

DeWitt Charter Township Outdoor Facility Request/Rental Agreement

Please deliver completed form to DeWitt Charter Township

email to: parks@dewittwp.org

mail to: 1401 West Herbison Road, DeWitt, MI 48820

Please make checks payable to: DeWitt Charter Township

Applicant/Organization	
Address	
City/State/Zip	
Contact Name	
Contact Daytime Phone:	
Contact Evening Phone:	
Email address:	Function Date
Group Size	Requested Time
Briefly describe the purpose of your event / sign information:	
REQUESTED FACILITY	REQUESTED ATHLETIC FIELD
<input type="checkbox"/> Valley Farms Pavilion #1	<input type="checkbox"/> Valley Farms Soccer Field #1 (N/S)*
<input type="checkbox"/> Valley Farms Pavilion #2	<input type="checkbox"/> Valley Farms Soccer Field #2 (E/W)*
<input type="checkbox"/> Granger Meadows Pavilion #1	<input type="checkbox"/> Valley Farms Softball Field #1**
<input type="checkbox"/> Granger Meadows Pavilion #2	<input type="checkbox"/> Granger Meadows Softball Field #1**
<input type="checkbox"/> Granger Meadows Pavilion #3	
<input type="checkbox"/> Granger Meadows/ Valley Farms Concession Stand (circle one)	

* Soccer fields are not guaranteed to be lined.

**Softball fields are not guaranteed to be dragged and lined.

I have read and initialed the park use rules (opposite side). I agree to abide by the rules as written. I further agree to assume responsibility for all damage to or liability for the facility during the rental period.

I agree to reimburse DeWitt Charter Township for any theft or damage to the Township facility during the period of the rental. The reimbursement will be based on replacement costs and will be made within 30 days of the theft or damage.

Applicant Signature _____ Date _____

For office use only:
 Deposit: \$ _____ ck #: _____ /cash/cc Log: _____ RecPro: _____
 Payment: \$ _____ ck #: _____ /cash/cc _____
 Notes: _____

Rules for Park Use (For complete list see the Township’s Codified Ordinance, Section 30):

1. All minors attending activities in the Township facilities shall be adequately supervised by adults.
2. Absolutely no alcoholic beverages or drugs are allowed on Township property.
3. No person shall engage in any disturbance, fight, quarrel or altercation on the premises, nor shall any person who is obviously under the influence of alcohol be permitted to remain on the property.
4. Those using Township facilities shall not engage in loud, boisterous, or disruptive activity.
5. Games of chance are subject to state licensing.
6. Decorations shall be erected and taken down in a manner not destructive to Township property within the rental time period only.
7. Strict adherence to Township parking areas is required.
8. Dogs are not allowed, except where specifically designated.
9. Prohibited items/activities include: firearms, bows and other weapons; fireworks of any kind; hunting or trapping of animals; littering or vandalism; playing of golf.
10. Bicycles are allowed on road/parking surfaces only.
11. Activities for profit/fundraising will also be required to provide a Certificate of Liability Insurance, as required by the DeWitt Charter Township facility use policy.
12. It is the responsibility of the party using the facilities (whether by fee rental or other use as permitted by the Township) to obtain permission or license to use any copyrighted materials not limited to licensing from BMI, ASCAP or SESAC.
13. All forms of smoking or vaping are prohibited while on park property.

To qualify for a full refund of security deposit:

- a. Leave premises in the same condition they were prior to rental.
- b. All garbage must be placed in the trash receptacles provided.
- c. Not vacating on-time per the rental agreement may result in additional fees and forfeiture of the deposit as determined by the township.

Fee Schedule (hourly rates) *

Facility	Category	Resident Fee	Nonresident Fee	Security Deposit
<i>Picnic Shelter</i>	Civic/Non-Profit	\$65/4 hr + \$12/add’1 hr	\$65/4 hr + \$12 add’1 hr	\$50
	Family/Business	\$65/4 hr + \$12/add’1 hr	\$90/4 hr + \$16 add’1 hr	\$50
<i>Athletic Field</i>	Civic/Non-Profit	\$15/ hr	\$15/ hr	\$30
	Family/Business	\$15/ hr	\$40/ hr	\$30
<i>Concession Stand</i>	Civic/Non-Profit	\$25/ hr	\$25/ hr	\$125
	Family/Business	\$25/ hr	\$35/ hr	\$125

*Fee structure is subject to change.

Initials: _____

Cancellation Policy:

In the event of a **Park Pavilion/Sports Field** cancellation, money paid for the rental fee will be refunded along with the deposit, less \$20.00, if the cancellation is made and received fourteen (14) days prior to the reservation date. In lieu of a cancel, a change of date may be honored, if available. Cancellations less than fourteen days will result in the loss of the park rental fees paid, yet the security deposit will be returned. Changing date or location of a reservation less than fourteen (14) days prior to the reservation, is the same as a cancellation, and the cancellation policy and fees will apply (loss of rental fee, return of deposit).