



Parks and Recreation Facility Use Policy

Section 1 – Introduction

A. The Parks & Recreation Department has established the following policies and procedures to ensure the safe and efficient use and the equitable availability of facilities.

B. The intent of this policy is to ensure that our facilities and athletic fields are maintained for, used by, and kept available for use by City of Perry Residents and members of the public at large, without undue restriction or discrimination of any person, entity or organization seeking access too, and use of, facilities and athletic fields offered by the City.

C. The City reserves the right to modify these policies and procedures and to develop and enforce such additional rules and regulations may be required for the protection of the parks, the individual facilities of the parks, and the users and patrons of the parks.

D. The City of Perry intends to adopt a schedule of fees for reasonable use of the facilities and athletic fields offered by the city.

E. Although reserved use of park facilities and athletic fields is permitted by this policy and encouraged by the City of Perry, the City 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. During such periods (unreserved time), organized play, practice, and league activities shall not be permitted on the specified athletic field.

F. City of Perry reserves the right to refuse any individual or organized group.

G. ADA Compliance; ADA, American Disabilities Act prohibits municipal agencies from supporting organizations that discriminate on the basis of disability.

Section 2- Categories of Users

A. *Category 1- The City*

1. Activities of the City of Perry

B. *Category 2- City Resident or Taxpayer/Other*

1. Individuals or organizations upon verification that members/participants are residents of the City of Perry or taxpayers.

C. *Non-Residents/Other*

1. Individuals, organizations, groups and other entities, regardless of the tax/profit status of the entity.

D. *Non-Profit Organizations*

1. Organizations with a 501c3 status.

Section 3 – Facilities and Athletic Field Reservations

- A. All applications will be considered on a first received basis.
- B. Persons must be 18 years old or older to reserve facilities.
- C. Full payment of fees is due at the time of reservation; including refundable security deposit.
- D. Cancellations and schedule changes by the applicant; 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.
- E. In the event of cancellation by the City of Perry due to weather conditions, which make the activity impossible, or by any Act of God beyond the control of the applicant, 1) a credit may be given to the applicant; 2) a refund request must be submitted to City of Perry; or 3) the activity may be rescheduled at the earliest available date.

Section 4 – Rules

A. Pavilion Use Rules

1. Please leave park clean- sweep pavilion area, wipe off tables, and put refuse in designated containers.
2. A reservation is for the designated park facility only. Other Park attractions and facilities are open to the public.
3. Nails, pushpins or staple guns are prohibited in the pavilions.
4. Pets must be kept on a leash not longer than six feet. Owners are also responsible for cleaning up any droppings.
5. Applicant agrees to pay the City of Perry for damages to property caused by any person during the permitted event.
6. Fires permitted only in elevated grills.
7. Adult supervision is mandatory. The applicant is responsible for the conduct of participants and spectators. Organizations must adhere to all City of Perry noise ordinances.
8. Please be respectful of our City Parks and facilities. If any City property is damaged, please inform City Hall at the conclusion of your event. Resolution of any damages will be handled on a case-by-case basis.
9. Alcohol in the Park- The Sale, use and possession of any controlled substance, including but not limited to, alcoholic beverages, beer, wine, and other spirits is expressly prohibited in all parks in the City of Perry.
10. Electronic sound amplification equipment of any nature prohibited unless approved in advance by the Mayor or Chief of Police.
11. The City of Perry 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 Council. **The selling of food concessions must be approved and follow all Shiawassee County Health Department requirements.**

12. Throwing Confetti or like materials is prohibited.

13. "Roping off" or otherwise limiting access to a section of a public area for a private event is prohibited.

14. Fireworks, torches of any kind and or explosives and rockets are prohibited in any form on the property of the City of Perry unless permission is granted by City Council.

15. Any questions on motorized or recreational vehicles must be okayed by Chief of Police seven days in advance, otherwise prohibited. Battery operated wheeled vehicles used by disabled persons are permitted.

B. Restroom Use Rules

1. Do not lend key to any other person.

2. If lost, notify City Hall 517-625-6155.

3. Do not have keys duplicated.

4. Return key after your event in the drop box in front of City Hall.

5. There will be a charge for lost key.

6. If restroom facility and its components due to vandalism and/or misuse is damaged, it will be the responsibility of the applicant and additional fees will be handled on a case-by-case basis.

C. Athletic Field Use Rules

1. Organizations shall be responsible for the supervision of parking and the supervision and control of spectators.

2. Pets must be kept on a leash not longer than six feet. Owners are also responsible for cleaning up any droppings.

3. Adult supervision is mandatory. The applicant is responsible for the conduct of participants and spectators. Profane language, boisterous behavior or another objectionable demeanor is not permitted. Organizations must adhere to all City of Perry noise ordinances.

4. Field preparation is your responsibility unless stipulated in the reservation.

5. Use of athletic fields must be requested at time of reservation and included on permit.

Section 5 – Liability Insurance Requirements

A. Use and Rental by Commercial Groups and Nonprofit Groups shall provide a copy of the general liability coverage with a minimum amount of \$1,000,000.00 per occurrence with following wording added as "City of Perry as Additional Insured".

B. Sport Organizations must have participants on teams sign a hold harmless liability waiver indemnifying the City of Perry from any and all claims resulting from injuries, damages or losses sustained or associated with the program.

C. Any outside vendors providing services, such as inflatables, dunk tanks, caterers or similar, must submit a certificate of insurance showing the city of Perry as an additional insured and certificate holder for the date reserved of their liability insurance.

D. The liability of the City of Perry 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 City 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 or any monies received by the city from the applicant/permit holder as a result of a specific permit.

Section 6- Amendments/Review

This policy may only be amended by action of the City of Perry Council members. In the case of a conflict between this policy and any other document, agreement, attachment, form, or other policy of the City of Perry, this Policy shall control.