



Facility Use Application Form

Contact Person: Organization (if applicable):

Address: City: Zip:

Day Phone: Evening Phone: Fax:

Cell Phone Email Address:

Event Purpose: Estimated Attendance: Estimated Teams:

Type of Use: Private Rental, Practice, Game, Tournament, Camp Clinic, Tryouts, Trail Run, Baseball, Softball, Soccer, Football, Other:

Duration of Use: One Time Only, Weekly, Weekend, M, Tu, W, Th, F, Sa, Su

Date(s) Requested:

Time(s) Requested:

Please be sure to include set-up and clean-up in your rental request.

Facility Requested at Civic Center Park: Sheardy Pavilion, Soccer Field, Baseball Field, Lights (Baseball Field Only)

Facility Requested at Friendship Park: Meeting Room, Pavilion, Picnic Shelter, Gazebo, Trails, Baseball Field, Soccer Field, Multipurpose Field, Additional Parking, Grand Rental

Facility Requested at Jesse Decker Park: Picnic Shelter, Softball Field, Multipurpose Field

*Baseball Field(s) Requested:

*Soccer Field(s) Requested:

*Not applicable for League Use, submission of field requests must be made electronically and will be determined during field allocation meeting.

AGREEMENT: The Undersigned Hereby Agrees to the Following:

- Payment of all applicable rental fees... Provide proof of liability insurance... No smoking... Applicant is responsible for the conduct of participants... The applicant must abide by the policies of the Charter Township of Orion...

The undersigned hereby applies to the Charter Township of Orion for the use of above facilities and certifies the information is correct and furthermore agrees to abide by all ordinances, policies, and rules and regulations which may apply.

DO NOT ATTEMPT TO USE FACILITIES WITHOUT TOWNSHIP APPROVAL/PERMIT

Applicant's Signature:

Date:

Applicant/Organization Name: _____

Other Information:

- Is your event open to the public? Yes No
- Will you be serving food and/or beverages? Yes No
- Will there be children attending the event? Yes No
- Will there be live or amplified music? Yes No
- Are you charging for admission on-site or off-site? Yes No
- Will you be selling concessions during the event? Yes No
- Are you hiring a party vendor? (caterer, DJ, entertainer, inflatable, etc.) Yes No
- Will fundraising or product sales take place on-site? Yes No

Liability Insurance Requirements

A. All commercial, non-profits and charitable groups, which include but are not limited to; moon walks, dunk tanks, tethered hot air balloon rides, tent rentals, etc., must provide evidence certifying insurance coverage in the amount of **\$1,000,000.00** combined single limit liability insurance policy naming "The Charter Township of Orion and including all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and their board members, employees and volunteers" as Additional Insured to said policy. The minimum coverage is a \$1,000,000.00 policy as directed by the Township's attorney.

A copy of your policy must accompany your completed rental agreement.

Department Staff Use Only

Employee Completing Application: _____ Date: _____ Time: _____

Rental Check List: Permit # _____
 Copy of Insurance
 Completed Application
 Facility Set-up Form(s)
 Special Requests _____
 Form of Payment: Cash Check # _____ Money Order

Assessed Fees:

<input type="checkbox"/> Application Fee	\$ <u>15.00</u>
<input type="checkbox"/> \$100 Damage/Security Deposit	\$ <u>100.00</u>
<input type="checkbox"/> Rental Fee	\$ _____
	\$ _____
	\$ _____
	\$ _____
TOTAL DUE	\$ _____

Damage/Security Deposit:

Refund Request Date:	_____
Assessment of Damages:	_____
Total Refund:	_____
Check Number:	_____
Date Mailed:	_____



Charter Township of Orion – Community Programs Department

1335 Joslyn Rd., Lake Orion, MI 48360 * (248) 391-0304 ext. 306* Fax: (248) 391-0332

Website: <http://www.oriontownship.org> Email: parksrec@oriontownship.org

Facility Use Policy

Section 1 – Introduction

- A. The Parks & Recreation Department of the Charter Township of Orion has established the following policies and procedures to ensure the safe and efficient use and the equitable availability of facilities managed by the Parks & Recreation Department.
- B. Our primary concern is to see that our facilities are maintained for, used by, and kept available for use by Orion Township residents.
- C. The Township reserves the right to modify these policies and procedures and to develop and enforce such additional rules and regulations as may be required for the protection of the parks, the individual facilities of the parks, and the users and patrons of the parks.
- D. While fees as imposed by this policy and by Township Board resolution may be waived, it is the General Policy of the Charter Township of Orion that fees shall be charged in any instance where an entry fee, participation fee, or other fee is charged by the facility user.
- E. Although reserved use of park facilities is permitted by this policy and encouraged by the Charter Township of Orion, the Parks & Recreation Department shall allow any unreserved facility or portion of a facility to be made available for open, unstructured, public recreation activity on a first come/first served basis.
- F. The dedicated use of any facility or area shall be considered the priority use for that facility or area unless written permission for an alternate use has been obtained from the Parks & Recreation Department.
- G. ADA Compliance; ADA, American Disabilities Act prohibits municipal agencies from supporting organizations that discriminate on the basis of disability.

Section 2 - Facilities Reservations

- A. A facility shall be considered "reserved" upon the payment of the determined fee and the issuance of a Park Facilities Permit to be provided by the Parks & Recreation Department where applicable, permit shall include ALL of the following:
 - The name, address, and phone number of the individual completing the application for the permit. This information will determine residency and fees will be based accordingly.
 - The specific facility being reserved.
 - The date, time, and duration of the permit.
 - The specific fees charged and specific security deposit.
 - Any conditions assigned to the permit over and above the requirements of Township Ordinance or this Policy.
 - The signature of the Orion Township Parks & Recreation Department.
 - The signature of the applicant for the permit agreeing to the conditions, restrictions, and waivers required and acknowledging that any such conditions, restrictions, and waivers have been met or will be met in connection with the event for which the permit has been issued.
- B. Full payment of fees is due at the time of reservation; including a non-refundable \$15 application fee, refundable \$100 damage deposit if required and all other applied charges. \$30 snow removal fee will be assessed if necessary and deducted from refundable damage deposit.
- C. Cancellation and schedule changes by the applicant/permit holder:
 1. All cancellations and schedule changes are subject to a \$10 cancellation fee and forfeiture of non-refundable \$15 application fee. Requests must be made in writing at least 14 days prior to the rental date to avoid further penalties..
 2. For any cancellations less than fourteen (14) days prior to the event or activity, the **entire** fee is forfeited, however, the entire security deposit will be refunded.
- D. In the event of cancellation by the Parks & Recreation Department due to weather conditions, which make the activity impossible, or by any Act of God beyond the control of the applicant/permit holder, 1) a credit may be given to the applicant; 2) A refund request may be submitted to the Parks & Recreation Department; or 3) the activity may be rescheduled at the earliest available date.

Section 3 - Sales on Park Property

The Charter Township of Orion reserves to itself complete and exclusive rights to regulate the sale of all goods and services sold or conducted on park property; including but not limited to: souvenirs, programs, parking permits, etc. The sale of such items is expressly prohibited without the approval of the Township Board. **The selling of food concessions must be approved by the Township Board and follow all Oakland County Health Department requirements.**

The right to grant a franchise to a third party for the sale of all goods specified is held exclusively by the Charter Township of Orion and no payment fee, percentage, or other remuneration shall accrue to the applicant/permit holder as a result of such a franchise without the approval of the Township Board. Failure to acquire authorization could result in forfeiture of damage deposit.

Section 4 - Waivers, Etc.

By recommendation of the Parks & Recreation Department, the Charter Township of Orion reserves the right to waive policies in whole or in part; to waive restrictions and conditions; to impose restrictions and conditions; to require special security; to waive fees in whole or in part; to impose additional insurance requirements; to require municipal inspections and approvals; and to take such steps as may be necessary to ensure the health, safety, and welfare of the residents of Orion Township and the users of the parks.

Section 5 - Fees and Charges

- A. Non-profit organizations and related civic groups to the Orion Township Parks and Recreation Department may be eligible to receive reduced facility use fees. The reduced fees apply only on rentals Monday – Friday, excluding holidays, only at Sheardy Pavilion, Friendship Park Outdoor Pavilion, Gazebo and Picnic Shelter. See “Facility Use Fees” for rates.
- B. A non-refundable \$15 application fee is required for all facility use requests. Application fee is per request, not per facility, and the request can be for multiple dates within the same calendar year.
- C. A refundable \$100 damage deposit is required for use of Friendship Park Meeting Room and Pavilion. See “Facility Use Fees” for rates. Any damages occurring during or as a direct result of your reservation will be deducted from your damage deposit. Replacement/repair charges will be assessed and applied accordingly.

Section 6 - Alcohol/Tobacco in the Park

The sale, use, and possession of any controlled substance is expressly prohibited, including but not limited to, alcoholic beverages, beer, wine, and other spirits in all parks in the Charter Township of Orion. Smoking is prohibited on or within fifty (50) feet of any athletic field, play structure, or Orion Township recreation activity.

Section 7 – Rules

A. Facility Use Rules

1. Please leave park clean - sweep pavilion area, wipe off tables, and put refuse in designated containers.
2. This reservation is for the designated park facility only. Other park attractions and facilities are open to the public. (i.e., the basketball courts, restrooms, etc.)
3. The Township shall have the absolute right and discretion to cancel this agreement and any permission granted to the organization to use Township facilities in the event the organization fails to fully satisfy the rules set forth in this agreement, provided, however, the Township shall give written notification to the organization of the specific rule infraction(s) and a reasonable time to correct any infraction(s) prior to cancellation.
4. Organizations shall be responsible for the supervision of parking and the supervision and control of spectators.
5. Use of fireplace at Friendship Park Pavilion/Meeting Room must be requested at time of reservation and included on permit.
6. Nails, pushpins or tape can not be used on any indoor or outdoor facilities. Helium balloons are not permitted indoors.
7. Rice, popcorn or flower petals can not be thrown during wedding ceremonies. Birdseed is permitted.
8. All other Township ordinances are in effect and must be adhered to while on Township property.

B. Park Rules

1. Glass beverage containers are not permitted on park premises.
2. No unauthorized vehicles permitted on grass or paths, except for motorized wheelchairs and/or similar devices for the disabled.
3. Fires permitted only in elevated grills.
4. The sale, use, and possession of any controlled substance is expressly prohibited, including but not limited to, alcoholic beverages, beer, wine, and other spirits in all parks in the Charter Township of Orion.
5. Smoking, including electronic cigarettes, is prohibited on or within fifty (50) feet of any athletic field, play structure, or Orion Township recreation activity.
6. All pets must be on leash.
7. No pets in playground area or on any athletic fields.
8. Pet owners are responsible for picking up and removing their animal's feces from any park area.
9. Please observe posted park hours.
10. No vehicles in park after closing.
11. No golf allowed in park unless in designated area.

12. Deposit all waste in trash receptacles.
13. Use of athletic fields must be requested at time of reservation and included on permit.
14. Children ages 12 & under shall be supervised by an adult at all times.
15. Parking is permitted in designated areas only. Parking along roadways, either paved or gravel is prohibited.
16. **Organized groups of 20 or more must** notify Parks and Recreation prior to use of any Township recreation facilities.

Section 8 - Liability Insurance Requirements

- A. Use and Rental by Commercial (For Profit) Groups and Nonprofits/Charitable Groups including business seminars, parties, receptions, civic groups, such as Chamber of Commerce, service clubs, churches, and similar groups. A copy of the general liability coverage with a minimum amount of \$1,000,000 per occurrence with the following wording added as Additional Insured "It is understood and agreed that the following shall be Additional Insureds: The Charter Township of Orion and including all elected and appointed officials, all employees and volunteers, all boards, commissions, and/or authorities and their board members, employees and volunteers."
- B. The liability of the Charter Township of Orion for failure to honor an issued permit for use of facilities in any park as a result of power failure, act of God, condition of the facility, or other incident beyond the reasonable control of the Township shall be limited to:
 1. Providing a mutually satisfactory alternate date and/or time for the event or activity scheduled under the permit; or
 2. Refund of any monies received by the Township from the applicant/permit holder as a result of a specific permit.

Section 9 – Amendments / Review

This policy shall be reviewed in January annually by the Orion Parks & Recreation Advisory Committee. Amendments to this policy shall be made on recommendation from the Orion Parks & Recreation Advisory Committee and approved by the Township Board.

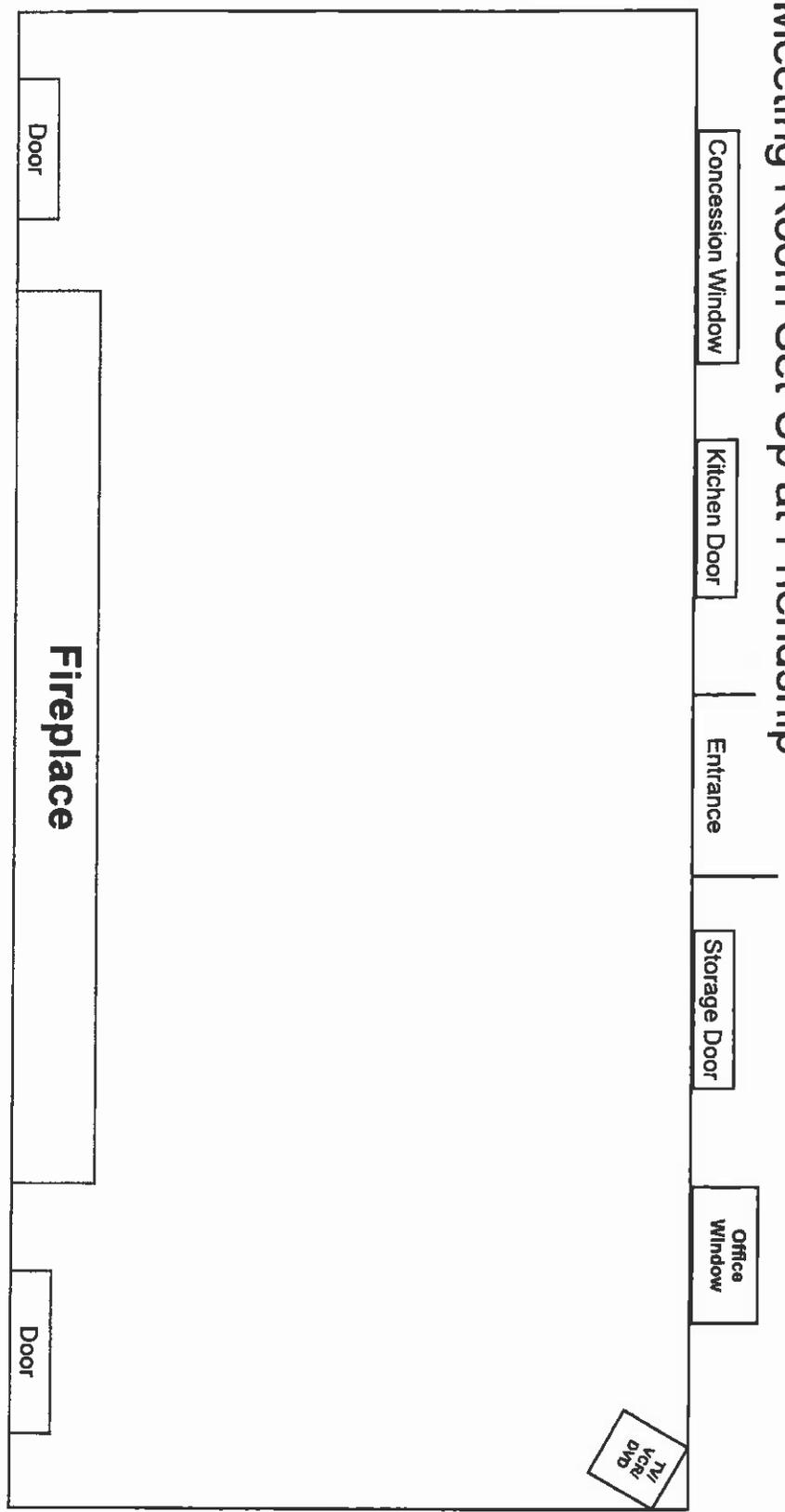
(248) 391-0332 - Fax

RETURN WITH COMPLETED RENTAL AGREEMENT

22' x 35'

45 persons seated with tables & chairs
75 person seated in chairs

Meeting Room Set-Up at Friendship



Date of Rental: _____

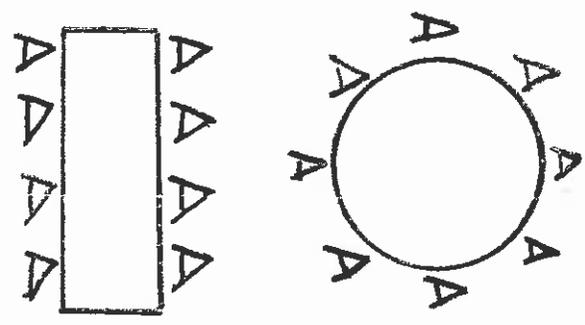
Name: _____

Telephone: _____

Purpose/Event: _____

No. of Guests: Adult Youth

No. of Tables	Type
_____	Rectangle
_____	Round
_____	Youth
No. of Chairs	Type
_____	Adult
_____	Youth
Do you need:	
<input type="checkbox"/> Fireplace on	<input type="checkbox"/> Kitchen Area
<input type="checkbox"/> Coat Closet	<input type="checkbox"/> TV/DVD/VCR



Available for use:

- **4 - 6' Rectangle Tables**
(Seat 8 per table)
- **8 - 5' Round Tables**
(Seat 8 per table)
- **2 - 6' Adjustable Youth Tables**
- **50 - Adult Chairs "A"**
- **12 - Youth Chairs "Y"**



Charter Township of Orion
Schedule of Fees

Baseball/Softball Fields			
All fees are per game		All games are on a per field basis.	
		Category 2 Resident Rate	Category 3 Non-Resident Rate
Civic Center Park (2 with / 1 without)	Dragged Only	\$45	\$65
	Lined & Dragged	\$55	\$75
	Friendship Park Lights - (2 hours) Additional	\$25	\$50
4 Fields - (No lights) rates are per field and include one prep			

Soccer Fields			
(All fees are per game)		All games are on a per field basis.	
		Category 2 Resident Rate	Category 3 Non-Resident Rate
Civic Center Park (No Lights)	Open, Not Lined	\$45	\$65
	Lined Field w/Goals	\$55	\$75
Friendship Park (No Lights)			

Multi Purpose Fields			
(All fees are per use)			
		Category 2 Resident Rate	Category 3 Non-Resident Rate
Friendship Park Jesse Decker Park (No lights)	Open, Not Lined	\$45	\$65
	Lined Practice Field	\$55	\$75

Camps, Clinics & Tournaments			
		Resident Rate	Non-Resident Rate
Daily	2 - Prepared fields	\$350	\$500
	3 - Prepared fields	\$475	\$650
	4 - Prepared fields	\$600	\$800
	Additional field preps	\$35	\$55

Fees do not include the use of any facilities other than fields. Additional rentals may be required.

Large Special Events	
Negotiable contract (based on expected attendance, field usage, admission fees, etc.)	
Additional Field Prep Fee of \$55 (per field per prep)	
<i>Fees do not include the use of any facilities other than fields. Additional rentals may be required.</i>	

Additional Fees & Services			
\$15 Application Fee	\$50 Late Fee	\$10 Cancellation Fee	\$200 Security Deposit
\$10 Change Fee	\$200 Additional Trash	\$100 Additional Port-a-John and/or Cleaning	\$30 Snow Removal

Charter Township of Orion

Park Facilities (not athletic fields)					
\$15.00 Application Fee is applied to all rentals, but is not included in fees listed.					
		Category 2		Category 3	Category 4
		Resident		Non-Resident	Tournament or Large Special Event
Civic Center Park		Mon-Fri	Sat/Sun		8 am- 9pm
Sheardy Pavilion	3 hours	\$50	\$75	\$90	\$100
	additional hourly fee	\$15	\$20	\$25	
Jesse Decker Park					
Picnic Shelter	3 hours	\$40	\$60	\$80	\$75
	additional hourly fee	\$10	\$15	\$20	
Friendship Park					
Covered Picnic Pavilion	3 hours	\$60	\$75	\$100	\$75
	additional hourly fee	\$15	\$20	\$25	
Meeting Room (with access to kitchen area)	3 hours	\$75	\$100	\$120	\$200
	additional hourly fee	\$15	\$25	\$30	
Picnic Shelter (by ballfields)	3 hours	\$40	\$60	\$80	\$75
	additional hourly fee	\$10	\$15	\$20	
Gazebo	Hourly Rate	\$20		\$25	Not Included
Wedding Special	3 hours	\$150	\$175	\$200	
	additional hourly fee	\$35	\$40	\$45	
<i>*includes the use of meeting room, pavilion, kitchen and gazebo.</i>					
Memorial Weekend to Labor Day Weekend Grand Rental**	3 hours	\$140	\$150	\$175	
	additional hourly fee	\$35	\$40	\$45	
**includes meeting room, kitchen and outdoor attached pavilion					
\$30 Snow removal fee will be assessed when necessary.					
Parks and Recreation related non-profit community and civic groups, also businesses and organizations involved in specific partnership programs with the Orion Parks and Recreation may qualify for reduced facility usage fees. Fees will be charged as follows: \$30 for three hours for groups of 75 or less, additional hours are \$15 each . Reduced rate rentals are applicable Monday - Friday (excluding holidays) only at Sheardy Pavilion, Friendship Park Outdoor Pavilion, Gazebo and Picnic Shelters.					