



**CITY OF THE VILLAGE OF DOUGLAS**

86 West Center Street, P.O. Box 757

Douglas, MI 49406

(269) 857-1438 phone / (269) 857-4751 fax

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Payable Online At: [tinyurl.com/PayItOnline](http://tinyurl.com/PayItOnline)

Date received: \_\_\_\_\_

Payment received: \_\_\_\_\_

**PARK RESERVATION: Wades Gazebo, Schultz Pavilion, Beery Basketball Court Tables**

A **Park Reservation** permit is described as a small gathering confined to a park shelter or table area, and does not require significant City coordination or resources. Subject to availability, Park Reservations require only City administration approval, and a \$50 Non-refundable park rental fee. The City of Douglas has three park rental options which include; Wades Bayou Gazebo, Schultz Park Pavilion, and Beery Field basketball court area tables. **Park reservation applications must be filled out in its entirety & returned to the City Clerk's Office a minimum of 7- days prior to requested date, along with the park rental fee.**

Applicant Name: \_\_\_\_\_

Street Address/P.O. Box: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Reservation Location: \_\_\_\_\_

Reservation Date: \_\_\_\_\_ Anticipated Number of Attendees: \_\_\_\_\_

Reservation Start & End Hours (including time for set-up and clean-up): \_\_\_\_\_

Description of Reservation: \_\_\_\_\_

\_\_\_\_\_

**NOTE:** It shall be unlawful for any person within the city to consume intoxicating liquor of any kind in any street, alley, park, public building, or other land owned by the city, unless the consumption is authorized under a valid permit issued by the city or its authorized agent. (1995 Code, 42-166) (Ord.43, passed 6-5-1961)

The Applicant/Organization understand and agree to the following:

The purpose of this policy is to establish rules and regulations for the use of public parks. The City of Douglas reserves the right to rent only the Pavilions and Gazebos located within the parks. The Beery Field basketball court has been used in the past by groups and will remain on the list of areas to rent.

It is the policy of the city to require all individuals and/or groups to leave the parks as they found them. The individual submitting the application, fee, and receiving the permit will be known by the city as the “permit holder”.

All reservations must be made at least one week prior to the group outing, and will be accepted on a first come, first served basis. Reservation applications must be filled in their entirety and submitted to the City Clerk or City Treasurer along with the required fee. Reservation fees are non-refundable. Reservations will be deemed acceptable/non-acceptable at the time they are submitted.

The City Department of Public Works will post a notice at the reservation site prior to the event to indicate that the area has been reserved, the permit holder should also bring a copy of the permit to the event as well. Please note, the reservation only applies to the Gazebo, Pavilion, or basketball court (depending on which park was chosen). Due to potential fire hazards the city does not allow the use of charcoal grills, small gas grills are allowed.

Permit holders are responsible for cleaning and restoring the site after the event. All trash and/or garbage shall be placed in heavy duty bags and deposited into the city trash receptacles. Any bags that do not fit into the city trash receptacles should be removed from the site upon completion of the event. Do not leave trash piled high onto the trash receptacles over the weekends. The cost of any employee overtime incurred because of the permit holder’s failure to clean and/or restore the site following the event will be invoiced to the permit holder.

Alcohol is not permitted in city parks. No driving or parking on the grass areas. No blocking roadways. No fireworks (including sparklers, smoke bombs, and other such displays).

If using music at an event, noise levels must be maintained at an acceptable level so as to minimize disturbance to residents and other users of the park, and must be turned off by 10:00 p.m.

Please Note: The City of the Village of Douglas (the City) is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who require certain accommodations in order to use the pavilions or Gazebo may contact the City Clerk at [clerk@douglasmi.gov](mailto:clerk@douglasmi.gov) or call the City Offices at 269-857-1438.

**HOLD HARMLESS/INDEMNITY**

As the Applicant or duly authorized agent of the Organization, I hereby apply for approval of this park reservation and affirm the above understandings, and have read and agree to the above policy. The information provided on this application is true and complete to the best of my knowledge.

Printed Name of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

(TO BE COMPLETED BY THE CITY)

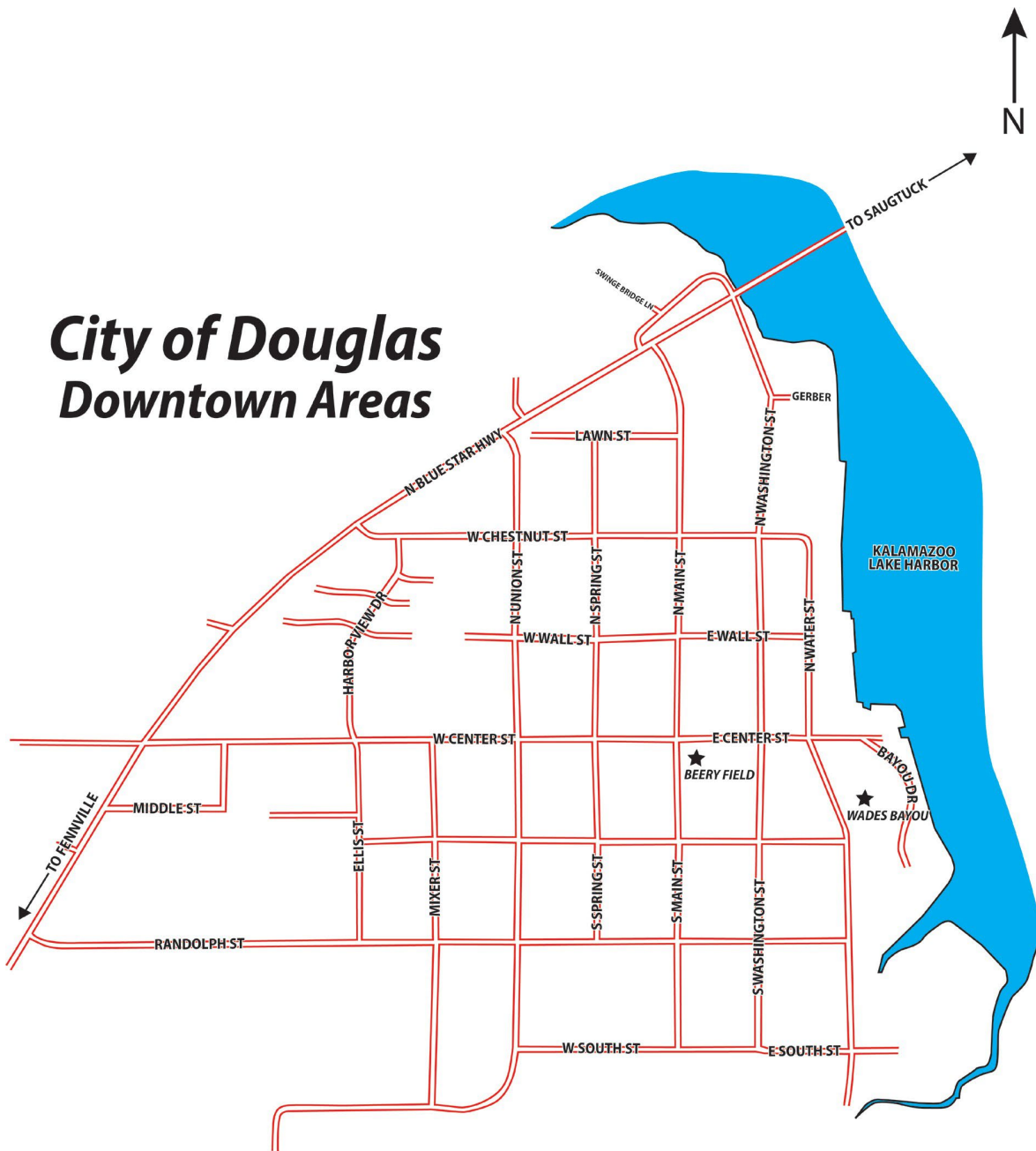
Received on: \_\_\_\_\_ By: \_\_\_\_\_

Approval: \_\_\_\_\_ Yes \_\_\_\_\_ No

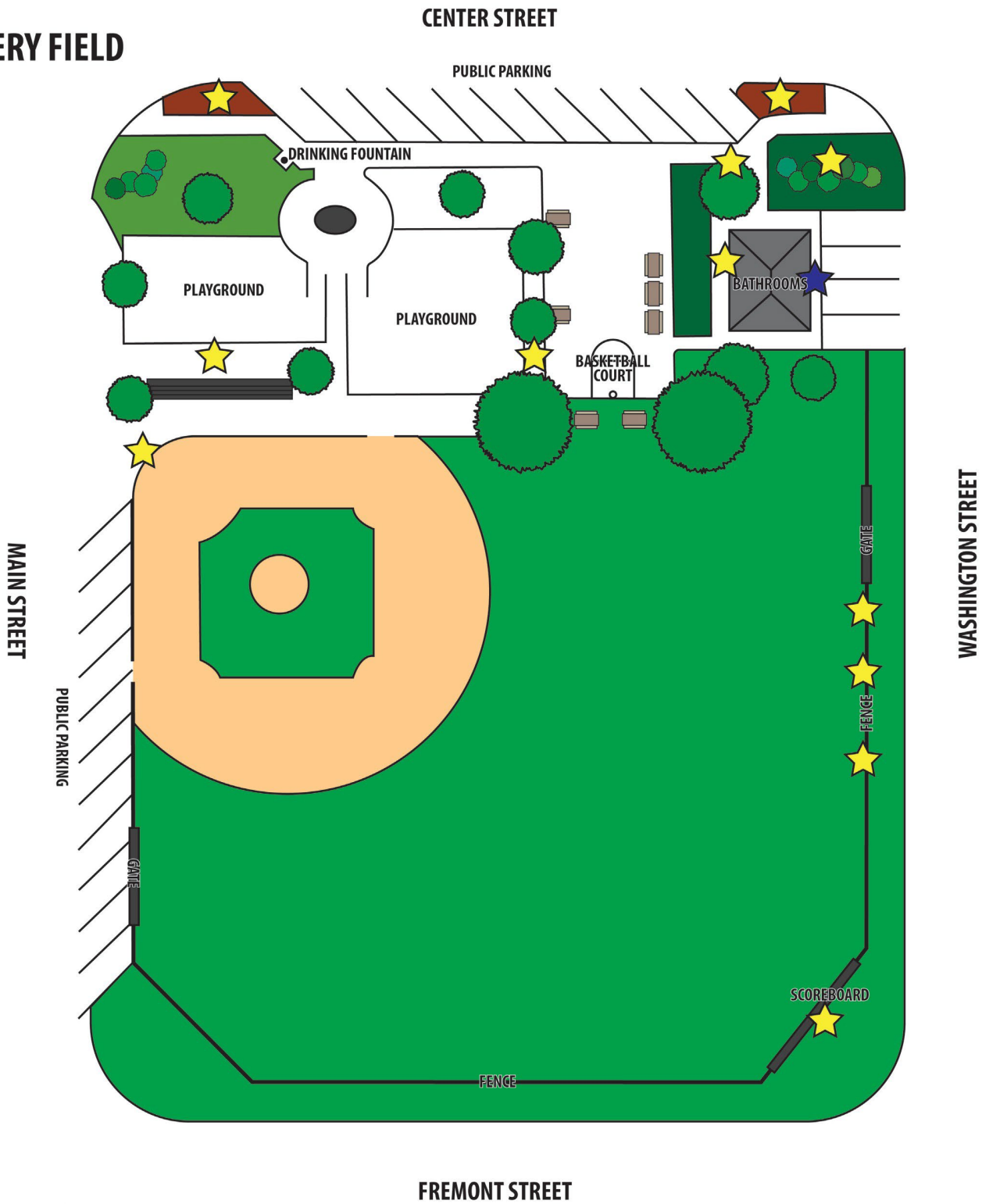
Any Conditions: \_\_\_\_\_

Notification to: (initial & date)

DPW \_\_\_\_\_ Police \_\_\_\_\_ Fire \_\_\_\_\_ Other \_\_\_\_\_



# BEERY FIELD

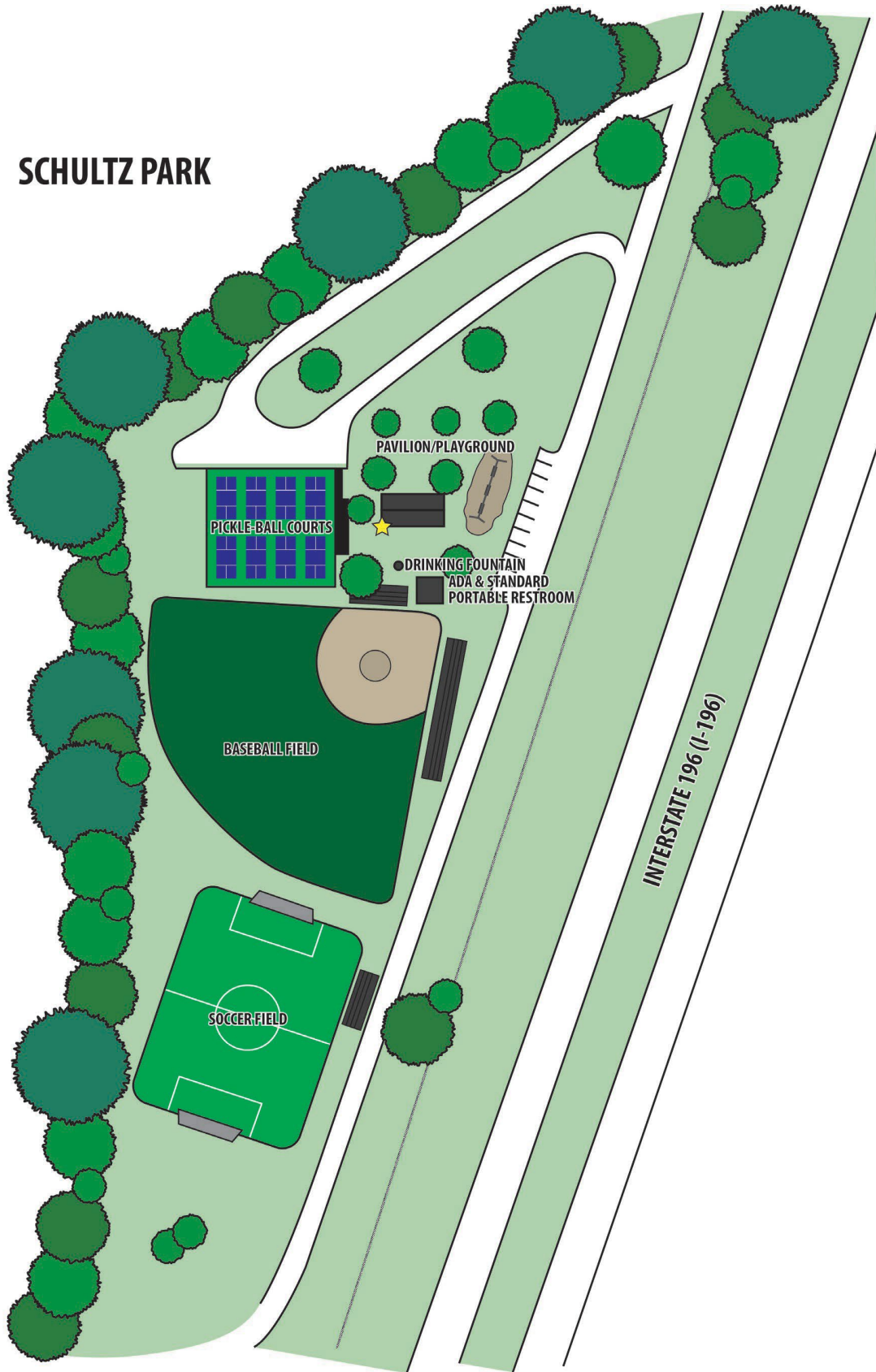


-  Water Hose Hookup
-  Electrical Outlet

**Note: Beery Field has an underground irrigation system. Please notify the Director at the Douglas Department of Public Works @ 269-857-2763 to discuss placement locations for tents, canopies, etc.**



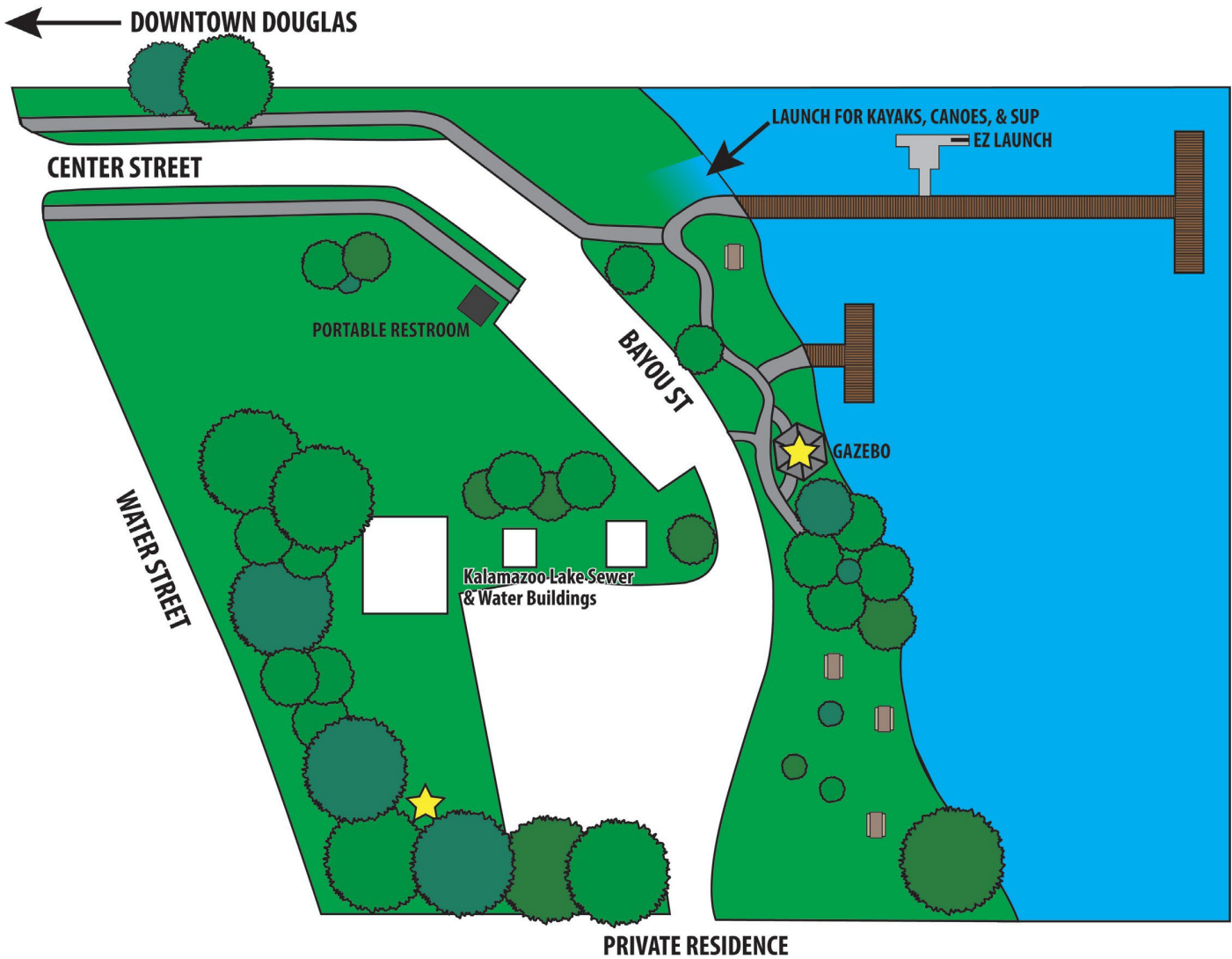
# SCHULTZ PARK



 Electrical Outlet

**Note: Schultz Park has an underground irrigation system. Please notify the supervisor at the Douglas Department of Public Works @ 269-857-2763 to discuss placement locations for tents, canopies, etc.**

# WADES BAYOU



 Electrical Outlet

**Note: Wades Bayou has an underground irrigation system. Please notify the Director at the Douglas Department of Public Works @ 269-857-2763 to discuss placement locations for tents, canopies, etc.**