



CITY OF PONTIAC MICHIGAN

Mayor Deirdre Waterman

Department of Public Works

FACILITY AND PARK USE POLICY RULES AND REGULATIONS

All park shelters and parkland are open to the public. All open parks shelters are on a first come first served basis. The parks can be reserved for your event. There must be a paid permit fee and rental agreement in place, in order to guarantee your event will take place at your desired location.

- The City of Pontiac Parks and Recreation Division (Dept. of Public Works) retains the sole right to issue performance and special event permits in Parkland.
- You must pay a \$35.00 permit fee at the time of reservation. The permit fee is non-refundable. No exceptions. No refunds are given based on last minute cancellations or weather related cancellations. Please schedule your event accordingly.
- Your reservation will be based on availability and you must sign a rental agreement. Payments must be made in cash, check, money order or credit card. (We accept Visa, M/C, and Amex) A 3% fee is charged for using a credit card.
- All events must comply with local and state law. The parkland is open to the public, but each individual must comply with park rules and regulations. Disturbance and/or nuisance will be handled by the Oakland County Sheriff's Department.
- You must be 21 years of age and must present a valid driver's license or State ID at the time of scheduling an event.
- Amplified sound at the parks must be moderate and controlled.
- Event area must be restored to its original setup once the event is over, including picnic tables, trash receptacles, bleachers and other moveable items located in the parks.
- All events scheduled at the parks are rain or shine. No refund of permit fees or rescheduling using the permit fee already in place is allowed due to weather.
- Renters are not allowed to attach banners or decorations to lights, tree, and fountains or turf area, unless approved by the parks and recreation director.
- No driving or parking on grass area (you will be ticketed or towed). Parking allowed only in designated parking areas.
- Excess trash left on the premises will result in a fine, which must be paid by the responsible renter. Any extra expense incurred for cleaning by the City will be the responsibility of the person or group that reserved the park.
- Please do not litter. Several trash receptacles can be found throughout the park for your use.
- No overnight parking or camping is allowed on park property.
- Renter of guest cannot exhibit abusive or profane language or behavior while on park property or surrounding park areas.
- No pets allowed during scheduled events. It is the renter's responsibility to provide a safe and secure environment for all of his/her guest, patrons and visitors when scheduling an event at the park.
- No sub-leasing of the park.



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SPECIAL PROVISION TO PERMITS

In the event that any of the referenced park rules are not complied with, the park rental agreement will be immediately voided and the Renter shall lose any and all security deposit.***

As part of this agreement, the Renter agrees to post a security deposit for the inspection and supervision of the Oakland County Sheriff's Department as well as a clean-up deposit in the event the area needs to be cleaned after the event.

Events under 250 require: Clean-up Security Deposit: \$100.00**

Oakland County Sheriff Fee of \$300.00 will be charged to the Renter in the event they are called.

Events over 250 require: Clean-up Security Deposit: \$500.00***

Oakland County Sheriff Department Security Deposit \$300.00

*Security Deposits will be refunded as long as all park rules and regulations are adhered to.

**Security Deposit is refundable assuming the Sheriff Department is not required due to call or incidents at the rental site.

***Security Deposit is refundable assuming no additional clean-up is required at the end of the rental.

Print Name: _____

Sign Name: _____

Date: _____