

## **Park Facility Reservation Policy**

Effective July 11, 2006

### **Intent**

In an effort to provide for the efficient utilization of City resources, and to maximize the use of the City's parks and recreation facilities, the City Council has adopted this policy providing for systematic advanced reservation of park facilities.

### **Regulated Facilities**

This policy shall apply to all City owned and operated facilities in the parks and on public lands generally available for use by the public at large, but periodically committed by the Hastings City Council for temporary use by specific individuals or groups. Public facilities not committed to such specific temporary use shall remain available for use by the general public on a first come – first served basis.

### **Consistency with Code of Ordinances**

The City of Hastings Code of Ordinances provides requirements and regulations regarding the use of the City's parks and public facilities. In case of any conflicts between this policy and the Code of Ordinances, the requirements of the Code shall take precedence over this policy.

### **Procedure for Reserving Facilities**

Facilities may be reserved up to a maximum of six (6) months in advance. Reservations shall not exceed three consecutive days in duration. Reservations shall be granted exclusively by the Hastings City Council. Reservations shall normally be granted on a first come – first served basis. The City reserves the right to reserve facilities or grant precedence to requests for facilities for programs funded by or officially sponsored by the City of Hastings. Reservations shall apply only to the facility specifically reserved and the immediate surroundings.

### **Fee for Reservation**

There shall be a fee for reservation of a facility as set in the annual General Fee Resolution as adopted by the Hastings City Council. There shall also be a fee for disposal of garbage or waste material for events involving groups of 50 or more people as established in the General Fee Resolution.

### **Posting of Reservations**

Reservations of facilities shall be posted at the subject facility in a conspicuous location to the fullest extent possible.

**City of Hastings**  
COUNTY OF BARRY, STATE OF MICHIGAN

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**PARK RESERVATION CERTIFICATE**

Park: \_\_\_\_\_ Pavilion    Large    Small

Date of Reservation: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Time Needed: From: \_\_\_\_\_ To: \_\_\_\_\_

Party Reserving Facility: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Address \_\_\_\_\_

City Resident Yes    No    Number of Persons Attending: \_\_\_\_\_ Amount Due: \_\_\_\_\_

Email Address \_\_\_\_\_

*NOTE: Electrical service, if any is present, is not assured to be usable.*

The undersigned, on behalf of the activity indicated above, agrees to abide by all City rules and regulations for the use of the facilities reserved.

Further, all persons involved in the activity agree to defend, indemnify, and hold harmless the City of Hastings from any claim, demand, suit, loss, cost of experience, or any damage which may be asserted, claimed, or recovered from or against the City of Hastings, its officials, employees, and/or agents, by reason of any damage to property, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury, or death arises out of, or is incident to, or in any way connected with the use of the facilities herein contemplated. This shall apply regardless of which claim, demand, damage, loss, or cost is caused in whole or in part by the negligence of the City of Hastings, or by third parties, or by the agents, servants, employees, or factors of any of them.

Authorized Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

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Signature of City Representative: \_\_\_\_\_

Date Reservation Approved/PAID: \_\_\_\_\_