



Village of Lake Odessa PARK USE APPLICATION AND AGREEMENT

INSTRUCTIONS: Complete all information requested. Return this application form to the Village of Lake Odessa office located at 839 Fourth Avenue, Lake Odessa, MI, 48849. Upon Village 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 "Policy Regarding Park Pavilion Use And Reservation" attached to this form. Please take time 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.

Applicant Information *(Person or organization responsible for use of facility and its guests during use)*

<input type="checkbox"/> Private Individual			<input type="checkbox"/> Organization/Business		
Applicant Name:				Home Phone:	
Sponsoring Organization:				Work Phone:	
Address:					
City:		State:		ZIP Code:	
Village Resident? <input type="checkbox"/> Yes <input type="checkbox"/> No					

Planned Use And Needs

Purpose of Gathering:		<input type="checkbox"/> Picnic / Party / Family Reunion	<input type="checkbox"/> Small Club or Business Meeting
		<input type="checkbox"/> Community Event* (≥ 100)	<input type="checkbox"/> Benefit/Fundraiser* (≥ 100)

*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.)

Estimated Group Size: _____	Facility Desired: <input type="checkbox"/> Beach Pavilion <input type="checkbox"/> Village Park Pavilion
Special Needs: <input type="checkbox"/> None <input type="checkbox"/> Electric	
Other: _____	

Requested Reservation Date And Time

Date of Use (mm/dd/yyyy): _____	Day of Week (<i>circle</i>): Su M Tu W Th F Sa
Setup/Arrival: No earlier than: _____ AM/PM Event Start: _____ AM/PM Departure: _____ AM/PM	

Reservation Fee/Security Deposit

Reservation Fee: \$ _____ + Security Deposit (if applicable): \$ _____ = TOTAL AMOUNT ENCLOSED: \$ _____

Signature

I have read and agree to abide by the Village's "Policy Regarding Park Pavilion Use and Reservation" attached to this Application.

Applicant Signature: _____ Date: _____

Do Not Write Below This Line
(For Village Use Only)

Received on (*date*): _____ At (*time*): _____ AM/PM

By: _____

Reservation Confirmed*

Reservation Denied**

*Conditions or restrictions (if any):

Reservation is under condition that park bathrooms may or may not be open due to inclement weather. There are no refunds for inclement weather.

**Reason(s) for Denial:

By: _____ Date: _____

Title: _____

Original: Village Clerk

1st Copy: Applicant

2nd Copy: Lake Odessa Police Department

Patrons are directed to call the Lake Odessa Police Department (616-374-8845) or Ionia County Central Dispatch (616-527-0400) if problems occur during the use date.

POLICY REGARDING PARK PAVILION USE AND RESERVATION

I. GENERAL GUIDELINES

- A. Except as provided below, the use of the Village Park Pavilion shall be on a first-come, first-served basis. Occupancy shall be indicated by the presence of individual(s) sixteen years of age or older within the pavilion, or by placing items of personal property such as picnic baskets, coolers and the like in visible locations within the pavilion. Removal of items of personal property placed by others to indicate occupancy of the Village Park Pavilion is prohibited.
- B. Pavilions may not be occupied earlier than 6:00 a.m. on the day of use.
- C. The Village Park Pavilion and Beach Pavilion may be reserved for exclusive use by an individual, organization or business pursuant to the following:
 1. Reservations for dates during any calendar year shall be accepted beginning on the first business day of January of that year. No individual, organization or business may reserve more than one date per calendar year that falls on a Saturday, Sunday or holiday unless application is made at least 30 days prior to the requested date and approved by the Village Council. Recognized community organizations may reserve facilities for larger events up to a year in advance with approval of the Village Manager.
 2. To reserve a pavilion, requests must be submitted to the Lake Odessa Village Clerk on a form provided by the Village. All reservations are considered tentative until such time as the reservation fee and applicable security deposit are paid.
 3. All applications will be considered on a first-received basis. Village residents will be given preference when reservation requests are received simultaneously.
 4. The Village Manager or his designee may deny the request of an individual, organization or business to reserve a pavilion as may appear to be in the best interest of the Village, or if prior use of a pavilion resulted in violations of this policy or any other village ordinance or law.
 5. The Beach Pavilion key may be picked up at the Village Office one business day prior to the reservation date and must be returned within one week following pavilion use. If the key is not returned, the \$75 security deposit will be retained by the Village.
 6. Cancellations: Full refunds for pavilion reservations require 30 days' notice. If a pavilion is closed due to conditions beyond the control of the Village (i.e., plumbing or electrical failure), a full refund shall be granted or an attempt will be made to accommodate another date.
 7. Village staff shall post in a visible location a notice indicating the date for which the Village Park Pavilion is reserved and the name of the party who has made the reservation.
- D. The following rules govern the use of pavilions and similar structures in Village parks:
 1. Picnic tables, trash receptacles and other Village equipment shall not be removed from the park.
 2. Loud noises or boisterous behavior that might affect others' enjoyment of the parks is prohibited.
 3. Any behavior that might endanger the safety of others or damage park users' and/or Village property and equipment is prohibited.
 4. All trash, garbage and personal property of pavilion users is to be picked up and removed from the pavilion at the end of pavilion use. Trash and garbage generated during pavilion use shall be removed from the park or placed in containers provided for that purpose.
 5. The possession and use of alcoholic beverages is prohibited in all village parks and pavilions.

II. GUIDELINES FOR SPECIAL EVENTS INVOLVING 100 PEOPLE OR MORE

- A. The Village of Lake Odessa recognizes the importance of special events within the community. These special events are acknowledged as an economic benefit and help to develop community pride and involvement. The primary concern during an event is public safety. While the Village is supportive of these special events, certain guidelines must be enforced to ensure the health and safety of the attendees and the efficient use of Village resources. In addition to the general policy and guidelines for park use included above, the following additional guidelines apply to special events attracting 100 guests or more:

1. The Village may request that dates or times of special events be changed to facilitate coordination of Village services when necessary. If changes are required, the sponsoring organization or event organizer will be notified well in advance.
 2. The Police Department needs to know specifically what you are planning for your special event, including such items as the type of event and time the programs will be held, the anticipated number of people expected for the event, and any special requirements you may have. Any additional costs to the Village to address security and/or traffic issues will be the organizer's responsibility, unless waived by the Village Council in its approval of the event.
 3. All special events organizers are responsible for the removal of trash and debris caused by or related to the special event. Clean-up requirements could include the replacement of all trash receptacle liners and the removal of all debris and trash from the premises. Future fees may be assessed or future access to park facilities restricted if the rental area is not properly maintained by the renter or guests. Dumpsters, additional receptacles and scheduled trash removals may be needed for larger events.
 4. Portable restroom facilities may be required to accommodate a larger event. Should any additional facilities be required, Village personnel will determine where those facilities will be placed. The organization holding the special event will be responsible for the cost of additional facilities and for maintaining, emptying and removing them according to a schedule agreed upon with the Village as needed to keep them fully operable, reasonably clean and sanitary and odor free.
 5. Motor vehicles may not be driven on any area except parking areas and roadways open to the public for purposes of vehicular traffic or such areas as may on occasion be specifically designated by the chief of police as temporary driving areas. Motor vehicles may not be parked anywhere except in designated parking areas.
 6. Be sure to specify any tents or structures that will be used for the special event. No stakes can be placed in the ground without the specific approval of the Village. Your organization will be responsible for any damage done to the parks or during your special event. It's important that the special event organization has volunteers who monitor the event to insure that damage is kept at a minimum.
 7. All animals must be restrained by a leash. Event organizers are responsible for cleaning up after the animals.
 8. The Village reserves the right to cancel any event, when deemed necessary, due to security, safety, or weather-related hazards, or in the case of noncompliance with Village requirements.
- B. In some cases, where there are extraordinary costs incurred by the Village, or the organization does not clean up the sites used or where severe damage to Village property may occur, the organization may be required to reimburse the Village for the additional costs that may incur as a result.

III. FEES

Daily reservation fees are as follows:

Facility	Fee*	Security Deposit
Beach Pavilion	\$50.00	\$75.00
Village Park Pavilion	\$25.00	-0-

*Fees may be waived for governmental units or for an entity qualifying for tax-exempt status as defined in the Michigan Income Tax Act of 1967, as amended (MCL 206.1, et seq.)