



# **Almont Community Park Pavilion**

**Almont, Michigan 48003**

## **Application and Reservation Policy**

Reservation for the Almont Community Park Pavilion must be made with the Village Office. A reservation is not confirmed until an application form is on file and rental and security deposit fees are paid. This application is made subject to the rules and regulations of the Almont Community Park Board.

If at any time it should be determined that the proposed use will violate Park Board Policies or past practices, it is understood by the applicant this agreement may be revoked or canceled at any time. In the event of such revocation or cancellation, there shall be no claim or right to damages or reimbursements on account of any loss, damage or expense.

### **Rental and Security Deposit Fees as follows:**

Applicant and responsible party is a resident: \$50.00

Applicant and responsible party is a non-resident \$100.00

**In addition, each reservation requires a security deposit of \$50.00. If the Facility is left in good clean condition, and the key returned to the Village Office (within 4 days of activity) the deposit will be refunded.**

Park facilities will be open from 10:00 a.m. until 8:00 a.m. to allow ample time for cleaning inspection between rentals by a park board member to issue a cleaning deposit return.

Applicant and responsible party shall be present at all times during the activity and will assume all responsibility for damages or liability of any kind and further agrees to save and hold harmless the Board and its employees and representatives from any expense or costs in connection with the use of the facilities under this agreement.

Applicant shall be responsible for all clean up including but not limited to bagging and disposal of trash in the dumpster provided. Please note the cleaning check list provided with this application.

Applicant and responsible party must be a minimum 21 years of age.

Applicant and/ or person in charge of the activity will be present at all times during said activity.

Applicant has been authorized by Organization or Club to represent it.

Application does not guarantee the exclusive use of the **Almont Community Park**.

**Cancellation of Reservation: A reservation may be canceled without penalty no less than 8 days before the date of the reservation. Cancellations occurring less than 8 days prior to the event, rental fee will be forfeited and the security deposit will be returned.**

**NO ALCOHOLIC BEVERAGES WILL BE SERVED OR PERMITTED WITHIN THE PARK BOUNDARIES.**



# Almont Community Park Pavilion Application & reservation Form

**PLEASE COMPLETE THE FOLLOWING INFORMATION**

1. Name of Applicant: \_\_\_\_\_
2. Name of Organization: \_\_\_\_\_
3. Complete Mailing Address for Applicant: \_\_\_\_\_
4. Date (s) of Reservation: \_\_\_\_\_
5. Event Start Time: \_\_\_\_\_ Departure Time: \_\_\_\_\_
6. Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_
7. Event Description: \_\_\_\_\_
8. Estimated number of participants: \_\_\_\_\_
9. Documentation of residence shown. Type of proof: \_\_\_\_\_

**PICK UP PAVILION KEY THE THURSDAY BEFORE YOUR EVENT  
7:00 AM TO 5:00PM  
VILLAGE OFFICE IS CLOSED ON FRIDAY**

By signing below, I acknowledge that I have read and understood the rules and regulations provided on this rental application. I accept full responsibility in compliance with these rules and regulations associated with my Park Rental. I further understand and agree I shall be responsible for the use and proper care of the facility while in my care.

\_\_\_\_\_  
Signature of Responsible Person

\_\_\_\_\_  
Date

Approved/Denied by: \_\_\_\_\_

Approval/Denial Date: \_\_\_\_\_

Copy of Approved Application w/rules and regulations given to Applicant  Yes  No



# **Park Pavilion Cleaning Check List**

## **Kitchen Area:**

- All appliances cleaned (stove,microwave,refrigerator,ect )
- Table(s) and countertops cleaned. Floor swept and mopped.
- All lights turned off
- The volleyball returned to its designated storage shelf.

## **Bathroom Area:**

- All Facilities left in clean condition.
- Trash removed and discarded. (Trash from inside trash should be moved to an outside barrel).
- Lights and water turned off.

## **General Pavilion Area:**

- All garbage removed and put in the park dumpster.
- All litter removed from the park grounds.
- All tables left in the position in which they were found.

I understand that I am required to submit a \$ 50.00 deposit to the Village of Almont for the rental of the pavilion at the Almont Community Park. I also understand I will forfeit the deposit, in full, if any of the above have not been checked and cleaned during the follow-up inspection of pavilion grounds by Almont Parks and Recreation Board member after my use of the pavilion.