

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.



General Rules and Responsibilities

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.

Rental Philosophy and Classifications

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.

Frequently Asked Questions

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 Mapleridge 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 Oakridge 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.