

# City of Greenville Park Reservation



Pursuant to your request to reserve:

- Community Center Pavilion** - 8 tables     
  **Veteran's Park Pavilion** - 8 tables  
 **Tower Riverside Park** - gazebo     
  **Pearl Street Park Pavilion** - 6 tables  
 **Other** \_\_\_\_\_

## RENTER INFORMATION

Responsible Person: \_\_\_\_\_ Organization Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_ Resident (\$20.00)  
 Driver's License Number: \_\_\_\_\_ DOB: \_\_\_\_\_ Non-Resident (\$30.00)

## EVENT DETAILS

Rental Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ a/m End Time: \_\_\_\_\_ am/pm (4-hour time period)  
 Purpose of Rental/Type of Event: \_\_\_\_\_ Gazebo \_\_\_\_\_  
**Additional Equipment Needed** (check all that apply): Picnic Tables - Qty: \_\_\_\_\_ Fee: \$ \_\_\_\_\_ Trash Cans - Qty: \_\_\_\_\_ Fee: \$ \_\_\_\_\_  
 Electricity - Fee: \$ \_\_\_\_\_ No charge if request is made at time of reservation  
 Special Equipment/amenities to be provided by renter (tent, grill, etc.): \_\_\_\_\_  
 Will amplified music be part of your event?  No  Yes, Explain: \_\_\_\_\_  
 Time(s) of amplification: \_\_\_\_\_ Is Event Open To General Public?  Yes  No  
 Will Any Items Be Sold?  Yes  No If Yes, List Items: \_\_\_\_\_

I, the undersigned, understand and agree to the above regulations and acknowledge that the City of Greenville and the Greenville Parks and Recreation Department are not liable for any incident or claim evolving from the use of the Park(s) indicated above. Whereas the City of Greenville and the Greenville Parks and Recreation Department are not responsible for areas which are not solely in the city's control and supervision and only accountable for gross negligence.

**SIGNATURE of Responsible Person:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## PARK RENTAL POLICY

This waiver and applicable fees must be signed and returned to the Greenville Parks and Recreation Department at the time of reservation. Park reservations and permits will not be issued otherwise. The following regulations and any applicable City Parks ordinances and rules will be strictly enforced by the City of Greenville Public Safety Department. Any exception to these policies must be approved by the City Manager and/or City Council.

1. Reservations for the park pavilion/gazebo are taken November 1 or anytime thereafter for the following year.
2. A \$5.00 administration fee will be charged on all rental cancellations; no refunds on cancellations made less than thirty (30) days prior to the reservation date.
3. City parks are public property and may be occupied by other patrons during the reservation. This permit provides exclusive use of the park pavilion/gazebo only.
4. User/applicant must be at park facility during entire rental period and permit use must be shown upon request.
5. Parks are open daily from sunrise to sundown.
6. Renter must be 18 years or older.
7. No person may drive, operate or park a vehicle within a park except upon a street, path, drive or parking area designated for vehicle use.
8. No person shall start or maintain a fire in any park; stoves and grills provided by park users are permitted.
9. Animals, domestic or otherwise, are not permitted into any City park.
10. No person shall drink or have in their possession any intoxicating liquor, beer or wine in any City Park or ball field between the hours of 10:00 pm and 6:00 am.
11. Profanity, loud, disturbing or annoying noise or music is strictly prohibited.
12. Firearms are prohibited on park property.
13. Camping is not permitted.
14. Destruction or disruption of wild or plant life is prohibited.
15. Portable tents are permitted however, stakes or in-ground anchoring is not permitted.
16. No person shall mark, deface, disfigure, injure, displace or remove any table, bench, railing, pavement, water line or other public utility.
17. No person shall throw, place, deposit or leave any garbage, rubbish, glass, cans, containers, papers or other waste in any public park, playground, or public beach except in containers provided by the City for that purpose. Waste material, other than those resulting from use of the park, may not be deposited in park receptacles.
18. Temporary and/or permanent marking on facilities, pavement, or park structure is strictly prohibited.
19. **In the event of a park or reservation problem, please contact Greenville Public Safety at 754-9161**

| <b>OFFICE USE ONLY</b> |   |
|------------------------|---|
| Rental Fee: \$ _____   | Additional Applicable Fees: \$ _____    |
| Total Due: \$ _____    | Total Paid: \$ _____                    |
| Date Received: _____   | Date Approved: _____                    |
| Initials: _____        | Cash/CC/Check #: _____ Receipt #: _____ |

Make checks payable to: **Greenville Recreation Department**  
 Return this form with applicable fee to:  
**Greenville Recreation Department**  
**900 E. Kent Rd.**  
**Greenville, MI 48838**  
**Ph: 616.754.8887 Fax: 616.754.5885**