

CITY OF WAYLAND, MICHIGAN

WAYLAND CITY PARKS

PAVILION RENTAL/RESERVATION GUIDELINES

General Park Guidelines:

- Hunting is not permitted in any City of Wayland Park.
- Parks are open from dawn to dusk. City of Wayland's "No Trespassing" ordinance will be enforced after the park is closed.
- No motorized vehicles are allowed in City Parks.
- Alcohol is not permitted in City Parks.
- The use of designated park facilities (gazebos & shelters) must be reserved through City Hall by fulfilling all application requirements.
- No person shall cut, remove or destroy any plants (alive or dead).
- No fires are permitted outside of designated cooking grills.
- Fishing is permitted in accordance with the laws of the Department of Natural Resources of the State of Michigan in such areas designated for such purposes.
- No person shall fire, discharge or have in his/her possession any firecracker, rocket, sparkler, or other fireworks or any substance of an explosive or dangerous nature.
- Pets shall be kept on a leash no greater than six feet in length and or under the immediate and continuous control of a competent person and shall not be allowed to disturb or annoy park users.
- The use of smoking/tobacco products is not permitted in the City Parks. This includes, but is not limited to use of e-cigarettes and vapor devices.
- In the event of problems or issues, please call the **Non-Emergency Dispatch line (269) 673-3899** and request that a Wayland Police Officer be dispatched to your location.

Fees (full day rental):

- Resident and nonprofit organizations: \$25
- Non-resident: \$50

Refund Policy: Full refund within seven days of application submission.

Special Considerations:

If your group is interested in providing special services such as canopies/tents, caterers, inflatables, port-a-johns, or another similar service, you must request permission through City Hall. In addition you will need to complete a Certificate of Insurance. Requests must be made two months prior to the event date.

Please send completed applications to City of Wayland, 103 South Main Street, Wayland, MI 49348.

Applications must be submitted one week prior to event reservation date.

TODAY'S DATE: _____

RENTAL DATE: _____

CITY OF WAYLAND, MICHIGAN

WAYLAND CITY PARKS

PAVILION RENTAL/RESERVATION APPLICATION

NAME: _____ **DRIVER'S LICENSE NUMBER:** _____
ADDRESS: _____ **CITY:** _____ **ZIP:** _____
EMAIL: _____ **PHONE:** _____

RENTAL AREAS:

Wayland City Park, W Maple Street, Wayland, MI

Pavilion (W Maple St.) 10 tables: _____ Pavilion (W Cherry St) 12 tables: _____ Gazebo: _____

Rabbit River Nature Trail, 450 East Elm Street, Wayland, MI

Pavilion 4 tables: _____

EST. TIME OF USE: _____ to _____ **EST. NUMBER OF PEOPLE IN GROUP:** _____

CHECK ONE: Resident or nonprofit organization rental \$25: _____ non-resident rental \$50: _____
Organization (if applicable): _____

I am requesting permission to provide the following special service at my event:

Canopy/Tent (number and size): _____ Inflatables (number): _____
Tables and Chairs (number and size): _____ Caterer: _____
Other (please specify): _____

*Groups providing special services must complete this form and provide a Certificate of Insurance two months prior to event date.

DAMAGE & CLEAN-UP AGREEMENT

The group agrees to pay City of Wayland for damage to any property at Wayland City Park caused by the group. In addition, the group agrees to pay the City a sum not to exceed \$50.00 if the area used by the group is not CLEANED UP and returned to the condition in which it was found. All trash must be removed from tables and picnic area and placed in trash receptacles.

RELEASE & HOLD HARMLESS AGREEMENT

I, on behalf of myself and my group or organization using the pavilion, agree to release the City of Wayland, as well as their employees, agents and representatives from any and all responsibility for injuries or property damage whatsoever arising from participation in the above activities. I have read and agree to the terms stated above as well as the Pavilion and Park rules of this contract.

SIGNED: _____ **DATE:** _____

CITY APPROVAL: _____ DATE: _____