St. Joseph County Parks & Recreation
602 E. Main Street
P.O. Box 427
Centreville, MI 49032
(269) 467-5519

FACILITY RESERVATION AGREEMENT

& RELEASE OF LIABILITY WAIVER

PARK HOURS: DAWN TO DUSK

Park Requested_____ Date Requested_____ Time of Use____: ____ until ____: ____

Organization/Party Name_____ Attendance Expected_____ Set up Time_____

Contact Person_____ Home Phone ( )_____ Work Phone ( )_____

Address_____ City_____ State/ZIP_____

Event_____
Company Picnic Birthday Meeting Reunion Wedding Other

Activities_____

Will an admission fee be charged? Yes / no If yes, it will be used for_____

Facilities Requested_____

Additional Equipment or Services Desired from Park Department_____

_____

St. Joseph County Parks will make all reasonable efforts to accommodate special needs. Please contact us ten working days or two weeks in advance if special accommodations are requested. Park Services are open to all without regard to race, color, national origin, gender, or handicap.

Release of Liability Waiver

I do hereby fully release and forever discharge St. Joseph County and its agents, assigns, and employees from any and all claims for injuries, damages, or loss that I may have or which may accrue to me arising out of, connected with, or in any way associated with my use of said park/facility. I have read and fully understand all rules on the reverse side of this form and agree to comply with these regulations. I will also be responsible for my guests and will insure that they will also comply with these regulations.

Total Fee: $_____ _____ Date_____
Signature

Cash____ Check #_____ By_____ **RENTAL FEES ARE NON-REFUNDABLE**

Approved by: _____Date_____
Director of Parks & Recreation

A. General Requirements

The building and grounds of the Parks and Recreation Commission shall be available for public use insofar as they may be used as follows:

For recreational, educational, civic requirements, and entertainment program sponsored by responsible citizens, or groups of responsible citizens and pertaining to general welfare for the community. The term "responsible citizen" is intended to mean a person at least 21 years of age, property owner of this park and/or a person otherwise financially responsible.

B. Procurement of Permit

Upon application to the Parks and Recreation Department, facilities will be made available whenever possible to groups and other organizations and persons meeting the following rules and regulations:

1. The use of all facilities for any purpose whatsoever shall be cleared through the Parks and Recreation Commission. Upon completion of the application, the applicant shall then present it to the Parks and Recreation Director for determination of fees, responsibilities and services required by the Parks and Recreation Commission.
2. Park reservation fees must be paid at time of initial reservation. Park reservation fees are non-refundable.
3. The use of the facilities will be strictly confined to areas designated or included in the permit. The applicant and his organization will be held responsible for the compliance of the rules by all persons participating in or pertaining to the activity. Failure to comply with these rules and regulations will be sufficient reason to cancel future privileges of park facilities.
4. All group outings, including school groups, containing children must be adequately supervised by the event organization/party.
5. All permits issued by the Director may be cancelled by the Director for good cause.
6. Gambling and drinking or the possession of intoxicants within the park facilities or on the park property is specifically prohibited.
7. No furniture or equipment shall be used or moved without express approval on the permit.
8. The Parks and Recreation Department and its employees shall not be responsible for injuries, damage to or loss of property upon park premises sustained by the applicant participating in a program, or to a patron of any program.
9. Established parking areas shall be used for all vehicles that are parked on park property. At no time shall areas that are in grass, shrubs, etc., be used for parking.

C. Use of Park Property

1. Concession or refreshment stand shall not be constructed or operated, neither shall refreshments be distributed or concessions authorized in any fashion without the expressed approval from the Director.
2. Buildings will not be available for use unless specifically requested.
3. Erection of any athletic equipment, stands, bleachers, benches or buildings of any nature shall not be permitted without approval in writing by the Director.

D. Park Property Up Keep

1. All users of park department property or facilities shall assume the responsibility to leave said property in its original state.
2. Park users/applicant are responsible for any damage incurred to park property or grounds during outing.

E. Park Rules

1. **Parks are open daily from dawn until dusk.**
2. **Alcoholic beverages are prohibited in all county parks except in designated camping areas.**
3. **Fires are permitted only in grills or designated areas. Fireworks are prohibited.**
4. **It is unlawful to hunt, trap or kill any animal or bird, except fish on park grounds.**
5. **Solicitation is not allowed.**
6. **It is unlawful to litter or dump in any park area.**
7. **Pets must be on a leash; no more than six feet long and owners must clean up after their pets.**
8. **All hiking trails are designated for hikers only. No bicycles or horses are permitted on trails.**
9. **Swimming is only allowed in designated beach areas during posted hours. (*No lifeguard on duty. Swim at your own risk.)***
10. **Camping only in designated camping areas.**
11. **Persons displaying permit have priority use of shelters.**