (e.g., a root spade) to cut roots/rhizomes around the 2 m x 2 m perimeter.

Once all 2 m x 2 m plots are delineated and isolated using the above-described methods, all loose detritus (leaves and stems) will be removed and plant stems will be cut and relocated to an unstudied area of the site. After new stems have emerged and reach approximately 0.5 m, we will apply the bioherbicide treatment within a central 1.5 m x 1.5 m zone (Fig. 3) via a spray directly onto the leaves and stems. Each foliar application will consist of up to 200 mL of bioherbicide. The frequency and timing of applications will be determined by reviewing plant response to initial bioherbicide treatments (June-July once plants mature). Leading up to and following bioherbicide application, weekly monitoring for effects on plant growth will be performed on a central 1 m x 1 m monitoring zone throughout the growing season. Any temporary flagging or equipment used to identify plots or left in the work area will be properly labeled and removed once work is terminated. Pending Ypsilanti Township and EGLE permit approval, the barrier will be left in place to keep the plots isolated over winter, and the following spring additional monitoring will be performed to determine whether further treatments and experiment extension for additional growing seasons are necessary. Once the experiment has been fully terminated, all ground barriers will be removed, and the soil will be replaced into trench.



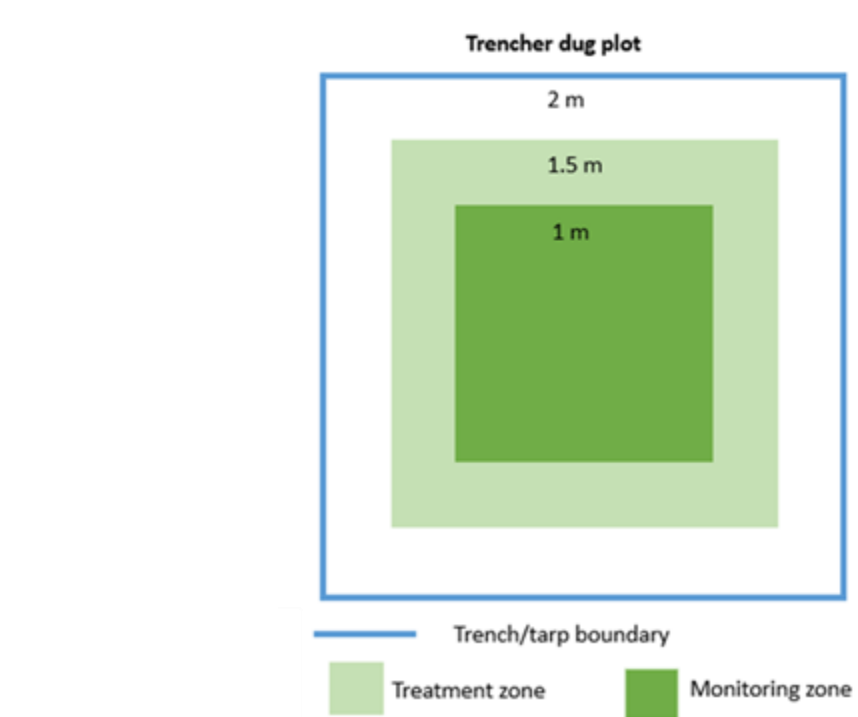


**Figure 1.** Map identifying the suitable areas within *Phragmites* patches at North Hydro Park for up to 30 experimental plots.





**Figure 2.** Example of how experimental plot will be isolated using a gas-powered trencher and ground barrier installed.



**Figure 3.** Illustration of how each experimental and control plot will be set-up.



## **Charter Township of Ypsilanti Parks and Recreation Application, Agreement and Policy for SPECIAL EVENT PERMITS**

Thank you for considering the Ypsilanti Township Recreation Department (Ytown Parks) facilities for your special event. We look forward to having you in the park and ask that you follow these rules to ensure that your event goes smoothly and that park resources are protected. Failure to comply with these rules could result in the partial or total loss of your damage deposit. Gate fees at applicable parks will still be assessed at the time of arrival. Best wishes for a safe and successful event!

Return this application and the additional fees/forms to the Charter Township of Ypsilanti Parks and Recreation Department at least six (6) weeks prior to your anticipated event. Submitting this Event Permit Application is not a confirmation to conduct your planned event. Your application will be processed and you will receive notice of approval or rejection within two (2) weeks. Once approved it may be necessary to set up a planning meeting with Ytown Parks staff. **Incomplete applications will not be accepted. If your application is accepted, this document becomes the Agreement governing your use of the park for the events described herein.**

### **APPLICATIONS MUST HAVE THE FOLLOWING TO BE ACCEPTED**

- |  |  |
|--|--|
| <input type="checkbox"/> Application for Rental Agreement    | <input type="checkbox"/> Event Site Plan         |
| <input type="checkbox"/> Application Fee \$30/non-refundable | <input type="checkbox"/> Event Agenda/Activities |

### **Rental/Permit Fees, Damage Deposits and Certificate of Insurance:**

Damage deposits, facility fees, permit fees and certificate of insurance are required within two weeks following approval of permit application. Holds are placed on the calendar as a courtesy and are good for only two weeks. The items listed below must be received within the two week period to secure your date. After 15 days, courtesy holds will be released without further notice.

Checks should be made payable to **Ypsilanti Township Recreation Department** and mailed to  
2025 East Clark Road, Ypsilanti, MI 48198 or dropped off at the Community Center.

### **Facility Rentals**

In order to host a special event within an Ypsilanti Township park or facility, the rental fees are separate from any associated special event applications and fees.

### **Damage Deposit:**

YTOWN PARKS will return any deposits within 45 days after the event. Ytown Parks will issue the refund if the rented area is found to be in the same condition as it was prior to the event. Otherwise, the department will use the deposit (or a portion of it) to clean the area and repair any damage.

### **Refunds**

The Charter Township of Ypsilanti Parks and Recreation Department will refund 50% of prepaid fees when cancellations are made at least 15 days before the event. Cancellations made less than 15 days before the event will result in the forfeiture of the entire rental fee.

### **Insurance:**

During the performance of any and all Services under this Agreement, permit applicant shall maintain the following insurance in full force and effect:

- a. General Liability Insurance, with a minimum combined single limit of \$1,000,000 for each occurrence and \$2,000,000 in the aggregate.
- b. Automobile Liability Insurance, with a minimum combined single limit of \$1,000,000 for each person and \$1,000,000 for each accident.

**Entire Application Must Be Completed In Full**



- c. Professional Liability Insurance (“Errors and Omissions Insurance”) with a minimum limit of \$2,000,000 annual aggregate.
- d. Workers’ Compensation Insurance in accordance with the statutory requirements of the Michigan Code.

All insurance policies shall be issued by an insurance company authorized to issue such insurance in the State of Michigan. The Charter Township of Ypsilanti, the Township, and the officers, employees and agents of each shall be named as an additional insured under the General Liability, Automobile, and Worker’s Compensation policies, and such policies shall stipulate that the insurance will operate as primary insurance and that no other insurance affected by the Township will be called upon to contribute to a loss hereunder.

**Meeting:**

Once the application has been received, Ytown Parks staff will contact the applicant to determine if a planning meeting is necessary. If deemed necessary, this meeting is mandatory to work out all the details of the event. Please bring your event map/layout to this meeting. The application and event guidelines will be reviewed at that time. Additionally, special event applicants may have to attend a Park Commission meeting for additional vetting.

**Walk-through:**

Once the application has been approved and no less than two weeks prior to the date of your event, you are responsible for scheduling a “walk-through” of your event with park staff to review your site plan. The purpose of the walk-through is to make you completely aware of all site guidelines and answer any additional questions you may have.

**Vehicles and Parking:**

Vehicles are not allowed on Park property (other than streets and parking areas) without prior written approval. Failure to comply with this guideline will result in a loss of deposit. Parking is permitted in designated park parking lots.

**Food and Drink:**

If any food will be prepared, distributed or sold at the event, each vendor must receive and hold a permit from a County Health Department.

The dumping of hot coals or grease on Park property is not allowed! If either is found after an event, the amount for cleaning and removal plus labor will be retained from the damage deposit.

**Alcohol**

Alcohol is strictly prohibited in Township Parks.

**Trash Removal:**

You are responsible for securing additional receptacles or having your trash hauled away if park containers won’t accommodate the needs for your event. Bagged trash (10 bag maximum) may be placed next to a park trash receptacle after an event for park staff to remove. Trash that is not disposed of properly or overfills a receptacle may result in a loss of deposit. YTOWN PARKS will determine if the size of your event requires your rental of an outside dumpster. Dumpsters are to be placed in designated areas or as approved by park staff.

**Port-O-Lets:**

You are responsible for securing the appropriate number of port-o-lets (1 per 300 attendees when permanent restrooms are available. 1 per 150 attendees when no permanent restrooms are available), hand washing stations and accessible port-o-lets for your event. They should be delivered at the latest date and time possible prior to your event and removed from Park property no more than 24 hours after your event ends. Ytown Parks takes no responsibility for any damage to port-o-let(s) prior to removal. Port-o-lets are to be placed in designated areas or as approved by park staff. Provide the location of your Port-o-Lets in the event map/layout. If port-o-lets require hoses for a water source, the vendor must supply the hose.

**Tents:**

Charter Township of Ypsilanti Parks & Recreation is not responsible for any tents or items set up on a day prior to your event. You are responsible for scheduling security to watch over your area. Staking tents is not permitted without approval. Provide the location of your tent(s) in the event map/layout. **All components of vendor displays, including tents, umbrellas and signs, must be properly secured on all sides.**

Entire Application Must Be Completed In Full



**Child Supervision:**

If children are under the age of 18 and are part of the event, it is your responsibility to provide adequate supervision.

**Safety:**

The possession of drugs and other illegal controlled substances, fireworks, air rifles, paintball guns, bow and arrows, cross bows, swords, and pellet guns is strictly prohibited in any park or park facility. Pursuant to Charter Township of Ypsilanti Municipal Code Section 46-61 to possess, carry, fire or discharge, or cause to be fired or discharged across, in or into any portions of the park is strictly prohibited within the Township's jurisdiction.

**Copyright:**

It is the applicant's responsibility to comply with federal and state copyright laws applicable to any of the activities of the event.

**Violations:**

Park facilities must be used solely in accordance with the Charter Township of Ypsilanti Parks and Recreation policies and procedures; Ytown Parks retains the right to revoke a special use permit any time upon violation of your agreement of the risk or threat or a violation of your agreement. Failure to comply with any of the provisions of this Agreement may constitute a violation. In addition, the following activities are examples of violations of this Agreement: gambling, profanity, dangerous activities, unauthorized vending (including the sale of alcohol, tobacco, or drugs) excessive guests, excessive noise, or other activities which cause a disturbance to other nearby park activities or are in violation of state and local ordinances. Sleeping (overnight camping) in parks, golf courses, or other park premises is prohibited.

**By signing and submitting this application, the permit applicant agrees to abide by the park rules and regulations and Emergency Action Plan of the Department of Parks and Recreation including, but not limited to, the conditions as stated on this application and the Charter Township of Ypsilanti Parks and Recreation Department Rental Agreement.**

**Please Read Carefully**

I, as applicant or duly authorized representative of the applicant, hereby affirm that the submitted information is true and correct to the best of my knowledge. As such, I have been authorized by the applicant to apply for this permit and have read, understand and agree to comply with all rules concerning the use of a Charter Township of Ypsilanti Parks & Recreation Park. The applicant agrees that while renting the park or park premise, the applicant will not exclude anyone from participation in, deny anyone benefits of, or otherwise subject anyone to discrimination because of that person's race, color, sex, religion, creed, national origin or ancestry, age or handicap. Under this Special Event Permit, the applicant assumes all responsibility for proper conduct in the park, including consumption of alcoholic beverages.

I \_\_\_\_\_, on behalf of the permit applicant, shall agree to release, hold harmless, and forever indemnify the Charter Township of Ypsilanti, its employees, officers, and agents from any and all claims or causes of action that may arise from the activities described herein. This includes claims for personal injury, property damage, and/or any other types of claim which may arise from these activities, whether such claims may be brought by the permit applicant or any of its agents, or by any third party.

I have read this release and understand all of its terms. I agree with its terms and sign it voluntarily.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Entire Application Must Be Completed In Full



**Charter Township of Ypsilanti Parks and Recreation Department**  
**2025 East Clark Road**  
**Ypsilanti, MI 48198**  
**734-544-3800**

**SPECIAL EVENT PERMIT APPLICATION FOR PARKS/FACILITIES**  
Charter Township of Ypsilanti Parks and Recreation Department (Ytown Parks)  
(Please Print or Type)

- Parks operating hours are dawn to dusk (must be out prior to dusk park closing)
- Permit applications must be submitted to the Department at least six weeks prior to event.
- It is recommended that Special Events be hosted in Community Parks. If requesting a neighborhood park, it is up to the discretion of Ytown Recreation Staff and/or the Park Commission.
- An application for Special Use shall not become a permit until it has been approved and signed by the Department. Application approval will not be finalized without submittal of an application, certificate of insurance and payment of all fees/charges/deposits.

Type of Organization: (check all that apply)

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Charter Township of Ypsilanti | <input type="checkbox"/> Department-Affiliated | <input type="checkbox"/> Private – Township Resident |
| <input type="checkbox"/> Washtenaw County              | <input type="checkbox"/> Non-Profit            | <input type="checkbox"/> Private – Non-Resident      |
| <input type="checkbox"/> Other _____                   | Tax ID# _____                                  | <input type="checkbox"/> Profit Making               |
|  | Non-Profit Fundraising Event                   | <input type="checkbox"/> Other _____                 |
|  | Tax ID# _____                                  |  |

Please complete entire application:

**Date of Application:** \_\_\_\_\_

**Date of Proposed Event:** \_\_\_\_\_

**Contact Information:**

1. Organization applying for Special Use Event Permit:

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Township: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax: \_\_\_\_\_

2. Name of organizational **contact** responsible for managing event

(Please list the one representative that will be responsible for all communication):

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address/Phone Number (if different)

Address: \_\_\_\_\_

Township: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax: \_\_\_\_\_

**Entire Application Must Be Completed In Full**





E-mail: \_\_\_\_\_

### **Event Logistics:**

3. Name of event: \_\_\_\_\_

4. Type of event: (Please check all that apply)

- ☐ Concert      ☐ Entertainment      ☐ Public Info.      ☐ Environmental  
☐ Cultural      ☐ Endurance      ☐ Sports      ☐ Walkathons/fitness Walk (\*)  
☐ Reunion      ☐ Fund Raiser      ☐ Other (please explain) \_\_\_\_\_

**All Events:** If you are requesting that any public street be used or partially closed/blocked off or if you need additional Township resources (i.e. Fire or Street Departments), you must complete a separate request or permit through each respective party.

5. What is the purpose of the event? (Please explain and attach a detailed copy of your agenda or planned activities.)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

6. Requested Park Location: \_\_\_\_\_

Facilities in park (i.e. shelter, park, grounds, etc.): \_\_\_\_\_

\*Please provide map showing parking, activity venues, first aid, etc. (Map of park included)

7. Requested date(s) and time(s) for event:

Event Activity	Starting Date	Ending Date(s)		Starting Time	Ending Time	Set-up Date/time	Tear Down Date/Time

(a) Designated date for inclement weather? (Rain date)      ☐ Yes      ☐ No

If yes, date: \_\_\_\_\_

8. Total number of anticipated participants (i.e. volunteers, spectators, walker<sup>2</sup>s, etc.): \_\_\_\_\_

Peak Attendance: \_\_\_\_\_ at time \_\_\_\_\_ ☐ a.m.      ☐ p.m.

9. Is this a first time event for you or the sponsoring organization at this location?      ☐ Yes      ☐ No

(a) **If not,** how does this event differ from previous years(s)?

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

(b) Attendance totals for last event: Daily \_\_\_\_\_ Overall \_\_\_\_\_

10. How do you plan to publicize this proposed event? (If available, please attach a copy of the proposed plan or flyer)  
**PLEASE DO NOT PRINT FOR PUBLICATION UNTIL APPROVED BY THE CHARTER TOWNSHIP OF YPSILANTI RECREATION DEPARTMENT.** Please list event web site if available.

11. Do you wish to have any signs, banners or flyers be hung or posted in the park?      ☐ Yes      ☐ No

**Describe the proposed locations of the banners, etc.**

Entire Application Must Be Completed In Full



To better inform the public and provide outreach opportunities, we intend to provide informational signage that describes the what, why, and how the research is being conducted.

12. Do you wish to erect temporary structures such as stages, tents, booths, tables, or bounce houses, etc. for this event?

☐ Yes

☐ No

(a) If yes, please describe below, including size, how many, etc. Location of all items must be shown on your site map. **Tents may not be staked without prior approval. All components of vendor display, including tents, umbrellas and signs, must be properly secured on all sides.**

Item	Size	Quantity

(b) If contracting with a company that will be providing any of the above, list information below:

Company Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Company Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

13. Is this event open to the public?

☐ Yes ☐ No

14. Is this event ticketed?

☐ Yes ☐ No

15. Is this event free?

☐ Yes ☐ No

16. Please advise what accommodations you are providing for persons with special needs: (parking, transportation, accessibility)

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17. Will donations/contributions be accepted during this event?

☐ Yes ☐ No

If yes, please explain how these donations will be generated or collected. \_\_\_\_\_

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18. Do you plan to sell, distribute, or give away refreshments and/or merchandise (i.e. food, beverage, T-shirts, CD's, art, etc.)? ☐ Yes ☐ No

If yes, please list the number of booths expected: \_\_\_\_\_

**Notice:**

\*A temporary Food Permit must be obtained from a local County Health Department if planning to sell food (i.e. hot dogs, nachos, candy, etc.). Any non-profit organization must show proof of non-profit status when applying for permit. For more information, contact Washtenaw County Health Department at 734-222-3800. A toilet and hand washing station must be provided (portable or in facility) for anyone preparing/selling food.

Entire Application Must Be Completed In Full



\*Charter Township of Ypsilanti Recreation may charge a \$25.00 vending fee for each vendor selling food/merchandise.

19. Will there be displays, literature, or other types of solicitation? ☐ Yes ☐ No  
If yes, please explain: \_\_\_\_\_

20. Are you providing additional portable toilets for your event? ☐ Yes ☐ No  
How many? \_\_\_\_\_ Location: (show on site map) \_\_\_\_\_ Vendor: \_\_\_\_\_

**Notice:** The Charter Township of Ypsilanti Parks and Recreation Department requires you to have 1 (one) restroom facility for every 300 participants. If number needed exceeds what park has available, it will be the organization's/event organizer's responsibility to acquire the necessary number. Proof of payment will be required with application.

21. Please describe how you plan to remove trash from the event site:

Person responsible for clean-up:

Contact Name: \_\_\_\_\_ Relationship to organization: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Notice:** Each organization will be responsible for cleaning the site and bagging all trash. Bagged trash (10 bag maximum) that is placed by a park trash receptacle will be removed by the Ytown Parks. Failure to do so may result in the reduction or loss of your security deposit. If an event is deemed large enough (over 300 people) to produce more than the 10 bag maximum, it will be the event organizers responsibility to obtain additional trash receptacles and/or dumpsters for removal of trash. Overfill of park trash receptacles will also result in the loss of deposit.

### **Security/Safety:**

22. What are your plans for providing security, traffic and/or crowd control: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Contact Phone Number: \_\_\_\_\_

23. What are your parking plans? Overflow parking? \_\_\_\_\_

24. What are your plans for providing emergency/medical services? \_\_\_\_\_

### **Event Entertainment:**

25. Do you plan to provide musical entertainment for this event? ☐ Yes ☐ No

Entire Application Must Be Completed In Full



If yes, please describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

26. Will any type of sound amplifying equipment or devices be used in conjunction with this event?  
☐ Yes ☐ No

If yes, please list type of equipment below:

Type of Equipment	Quantity

27. If musical entertainment is used, please list contact information for sound technicians.

\_\_\_\_\_

28. Do you plan to provide other entertainment for this event? ☐ Yes ☐ No

If yes, please describe or attach copy of your planned program: \_\_\_\_\_

\_\_\_\_\_

**Notice:** The sponsoring organization's Event Coordinator must comply with all Charter Township of Ypsilanti's ordinances regarding acceptable noise levels. (Please refer to the Township's Noise Ordinance, Section 46-62 of the Charter Township of Ypsilanti Municipal Code.) It is the event organizer's/applicant's responsibility to be in compliance with all federal and state copyrights laws.

29. Events with animals require additional considerations and Animal Control approval. Are you planning to pursue permission for animals at your event? ☐ Yes ☐ No

30. Are you providing a generator as a power source? ☐ Yes ☐ No

What are the electrical needs for the event: \_\_\_\_\_

Type of equipment i.e., (roasting pans, amplifiers, inflatables, etc.)	Power requirements

31. Are there any special provisions pertaining to your event that have not been addressed on this application?

\_\_\_\_\_



## Event Fees

**Due with Application:**

☐ Application Fee: \$30/non-refundable \$ \_\_\_\_\_

**Fees, Charges and Deposits Schedule:**

☐ Permit Fee: \$100/day \$ \_\_\_\_\_

☐ Vending Fee: \$25 per vendor selling food/merchandise \$ \_\_\_\_\_

**Rental Fees and Charges**

\$ \_\_\_\_\_

**TOTAL:**

\$ \_\_\_\_\_

**Charter Township of Ypsilanti Recreation Department Special Event Application (PARK USE ONLY)**

Date Received: \_\_\_\_\_ Fees Charged: \_\_\_\_\_

Partnership: \_\_\_\_\_ Parks Event: \_\_\_\_\_ Permit #: \_\_\_\_\_

Scheduled Staff Meeting Date: \_\_\_\_\_ ☐ Completed ☐ Approved ☐ Declined

Scheduled Park Commission Meeting Date: \_\_\_\_\_ ☐ Completed ☐ Approved ☐ Declined

Charter Township of Ypsilanti Staff person: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax #: \_\_\_\_\_

E-mail: \_\_\_\_\_

Entire Application Must Be Completed In Full