

Village of Onsted
Parks and Recreation
Facility Reservation Form

Facility: _____ Date: _____ Time: _____ to _____

Activity Description: _____

Estimated Attendance: _____ Amount Due: _____

Vendors will be present at the above event?	YES	NO
Do you need electricity?	YES	NO
Do you need water?	YES	NO
Do you need the bathrooms open?	YES	NO
Do you have a 501 status? [i.e. 501(c)3, 501(c)6]	YES	NO

I hereby certify that I am the authorized and responsible representative of this organization; that the above statements are true to the best of my knowledge; that I have received a copy of the rules and regulations governing ball field/picnic shelter/stage/park area use; and that I am familiar with and will comply with the regulations, policies, and fee schedule governing use of the facilities.

In making this application, the organization/group/individual above stated agrees to defend, indemnify, and hold harmless the village of Onsted, its officers, employees and agents from any and all claims for injury to person (including death) or property arising out of, or in any way connected to its/our use of the rented ball field/picnic shelter/stage/park area except to the extent any such claims may arise from any act or omission of the village of Onsted. I have read and agree to the regulations on the front and back of this form.

Applicant Name (PRINT): _____

Signature of Applicant: _____

Organization: _____ Phone: _____

Address: _____

Return form with payment to: Village of Onsted
108 S. Main St.
PO Box 420
Onsted, MI 49265
(517) 467-4618

Office use only:

Approved by: _____ Date: _____

Amount Paid: _____

Receipt #: _____

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The Village of Onsted's parks and recreation facilities are available to all citizens of the community. They are operated and maintained by the village as an integral part of the public recreation program. Due to the extremely heavy use of the shelters, ball fields, stage and other areas in the park by the public, certain restrictions have been placed on their use to help achieve maximum use efficiency. No group will be refused use of facilities if the planned program is of community wide interest and the time and/or facility is available.

Scheduled events in the Village park facilities may be canceled by the Village of Onsted at any time if the facility is deemed unsafe or the ball field playing surface is damaged severely.

Proof of liability insurance may be necessary for competitive/league play, fairs, carnivals, or special events. Inflatable (bounce houses) structures, water slides, pools, slip n' slides, etc. must obtain prior approval. Proof of insurance must be submitted to the village in advance. Location and sites will be limited and/or excluded based on impact to park or facility.

Park rules and regulations:

1. Facilities used must be cleaned by the renter immediately upon conclusion of their program or activity.
2. Any renter who damages property through misuse will be responsible for reimbursement of costs associated with repair including materials and labor.
3. **NO ALCOHOLIC BEVERAGES OR CONTROLLED SUBSTANCES PERMITTED.**
4. No open flames. Barbecues are permitted. Renter is responsible to dispose of coals off of park property.
5. Reservations for shelters must be done during normal business hours of:
Monday: 2:00-6:00pm
Tuesday-Thursday: 9:00am- 1:00pm
6. Reservations must include set-up and clean-up time.
7. Reservations are not final until approved by the Village of Onsted.
8. Renter must have this Facility Reservation Form present at the time of rental.

FEE SCHEDULE:

Shelter: \$25- Village Resident
 \$30- Non Resident