



Recreation Department - Community Center  
2025 East Clark Road, Ypsilanti, MI 48198  
Phone: 734-544-3800 Fax: 734-544-3888  
[ytown.org](http://ytown.org)

## PARK and SHELTER RENTAL APPLICATION

(Revised 02/2016)

The Recreation Department reserves park areas and park shelters during the park season (April-September). Please read the "Park and Shelter Rental Guidelines" prior to completing this application form. This form must be completed in full before it can be processed. Incomplete forms will be sent back to you for completion. A notice and/or rental agreement will be sent to you within five (5) business days regarding approval of your request.

### PLEASE TYPE or PRINT LEGIBLY

Name of Organization \_\_\_\_\_ Purpose of Rental \_\_\_\_\_

Applicants Name (Mr/Ms) \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Primary Phone \_\_\_\_\_ Secondary Phone \_\_\_\_\_

Alternate Contact Person \_\_\_\_\_ Email \_\_\_\_\_

Primary Phone \_\_\_\_\_ Secondary Phone \_\_\_\_\_

Rental Date \_\_\_\_\_ Day of Week \_\_\_\_\_ Park \_\_\_\_\_ Shelter # \_\_\_\_\_

List any additional areas of the park you wish to reserve (subject to township policy and availability): \_\_\_\_\_

Anticipated Attendance \_\_\_\_\_ Hours of Rental \_\_\_\_\_ Time in \_\_\_\_\_ am/pm Time out \_\_\_\_\_ am/pm

### Vehicle authorization to drive to shelter building - this service applies to "Ford Lake Park Shelters #2 & #3 ONLY".

For the purpose of dropping items off at the shelter. Vehicles must be parked in a designated parking lot during the event.

Make/Type \_\_\_\_\_ Color \_\_\_\_\_ License Plate \_\_\_\_\_ Year \_\_\_\_\_

Make/Type \_\_\_\_\_ Color \_\_\_\_\_ License Plate \_\_\_\_\_ Year \_\_\_\_\_

**Special Requests** - Items such as moon walks, dunk tank, tents, canopy's, having your event catered, etc. require a special permit and may require special insurance and/or a security deposit. Please list your special requests below:

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

**Billing Agreement - for Gate Entry Fees (requires deposit):** \_\_\_\_\_ yes \_\_\_\_\_ no **If yes, Type (circle one):** A or B  
(See options A and B below)

1. Billing agreements require a \$100.00 deposit payable at the time the rental agreement is signed and paid for. Park staff will keep a log of your guests and submit the log to the recreation department for processing. If the balance is less than the billing agreement deposit, a refund will be sent to the permit holder (please allow four to six weeks to process). The permit holder will be invoiced any amount greater than the deposit, which will be due net 30 days.
2. This billing agreement will be honored for the above named company/organization/group ONLY on the date of the rental.

3. Identification of persons to be admitted to the park under this billing agreement will be as follows:
  - A. **Company/Organization/Group will provide a listing of persons to be admitted to the park under this billing agreement.** A list of guests MUST be provided to the Recreation Department a minimum of one week prior to the rental date. Guests will be required to sign in as they enter the park. Persons not on the list will not be recognized under this agreement and will be required to pay the appropriate gate entry fee. Any adjustments to the list the day of the event will be made with the applicant and the on duty Park Ranger.
  - B. **Company/Organization/Group will provide each person in his/her group with some type of identification/invitation.** The gate attendant will collect this identification/invitation as vehicles enter the park. Persons will also be required to sign in as they enter the park. A sample identification/invitation **MUST** be provided to the Recreation Department a minimum of one week prior to the rental date. Persons without this identification/invitation will not be recognized under this agreement and will be required to pay the appropriate gate entry fee. Any adjustments to the list the day of the event will be made with the applicant and the on duty Park Ranger.
4. Companies/Organizations/Groups are responsible for notifying their participants of billing arrangements.
5. The appropriate daily vehicle permit will be issued to each vehicle and will be valid only for the day of the event.
6. The cost for each daily permit issued on behalf of your Company/Organization/Group is as follows:

<u><b>Ford Lake Park</b></u>	<u><b>Loonfeather, North Bay &amp; North Hydro Parks</b></u>
Park.....\$5.00	Park.....\$3.00
Boat.....\$8.00	Boat.....N/A
Bus.....\$20.00	Bus.....\$20.00

7. Season Passes will still be honored under the terms of this agreement.

**Please read this Waiver carefully before signing this agreement** - The undersigned hereby verifies that he/she (1) has authority to sign this application for the above named organization, (2) has read the Charter Township of Ypsilanti park and shelter rental guidelines, and agrees to all arrangements therein stated, and (3) agrees to indemnify defend and save harmless the Charter Township of Ypsilanti, its officers, agents and employees from and against all loss and expense be reason of liability imposed by law of bodily injury, including death at any time resulting there from, sustained loss of use thereof, arising out of or in consequence of performance of this agreement, whether such injuries to persons or damage to property is due or claimed to be due to the negligence of the contractor, the Charter Township of Ypsilanti, its officers, agents and employees, excepting only such injury or damage as shall have been occasioned by the sole negligence of the Charter Township of Ypsilanti, its officers, agents and employees. The undersigned further understands that failure to comply with all arrangements herein stated or falsification of any information called for in this application will be grounds for denial of this or any future requests.

I understand that I must notify park staff prior to vacating the shelter building/park area and that the facilities will be subject to an inspection at that time I also understand that I will be liable for all property damage that occurs as a result of the rental. I have read and agreed to the terms of this agreement.

Signature of Applicant: \_\_\_\_\_ Drivers License #: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY**

Received By/Date/Time \_\_\_\_\_ Rental Fee \_\_\_\_\_

Approved By/Date/Time \_\_\_\_\_ Billing Agreement \_\_\_\_\_

Processed By/Date/Time \_\_\_\_\_ **TOTAL FEES** \_\_\_\_\_

Ypsilanti Township/City Resident \_\_\_\_\_ Corporate/All Others \_\_\_\_\_

## PARK AND SHELTER RENTAL GUIDELINES

1. **RENTAL DESCRIPTION** - Shelter rentals will include shelter building patio area, grills by the shelter, and the picnic tables underneath the shelter. A designated number of picnic tables are under each shelter building at all times. Restrooms are not included exclusively with the rental agreement and remain open to the public at all times. (Lakeside Park restrooms will be unlocked and locked by the Park Rangers). **All of the shelters have playground equipment nearby. Ford Lake Park has a small ball diamond, tennis courts, soccer field and basketball courts. A complete list of parks and their amenities is attached.**
2. **SPECIAL REQUESTS** - List any special requests you may have for your rental. Examples include setting up a tent or canopy, having your event catered, bringing in a moonwalk, electrical needs, etc. All items must be listed on application form.
3. **FEE SCHEDULE: GATED PARKS**

	<u>Capacity</u>	<u>Ypsilanti Twp./City</u>	<u>Corporate/All Others</u>
<b>Ford Lake Park</b>			
Shelter #1	up to 100	\$75.00	\$100.00 electrical outlets, restrooms, fireplace
Shelter #2	up to 125	\$75.00	\$100.00 electrical outlets, restrooms, horseshoe pit
Shelter #3	up to 125	\$75.00	\$100.00 electrical outlets, restrooms, horseshoe pit
Shelter #4	up to 50	\$40.00	\$60.00 sand volleyball
<b>Loonfeather Park</b>			
Shelter #1	up to 100	\$60.00	\$80.00 restroom facility near shelter
Shelter #2	up to 100	\$60.00	\$80.00 restroom facility near shelter
<b>North Bay Park</b>			
Shelter #1	up to 100	\$75.00	\$100.00 electrical outlets, restrooms
<b>North Hydro Park</b>			
Shelter #1	up to 40	\$50.00	\$70.00 electrical outlets, restrooms

### FEE SCHEDULE: NON-GATED PARKS

<b>Lakeside Park</b>			
Shelter #1	up to 100	\$75.00	\$100.00 restrooms, horseshoe pits
<b>Community Center Park</b>			
Shelter #1	up to 100	\$75.00	\$100.00 restrooms, ball diamonds
<b>Appleridge Park</b>			
Shelter #1	up to 35	\$40.00	\$60.00 horseshoe pits

**NOTE** - Applicants must provide proof of residency in Ypsilanti Township/City to receive the resident discount. Rates are subject to change.

4. **APPLICATIONS/PAYMENT**
  - a. Rental applications may be picked up/dropped off, faxed to 734-544-3888 or mailed to the Community Center, Recreation Department, 2025 East Clark Road, Ypsilanti, MI 48198.
  - b. **Applications will be processed during the hours of 8:00am-3:30pm, Monday-Friday.**
  - c. Full payment of rental (including security deposit if required) shall be due on the date specified on the contract agreement letter. Failure to pay the balance by the specified date may result in loss of reservation.
  - d. The recreation department cannot guarantee that action will be taken on an application submitted less than two weeks prior to the requested date.
  - e. **Payment** - Cash, Visa, Master Card, Discover & Checks accepted. Checks payable to "Charter Township of Ypsilanti".
  - f. Reservation for shelters will be made in conjunction with the park operation season, May 1-September 30.
5. **CANCELLATIONS, REFUNDS AND/OR CHANGES IN RENTAL DATES**
  - a. Cancellation requests for full refund or requests for changes in rental dates must be submitted in writing to the Recreation Department, 2025 East Clark Road, Ypsilanti, MI 48198.
  - b. A full refund, less a ten dollar (\$10.00) administrative fee will be issued for all cancellation requests received thirty (30) days or more prior to the date of the scheduled event.
  - c. A 50% refund will be issued for cancellation requests received between 14-29 days prior to the event.
  - d. No refund or changes in rental dates will be granted with less than fourteen (14) days' notice.
  - e. If the Recreation Department denies use or cancels the reservation, a full refund will be issued.
  - f. All refunds will be processed per Ypsilanti Township refund procedures. Allow four to six weeks for processing.
  - g. The Recreation Department reserves the right to cancel any agreement if it finds that the signer of the agreement has misrepresented the group, falsified information or has not met the requirements of the agreement. Furthermore, any rental group creating a public disturbance or damaging park property will be removed from the park. Funds paid will be forfeited and will not be refunded. Future rentals by such groups will be at the discretion of the Park Commission.
  - h. **Weather will not be considered a factor for refund or change in the rental date.**
  - i. Please call and cancel in advance if you will not be using the shelter or park area reserved.

6. **PARK ENTRY FEES** - In addition to shelter rental fees, vehicles entering Ford Lake, Loonfeather and North Bay Parks will be charged an entry fee, unless they have a park or boat pass. Park entry fees are as follows:

**DAILY PASS**

**Ford Lake Park**

Park.....	\$5.00
Boat.....	\$8.00
Bus.....	\$20.00

**Loonfeather, North Hydro & North Bay Parks**

Park.....	\$3.00
Boat.....	N/A
Bus.....	\$20.00

**ANNUAL SEASON PARK PASS**

**Ypsilanti Township	\$10.00
*Ypsilanti City	\$15.00
All Others	\$20.00
Senior - Township/City	FREE
Senior - All Others	\$10.00

**ANNUAL SEASON BOAT PASS**

*Ypsilanti Township/City	\$30.00
All Others	\$50.00
Senior - Township/City	\$10.00
Senior - All others	\$20.00

\*\*Price for Ypsilanti Township Residents includes an instant \$5.00 rebate.

\*Ypsilanti Township & Ypsilanti City need to present proof of residency to receive the discounted rates.

- To receive your daily and/or annual permits, simply stop by one of the staffed gatehouses at Ford Lake, Loonfeather Point, North Bay or North Hydro Parks (May-September). For Ypsilanti Township/City residents, the Park Attendant will verify that the driver/owner of the vehicle (A) owns the vehicle, and (B) lives in Ypsilanti Township/City (driver's license and vehicle registration required). The Park Attendant will issue an annual permit by affixing it to the inside of the windshield. Annual permits allow entrance to all gated parks (annual boat permits are only available at Ford Lake Park).
- If you choose to go to Ford Lake Park after purchasing a \$3.00 Daily Park Permit from Loonfeather Point, North Hydro or North Bay Park, you will be charged an additional \$2.00 Daily Park Permit fee upon entering Ford Lake Park.
- Season passes are not valid for special events unless otherwise noted.

7. **RENTAL HOURS** - *Unless specified on the rental agreement, rentals begin when the park opens and expires one hour prior to park closing time.* The park hours are dawn to dusk. Dusk is considered fifteen (15) minutes after sunset as determined by the National Weather Service. Park closings will be posted daily at all staffed gatehouses. Vehicles found in the park after closing may be ticketed and towed. - FLP, LFP, NBP & NHP have closing hours posted at the entry gatehouse.
8. **MAINTENANCE OF FACILITIES** - Maintenance of shelter buildings is performed between 7:00am-1:00pm daily.
9. **ATHLETIC FACILITIES** - Athletic facilities that are not scheduled for Ypsilanti Township programs will be open to the public on a first come-first serve basis. Athletic facility use is limited to a two-hour block.
10. **CAPACITY** - Shelter buildings have different capacity levels. We reserve the right to deny use due to group size.
11. **EXEMPTION OF FEES** - There are no exemptions of shelter rental or gate entry fees.
12. **NON-RENTAL USE** - Shelters that are not rented are available to the public on a first come – first serve basis.
13. **SPECIAL EVENTS** - Events with overnight setup must have prior written approval from the Recreation Director.
14. **CHECKOUT OF SHELTER BUILDING** - It is the responsibility of the renter to have the shelter building checked by park staff for damages at the end of the rental. A Park Ranger will contact renter prior to anticipated end of shelter use.
15. **RESPONSIBILITY FOR DAMAGES** - Renter is responsible for all damages to rental facilities during the rental period.
16. **PARK RULES & ORDINANCES (a complete list of rules & ordinances are available from the Park Rangers)**
- Swimming** or wading is not allowed from the shores of Ford Lake. The lake has sharp drop-offs, soft bottoms and currents, which can be dangerous.
  - Parking** - Vehicles must park in designated parking areas.
  - Alcohol** - Possession and consumption of alcohol is not allowed in Township Parks.
  - Fires** are allowed only in outdoor cooking grills and in shelter buildings where cooking grills are available. All other fires are prohibited without prior written consent of the Administration.
  - Amplified Sound** must be maintained at a level not to breach public peace of the facilities.
  - Hunting** - Hunting is not allowed in any Township Park.
  - Pets** must be kept on a leash at all times while in the park. Owners must clean up after their pets.
  - Fireworks and Firearms** are not allowed in any park.
  - Overnight Camping** in any park is prohibited.
  - Defacing or Removal of Park Property**, including wildlife (plant or animal) is prohibited.
  - Personal Watercraft** - Motor vehicles admitted into Ford Lake Park may transport a maximum of two (2) jet skis. Personal watercraft must be off of the water one (1) hour prior to sunset.
  - Tents and Canopies** - Setting up tents and canopies require a special permit.