



**FACILITY USE PERMIT APPLICATION**  
**ACCIDENT WAIVER, RELEASE OF LIABILITY AND INDEMNITY/HOLD HARMLESS AGREEMENT**

Available facility rental hours: 8am - 9pm

In consideration of your rental times, you must include any set up and clean up. Access to your room will start at your scheduled check in, as a West Bloomfield Parks' staff member will be checking you in and out. If you have not exited by the scheduled check out, you will be responsible for the additional payment of overages.

DAY/ DATE \_\_\_\_\_ CHECK-IN \_\_\_\_\_ am pm CHECK-OUT \_\_\_\_\_ am pm  
(M, TU, W, TH, F, SA, SU) / (Month/Day/Yr.)

Recreation Activity Center: Room101 Room102  
4640 Walnut Lake Rd., West Bloomfield, MI 48323

Drake Sports Park: Community Room  
6801 Drake Rd., West Bloomfield, MI 48322

Marshbank Park  The Lodge  
2805 Hiller Rd., West Bloomfield, MI 48324

Purpose of Use: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

Required Set-Up: **A diagram of the rented room has been given to me and reviewed for set-up.**  
I am responsible to contact the main office with any necessary changes or the space will be set up as indicated on the attached diagram.  
Below I am making West Bloomfield Parks aware of additions I may want at my rental. By selecting *Food Truck, Game Truck* or *Interactive Games*, I understand I am not authorized to allow these at my rental until a copy of the insurance from the vendor has been approved and is on file.

Insurance required:  
Food Truck  
Game Truck  
Interactive Games  
(Hamster balls, sumo suits, bubble soccer, etc.)

- DJ
- Live Band
- Caterer
- Pop Up 10x10 Tent
- Ice Cream Cart
- Gas/Charcoal Grill

Any other form of vendor or live entertainment:

Individual/Organization Name: \_\_\_\_\_

Authorized Representative (If applicable) \_\_\_\_\_

Street Address: \_\_\_\_\_ City \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email Address: \_\_\_\_\_

Main Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

**Security Deposit:** I understand that I will have a \$200 security deposit for damages billed to my WB Parks account. Upon completion of the rental and a satisfactory inspection by a WB Parks representative (and no damages or additional costs are incurred), the fee will be removed from my WB Parks account. If I do not meet the stipulations covered in the General Rules and Responsibilities, listed on this application, I will pay the security deposit or any portion thereof to cover costs incurred, within one week following my rental.

**In case of emergency and no building supervisor is present to assist you, please call (248) 640-7484.**

Signature of Renter: \_\_\_\_\_ Date: \_\_\_\_\_

Fees: #Hrs. \_\_\_\_\_ x \$Rate \_\_\_\_\_ - (Discount\* \_\_\_\_\_) Total Fee: \$ \_\_\_\_\_  
\*If Classification II non-profit status, your permit is required to be reviewed before the date is approved and your payment is processed.

Staff Signature \_\_\_\_\_ Date \_\_\_\_\_

## GENERAL RULES AND RESPONSIBILITIES OF RENTER

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 canceled due to weather or COVID 19, 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 at West Bloomfield Parks and Recreation Commission parks and facilities are prohibited by Township ordinance. West Bloomfield Parks' facilities are non-smoking.
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 prior approval (more than 14 days) by the West Bloomfield Parks' Executive Director or designee.
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 and Recreation Commission staff person must be followed. All applicable Township laws, Township ordinances and Park rules will 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 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 prior approval (more than 14 days) by the West Bloomfield Parks' Executive Director or designee. Requests may be denied for competing or conflicting uses.
15. DJs, live bands, 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.
16. Vehicles are not allowed to drive off roads nor parking lots. Equipment and supplies must be carried in or moved by hand cart only. Vender services are limited to those affiliated with the rental only.
17. The Township noise ordinance must be adhered to before, during and after the event.
18. The following are NOT PERMITTED at any facility: water balloons, silly string, petting zoos, rides, amusements, inflatable games, dunk tanks, generators, hot or cold air balloons and ice cream trucks.
19. Gas or charcoal grills (must have drip plates) are permitted but must be disclosed with 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.
20. Bouncers are only permitted at Bloomer Park and must be rented through Oakland County Parks.

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To the fullest extent permitted by law, \_\_\_\_\_ (Name of Renter) agrees to defend, pay on behalf of, indemnify, and hold harmless the West Bloomfield Parks & Recreation Commission, the Charter Township of West Bloomfield, its elected and appointed officials, employees and volunteers and others working in behalf of the West Bloomfield Parks & Recreation Commission and the Charter Township of West Bloomfield against any and all claims, demands, suits or loss, including all costs connected therewith, and for any damages which may be asserted or claimed or recovered against or from West Bloomfield Parks & Recreation Commission, the Charter Township of West Bloomfield, its elected officials, employees, volunteers or others working in behalf of West Bloomfield Parks & Recreation and the Charter Township of West Bloomfield, by reason of personal injury or death and/or property damage, including loss of thereof, which arises out of or is in any way connected or associated with this rental.

I have read and understand all of the rules and policies listed.

Signature of Renter: \_\_\_\_\_

Date: \_\_\_\_\_

Complete and return (with Driver's License) to:  
West Bloomfield Parks | 4640 Walnut Lake Rd | West Bloomfield, MI 48323  
| P. 248-451-1900 | F. 248-738-2529 | info@wbparks.org

