Rental Opportunities

West Bloomfield Parks
4640 Walnut Lake Rd.
West Bloomfield, MI 48323
(248) 451-1900
wbparks.org
West Bloomfield Parks makes parks and facilities available for rent when they are not programmed with Department activities. The West Bloomfield Parks and Recreation Commission established this policy (see page 13) to provide for greater recreational use of its facilities by offering the public an opportunity to reserve a room or shelter. Certain restrictions and/or limitations are in effect for the benefit of all.

Customer service representatives will discuss your rental needs, the size of your event and any additional plans that you have for your rental. They can help you choose which facility will best fit your needs.

**Reservations for each season will begin on the following dates***:

- March 1 for May-August rentals
- July 1 for September-December rentals
- November 1 for January-April (the following year) rentals

*When the date scheduled falls on a Saturday or Sunday, reservations will begin the next regular business day.

Rooms may be rented year-round, subject to our programming schedule. Reservations for outdoor shelters will begin March 1 (or the first business day following March 1) and are available for rental the Saturday before Memorial Day through the end of September. Groups of 20 or more must reserve a facility. Applications must be complete and paid for a minimum of 14 days in advance.

To reserve a facility, you must provide:

- Completed rental agreement
- Driver’s license
- Full payment
- $200 security deposit (credit card/check only)

Depending on the type of event, there may be additional approvals and specific insurance coverage needed, which could take several days to obtain.

The Rental Agreement can be downloaded from our website at wbparks.org/rentals. You can email (info@wbparks.org), fax (248.738.2529), mail (4640 Walnut Lake Rd., West Bloomfield, MI 48323) or place the completed form in our after-hours drop box. Our main office is open Monday-Thursday from 8 am to 7 pm and Fridays from 8 am to 4:30 pm.
Rental Policies

Shelter Rentals
Shelter rentals are available between the hours of 9:00 am and 8:00 pm, the Saturday before Memorial Day through the end of September. In order to ensure good customer service and that your rental area is prepared, please be accurate with your rental time requests.

Your rental permit assures your use of the shelter. Rentals have exclusive use of shelter only, other park amenities are open to the public as well as renters.

Picnic tables are assigned to shelters by group size of eight (8) per table. Please remember additional tables cannot be provided for groups who exceed the recommended shelter capacity. Relocation of picnic tables from one area to another is not permitted. If tables are moved, the renter will forfeit the security deposit.

Room Rentals
Rooms are available between the hours of 8 am and 9 pm, year-round. There is a 2 hour rental minimum Monday-Friday and a 3 hour rental minimum on Saturday and Sunday. Your set up and clean up time needs to be included in your total rental period. You will not be able to access your rental prior to your scheduled rental time. If you have not exited the rental by the scheduled end time, your deposit may be forfeited.

Transfers
Transfers (dates, locations or time changes) will be granted based on availability and will incur a $20 administrative fee.

Refunds
Full notice of a cancellation must be received at least 30 days prior to the rental date. All fees and charges for the rental of rooms, shelters, facilities and park areas are refundable minus a $20 cancellation fee. Refunds will not be granted with less than 30 days remaining prior to the rental date. If an outdoor rental must be cancelled due to inclement weather, West Bloomfield Parks will make every attempt to reschedule the rental date during the current calendar season. Please notify West Bloomfield Parks the next business day to reschedule your outdoor rental.

Rentals are available to residents, non-residents, township businesses and organizations on a first come, first serve basis.
# Facilities Overview

**Available Hours:**  
*Indoor rentals: 8 am to 9 pm*  
*Shelter rentals: 9 am to 8 pm*  

*Hour Minimums:*  
2 hour minimum Monday - Friday  
3 hour minimum Saturday and Sunday  
*Shelter rentals are all day.*

<table>
<thead>
<tr>
<th>Location</th>
<th>Facility</th>
<th>Resident Rate</th>
<th>Nonresident Rate</th>
<th>Seating Options and Capacities</th>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>Bloomer Park</strong></td>
<td>Shelter</td>
<td>$150/day</td>
<td>$175/day</td>
<td>40 5 Picnic Tables</td>
<td>One (1) Standard Outlet; One (1) Grill</td>
</tr>
<tr>
<td><strong>Drake Sports Park</strong></td>
<td>Community Room</td>
<td>$75/hour</td>
<td>$100/hour</td>
<td>Theatre 70 Party 64 Business 24</td>
<td>Multiple Standard Outlets; No Grill</td>
</tr>
<tr>
<td></td>
<td>Shelter</td>
<td>$175/day</td>
<td>$200/day</td>
<td>120 15 Picnic Tables</td>
<td>No Electrical Access; Two (2) Grills</td>
</tr>
<tr>
<td><strong>Keith Sports Park</strong></td>
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<tr>
<td><strong>Marshbank Park</strong></td>
<td>Lodge</td>
<td>$90/hour</td>
<td>$115/hour</td>
<td>Theatre 60 Party 56 Business 32</td>
<td>Multiple Standard Outlets; One (1) Lg Grill</td>
</tr>
<tr>
<td></td>
<td>Maple Ridge Shelter</td>
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<td>Two (2) Standard Outlets; Two (2) Small Grills</td>
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<td>Oak Ridge Shelter</td>
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<tr>
<td><strong>Recreation Activities Center</strong></td>
<td>Room 101</td>
<td>$50/hour</td>
<td>$75/hour</td>
<td>Theatre 30 Party 28 Business 30</td>
<td>Multiple Standard Outlets; No Grill</td>
</tr>
<tr>
<td></td>
<td>Room 102</td>
<td>$75/hour</td>
<td>$100/hour</td>
<td>Theatre 80 Party 56 Business 32</td>
<td>Multiple Standard Outlets; No Grill</td>
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<tr>
<td><strong>Schulak Farm</strong></td>
<td>Stone Room</td>
<td>$75/hour</td>
<td>$100/hour</td>
<td>Theatre 40 Party 32 Business 20</td>
<td>Multiple Standard Outlets; No Grill</td>
</tr>
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</table>
Bloomer Park sits on the shores of Middle Straits Lake. The park features a shelter, a grill, a play structure, seasonal restrooms and a basketball court. There are walking trails through the woods on park property as well as connections to area bike paths. There is a public boat launch, however, no swimming is allowed. Rentals have exclusive use of the shelter only; park amenities are open to the public as well as renters.

Inflatables are permitted at Bloomer Park only and must be rented along with a generator from Oakland County Parks & Recreation by calling (248) 858-0916.

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Bloomer Park
7581 Richardson Road, West Bloomfield 48324
Drake Sports Park
6801 Drake Road, West Bloomfield 48322

Drake Sports Park includes grills, picnic tables and a play-structure near the shelter. The park also includes soccer/multi-purpose fields, tennis courts, pickleball courts, a skateboard park, restrooms and ballfields (ballfields are rented separately). There is a .7 mile walking path with eight (8) exercise stations along the way. Rentals have exclusive use of the shelter only; park amenities such as bathrooms are open to the public as well as renters. Inflateables are not permitted at Drake Sports Park.

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Keith Sports Park
2750 Keith Road, West Bloomfield 48324

Keith Sports Park includes two parking lots, restrooms, paths, benches, picnic areas, two tennis courts, a shelter, three softball/little league diamonds and a soccer/multi-purpose field (fields are rented separately). Rentals will not be available when scheduled games are taking place on the fields. Inflateables are not permitted at Keith Sports Park.

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Shelter

Ball Fields

wbparks.org
Marshbank Park includes grills, a sled hill, picnic tables, two sand volleyball courts, playgrounds, a canoe/kayak launch, a fishing pier, trails, two baseball diamonds (to be rented separately) and restrooms with drinking fountains. No swimming is allowed as there is a dangerous drop-off along the shore. Renters have exclusive use of the room or shelter only; park amenities such as bathrooms are open to the public as well as renters. Rental of the Lodge includes a paved patio located behind the building. A shade canopy and two picnic tables are available in this space during summer rentals. Inflateables are not permitted at Marshbank Park.

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<td></td>
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The Recreation Activities Center (RAC) serves as the administrative offices of West Bloomfield Parks. Besides the administrative offices, the RAC has two community rooms and is home to the Nature Room, a one-room nature center (open limited hours). In addition to the building amenities, the surrounding Civic Center property has numerous trails for walking and viewing wildlife.

### Room #101

![Room #101](image)

### Room #102

![Room #102](image)

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Schulak Farm is a quaint historic farmhouse that is perfect for small events. The house has three usable rooms and a kitchen; the Stone Room (pictured below), a small dining room suitable for a buffet table, and the living room which can be set up with chairs. The gardens around the house provide an area for small outdoor events such as weddings, showers or family reunions.

Rental of the Schulak property includes a residential type refrigerator and freezer, a microwave oven and plenty of counter space for your food service needs. There is no cooking of food allowed; the kitchen is designed for service only. Furniture cannot be taken outdoors.

Rentals are permitted from December 1 through April 30 by approval only.

When a reservation is made at this facility, the house and yard are available to the renter. The barn is not a functioning barn, it is not rentable. There are two picnic tables on the patio outside of the house. Moving indoor furniture outside is prohibited. Limited additional tables and chairs may be brought by the renter for outside seating as long as the number of people you are trying to accommodate does not exceed the capacity of the parking lot. Inflateables are not permitted at Schulak Farm.

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HOW LONG IS THE DURATION OF MY RENTAL (HOURS AND DAY)?
We only allow one rental per day whether room or shelter.
Any indoor facility (room) is rented at an hourly rate from 8am to 9pm. You choose the hours for your rental including set-up and clean-up. Please choose your reservation times carefully; any change to your reservation will result in a $20 administrative fee.
Any outdoor facility (shelter) is rented at a daily rate from 9am to 8pm. The shelter is yours for the duration of the day rented, though we do also require as part of the permit, to note the approximate time frame you will expect to be there.

CAN I COME EARLY TO SET UP?
For an indoor facility (room), your set-up and clean-up must be included in your rental time. Your room will be laid out with tables and chairs and available to you at the start time of your rental. For an outdoor facility (shelter), you can set-up any time on the day of your rental. We only rent each shelter once per day.

WILL A STAFF PERSON FROM WB PARKS BE AT THE RENTAL TO HELP OR OVERSEE THE RENTAL?
For an indoor facility (room), a staff member will always greet you and let you into your reserved room, at which time you may ask for assistance with adjusting any minor changes to the lay out of the room. The Recreation Activities Center almost always has a staff member in the building for the duration of your rental. For all other indoor facilities, a staff member will greet you and then be available via an emergency contact cell phone.
For an outdoor facility (shelter), a staff member will greet you and answer any additional questions you might have, and then will be available via an emergency contact cell phone.

IS THERE ACCESS TO WATER AT ANY PARK?
None of our parks have a beach or foot entry to water. Marshbank Park has a fishing pier and canoe/kayak launch on Cass Lake. Bloomer Park has a boat launch on Middle Straights Lake.

HOW MANY CHARCOAL GRILLS ARE AT THE PARKS? See pg 14, #17 for more information.
Bloomer Shelter: 1 small, 1 ½ x 1 ½ foot
Marshbank Maple Ridge Shelter: 2 small, 1 ½ x 1 ½ foot
Keith Sports Park Shelter: none
Drake Sports Park Shelter: 2 small, 1 ½ x 1 ½ foot
Marshbank Oak Ridge Shelter: 1 large, 3 x 3 foot
Marshbank Lodge: 1 large, 3 x 3 foot

CAN I BRING A TENT, TABLES AND/OR CHAIRS TO PROVIDE MORE SEATING?
If you rent a shelter, you may bring a non-commercial tent, no larger than 10x10 ft but it must be disclosed at time of permit application. One food or gift table may be brought by renter. No additional chairs may be brought in. All shelter maximums are set to accommodate the number of people and the number of vehicles in adjacent parking lots at each park.

CAN I DRIVE UP TO THE SHELTER TO LOAD OR UNLOAD?
We do not allow any vehicle to drive off the roads or parking lots, therefore, renters will not be allowed to drive to a shelter area or on any other grassy area.

WHAT IS CONSIDERED “DAMAGE” WHEN I RENT A FACILITY OR WHAT WOULD YOU HOLD MY SECURITY DEPOSIT FOR?
All rooms and shelters are expected to be left the way they are presented to you (not including any considerable amount of garbage, which will be disposed of by our staff). Anything that becomes broken, missing, or requires more than a considerable amount of clean-up by our staff could result in an additional payment beyond the security deposit.
Parks and Facilities
Locations and Amenities

1. **Bloomer Park**
   7581 Richardson Road
   This 36-acre park sits next to the picturesque Middle Straits Lake and features beautiful views and natural areas.

2. **Keith Sports Park**
   2750 Keith Road
   This 13-acre park features baseball fields, soccer fields and tennis courts. There is also a shelter and picnic areas.

3. **Drake Sports Park**
   6801 Drake Road
   This 54-acre park offers something for nearly every sports enthusiast out there from skateboarding to tennis.

4. **Marshbank Park**
   2805 Hiller Road
   The 108-acre, recently-renovated park offers something for sports fans and nature lovers alike.

5. **Recreation Activities Center**
   4640 Walnut Lake Road
   West Bloomfield Parks’ administrative offices are located here as well as the Nature Room and Outdoor Natural Play Area. Nature trails meander through the woods behind the building.

6. **Schulak Farm**
   6889 West Maple Road
   The five-acre, historic Schulak property offers meeting rooms.

For a complete listing of our parks, visit wbparks.org/parks.

West Bloomfield Parks & Recreation Commission Park Rules

- Parks are open 8:00 am to sunset unless otherwise posted.
- Parks and facilities are smoke free. Smoking is not permitted within park boundaries.
- Motorized vehicles are permitted in the parking areas and roadways only. Motorized vehicles are not permitted to remain in the park after sunset. Off-road vehicles are prohibited.
- Pets must be on a maximum of a 6 foot leash and under control of the owner. Owners are required to clean up after their pet.
- Do not remove, disturb, injure or kill any animal, bird, tree, plant, flower or natural element.
- Groups of 20 or more require a permit.
- Litter must be placed in receptacles.
- The following are prohibited: commercial activities, loud music, firecrackers and fireworks, hunting, weapons, ground fires, horses, feeding of wildlife, loitering, golf activities, model aircraft, rockets, and drones.
- Alcoholic beverages are prohibited.
- It is unlawful for any person to carry or have in their possession a firearm, unless that individual possesses a valid license or is not required to possess a license under state or federal law.
Rental Philosophy

All West Bloomfield Parks and Recreation Commission’s Facilities and Parks are covered by this policy. Facility or shelter rental is available to residents, township businesses or organizations, and non-residents on a first come, first serve basis. Outdoor shelters are available for rental the Saturday before Memorial Day through the end of September only.

At the discretion of the Director of West Bloomfield Parks or the Commission, the rental fee may be reduced or waived for special circumstances. Requests to have a rental fee waved or reduced, must be made in writing no less than 60 days prior to the requested date. West Bloomfield Parks reserves the right to alter its fees as it deems necessary.

West Bloomfield Parks reserves the right to place upon the renter restrictions other than those stated in the policy so as to protect its property and the safety of the public.

West Bloomfield Parks’ programming takes first priority on scheduling activities and maintenance needs at its facilities. Rental of facilities is based on availability and on a first come, first serve basis after West Bloomfield Parks’ seasonal schedule has been established.

Renter Classifications

Classification I
West Bloomfield Parks and Recreation Commission’s facilities will be available for use, free of charge, to all programs offered by West Bloomfield Parks. The Charter Township of West Bloomfield will not be charged for room usage during normal business hours.

Classification II
Defined as a non-profit organization, whose primary purpose of providing and delivering recreational opportunities or social benefits, to the community. A non-profit or not for profit organization is defined as an organization that can document its 501C3 status and demonstrate that the residents of West Bloomfield Township are directly served by its existence. Such groups could include, but are not limited to, the Greater West Bloomfield Community Coalition, Lakeland Athletic Association, Lakes Area Soccer Association, NFWB Baseball/Softball, West Bloomfield Youth Assistance, optimist clubs, public schools, rotary clubs, scout groups, religious institutions, homeowners associations that are listed on West Bloomfield Township’s approved list. This discount is only available for Rooms 101 or 102 at the Recreation Activities Center.

Scheduled after Classification I requests are completed, reduced rate of 50% for room or shelter use only. Discount only available Monday-Thursday. Full rental fees apply on Fridays, weekends and holidays. Note: shelters are only reservable from the Saturday before Memorial Day through the end of September.

Classification III
Any organization, club, individual, business or group which does not fall within the definitions of Classification I or II. Scheduled after Classification I and II requests are completed (availability based on first come, first serve). Full rental fees apply.
1. Renter must be at least 21 years of age to rent. Renter must be present the entire duration of the event. If the event includes youth under the age of 18, there must be a ratio of 1 adult to every 10 youth. A Driver’s License is required for each rental permit application.

2. Residents are not permitted to reserve or rent facilities for non-residents.

3. All fees and charges for the rental of rooms, shelters, facilities and park areas are refundable minus a $20 administrative fee, if full notice of cancellation is received at least 30 days prior to the rental date. Refunds will not be granted with less than 30 days remaining prior to the rental date. If a rental must be cancelled due to the weather, a refund will not be issued. West Bloomfield Parks will make every attempt to reschedule the rental date during the calendar season.

4. Transfers will be granted based on availability and will incur a $20 administrative fee.

5. Renter must provide all completed forms, required fees and security deposits at the time of reservation. If deemed necessary Renter must provide the requested documentation including a signed waiver of liability or certificate of insurance.

6. Renter will be charged for damages and improper clean-up of the facility. If materials, trash, litter, and debris are not disposed of properly by the end of your rental, you will forfeit the entire security deposit. Facility personnel will inspect the site at the end of your rental period. Renter also assumes full responsibility for clean-up costs and damages incurred to rented West Bloomfield Parks’ property beyond the extent of the security deposit.

7. The consumption of alcoholic beverages or smoking at West Bloomfield Parks and Recreation Commission’s parks and facilities is prohibited by Township ordinance.

8. Any decorations beyond table cloths and centerpieces must be approved by West Bloomfield Parks (i.e. hay bales, candles, banners, confetti, piñatas, etc.) for the safety of participants, and to properly maintain the facility. No items are to be attached to the walls or ceilings.

9. Renter may not sell any items, food or refreshments, or services to participants; unless approved by West Bloomfield Parks’ Executive Director.

10. Any person in attendance who behaves in an inappropriate or illegal manner will be asked to leave the premises. All requests and directives by a West Bloomfield Parks staff person must be followed. All applicable Township laws, ordinances and park rules shall be obeyed.

11. For the duration of the rental period, Renter must assume the responsibility to have adequate safety measures in place to protect the safety of those in attendance, such as, access to a telephone for 911 services and first aid materials.

12. Materials/equipment will not be used in a manner that could cause bodily injury or property damage.

13. Rental of a West Bloomfield Parks and Recreation Commission’s facility does not imply co-sponsorship by the West Bloomfield Parks and Recreation Commission. Please do not include West Bloomfield Parks’ telephone number as a contact for your event.

14. Facilities must be used for their stated purpose unless written permission for an alternative use is granted in advance by West Bloomfield Parks’ staff. Requests may be denied for competing or conflicting uses.

15. Caterers, portable pop up 10x10 tents, ice cream cart, food trucks, game trucks, interactive games (such as hamster balls, sumo suits, bubble soccer) and any other outside forms of entertainment are permitted but must be disclosed with West Bloomfield Parks at the time of the permit application. The appropriate insurance forms must be provided for food trucks, games trucks and interactive games. Vehicles are not allowed to drive off roads nor parking lots. Equipment and supplies must be carried in or moved by hand cart only. Vendor services are limited to those affiliated with the rental only. The Township noise ordinance must be adhered to before, during and after the event.

16. Bouncers are only permitted at Bloomer Park and must be rented through Oakland County Parks. Rides, amusements, petting zoos, inflatable games, dunk tanks, generators, hot or cold air balloons and ice cream trucks are NOT PERMITTED.

17. Gas or charcoal grills (must have drip plates) are permitted but must be disclosed to West Bloomfield Parks at the time of the permit application. Any fire source be it propane or charcoal must be contained in approved containers. Open fires, wood fires, outdoor fryers and boilers are not permitted no matter how contained.

Updated 8/30/17