

**West Bloomfield Parks and Recreation Commission
Special Use Permit Use Policy**

This Policy Statement on Special Use Permits covers the proper use of West Bloomfield Parks and Recreation Commission property in accordance with park ordinances and the West Bloomfield Parks and Recreation Commission (WBPR) mission statement. The purpose of this policy is to allow organizations and individuals the opportunity to rent park facilities for special activities and events.

Any organization or individual wishing to sponsor or hold a special event in any West Bloomfield Township Park will be required to complete the Special Use Rental Permit Application. Special Use events are defined as activities which are not directly related to the day-to-day operations of the West Bloomfield Parks and Recreation Commission, but may occur on park land. The policy will address requirements of the organization for use of WBPR properties and permissible activities and events and those that are not permitted.

Special Use Permits may be issued only if the event will not conflict with WBPR programs or normal park and facility activities as deemed reasonable by the WBPR Director. The Director, or designee, may place additional requirements on any event. These requirements may include specific staffing levels for security, maintenance, park staff, other personnel or expenses for materials or supplies. Expenses for these requirements will be billed to the sponsoring organization or individual under the terms of this policy. The director or designee will determine if the proposed event or activity is appropriate.

Approval Process

The Director shall issue a permit as provided in the policy from a consideration of the application and from such other information as may otherwise be obtained, and finds that:

- 1) The conduct of the special use will not substantially interrupt other regularly scheduled park activities.
- 2) The conduct of the special use will not require the diversion of so great a number of Commission staff that normal work activity cannot be accomplished.
- 3) The activity of the special use is not likely to cause injury to persons or damage property.
- 4) Adequate sanitation and other required health facilities are or will be made available.
- 5) There are sufficient parking spaces in the park to accommodate the number of vehicles reasonably expected.
- 6) No Special Use permit or other use permit application for the same time and/or location has already been granted.
- 7) The duration of time the reserved area or park is unavailable due to set-up, take down and the event is not so substantial to prevent normal public use for extended periods.
- 8) The reserved area is generally not more that 50% of the available open space in the park. This excludes Parks and Recreation sponsored events.

Commission Services Provided For Large Group Use

The Commission may provide support for special uses on the following basis:

- A) Parks and Recreation Commission Events:** The Commission may operate certain large group events directly. The full cost of these events will be funded by the Commission.
- B) Co-Sponsored Events:** The Commission may co-sponsor certain events with other organizations when the Commission determines that the event is of general interest to the public and advances the Commission's public image.
- C) Non-Profit Events:** The Commission may assist other organization's events operated by non-profit organizations. These events must meet the other requirements of the Special Use Policy and must reimburse the Commission for any Commission costs. To qualify as a non-profit, the organization must be a non-profit as recognized by the State of Michigan or have 501C3 status. Organizations who have applied for non-profit status may be considered in this category. Special use fee will apply.
- D) For-Profit Uses:** The Commission may allow other uses operated by for-profit sponsors, which are beneficial to the Commission and the public subject to the special use fee for the use of the property, which is approved for each event. These events must meet the other requirements of the Special Use Policy and must reimburse the Commission for any and all costs. Special use fee will apply.
- E) Civic, Cultural, Educational or Family Celebrations:** Use by groups whose function is civic, cultural and educational may be approved under this policy. These events must meet the other Commission requirements of the Special Use Policy and must reimburse the Commission for any and all costs. Special use fee will apply.
- F) Political Organizations:** Use by groups whose function is of a political nature may be approved under this policy. These events or use must meet the other Commission requirements of the Special Use Policy and must reimburse the Commission for any and all costs. Special use fee will apply.

Note: All organizations, groups or individual applicants must be West Bloomfield Township based with 50% of the sponsoring organization residents or business residents.

Fees for Special Use Permits

Fees and charges will be charged to the organization or individual. Special Use Permit fees include a non-refundable Special Use Fee of \$100 and a minimum \$200* security deposit to cover any additional costs or damages. Additional fees or security deposits may be assessed based upon Commission expenses as follows:

Fees shall be charged for Commission services provided to Special Use permits as follows:

- a. Straight time shall be the hourly cost for any employee working on a Special Use Permit event during the "normal work day," including the cost for fringe benefits.
- b. Overtime shall be the hourly cost for any employee working on a Special Use Permit event during a time period, which would be considered overtime for Commission payroll records, including the actual cost of fringe benefits.
- c. Purchased or rented materials and supplies shall include all direct costs for all materials purchased, provided or rented by the Commission for use at the event.
- d. Equipment charges shall be the current equipment rental rates charged by the Commission.

- e. An administrative fee of 20% shall be added to the total billing. This administrative fee shall cover the Commission's expenses related to supervision, use of stock parts, (i.e. nuts/bolts, fluids) and costs related to payment of bills related to the event.

Billings for Special Use Permit

Special Use Permit billings by the Commission shall be itemized as follows:

Special Use Fee	\$100.00
Parks and Recreation Employee Regular/Overtime	\$ _____
Equipment Charges	\$ _____
Purchased Materials	\$ _____
Rented Materials	\$ _____
Rental Fee	\$ _____
Special Requests	\$ _____
Sub Total	\$ _____
20% Administrative Fee	\$ _____
NET TOTAL BILLING	\$ _____

***A cash deposit, performance bond or other security acceptable to the Commission will be required in an amount equal to the amount estimated by the Commission to be billed for Commission fees as described above. Credit Cards are will not be accepted for security deposits.**

Special Event Signs:

Any signs used by the event must conform to the West Bloomfield Township Sign Ordinance. A sign permit may be required from the West Bloomfield Township Community Development Department.

Liability Insurance Requirements:

In order to comply with the Commission insurance liability carrier, the Commission shall require that all sponsors of special uses carry liability insurance with coverage of at least \$1,000,000 except for Class I-Low Hazard events approved by the Director as provided below. An event sponsor shall be required to provide a valid certificate of insurance naming the Charter Township of West Bloomfield and the West Bloomfield Parks and Recreation Commission as additional insured a minimum of 30 days prior to the event. The Director may require higher levels of insurance based on risk factors and past experience. Outcomes of past public events conducted by the organization or group will contribute to the determination of risk category.

It shall be the policy of the Commission to not routinely require insurance coverage's for uses classified as Class I-Low hazard and the Director may waive insurance requirements for Class II-Moderate hazard events based on the following risk categories.

Class I-Low Risk involves little physical activity by participants and no hazardous exposure to spectators. Ie. Family picnics with no physical activity.

Class II-Moderate Risk involves moderate physical activity by participants and no significant hazardous exposure to spectators.

Class III-Substantial Hazard involves major participation by participants and/or moderate risk to spectators

Class IV-High Hazard involves danger or significant risk to spectators and or participants.

Requirements:

1. All Agents/Applicants/Organizations must complete and submit a **Special Use Permit Application** (SUPA) prior to consideration. A West Bloomfield Township resident (Agent/Applicant) must apply for the permit on behalf of the organization and will be held jointly responsible.
2. Charitable organizations are defined as recognized by the State of Michigan or have 501C3 status. A charitable organization must provide a copy of their 501C3 status.
3. Permits will be granted on a first come first served basis. The Director has final approval of all Special Use Permit Applications.
4. Special Use Permit events are limited to four (4) per year at Drake Sports Park. The Director may allow additional events at their discretion.
5. A separate description and purpose of the activity must be submitted at the time the **Special Use Permit Application** is submitted. **All events and activities** must be adequately described in the attachment. Those activities or events deemed unsafe, inappropriate or detrimental to the facility will not be permitted. **Permit applications may take up to 4 weeks to process.**
6. In addition to the Special Use Fee, normal room, shelter and park use fees will apply. Fees will be established each year by the West Bloomfield Parks and Recreation Commission.
7. Special Use Permit Applicants will pay for all staff time associated with the activity or event. All fees are payable at the time of application. Security deposits are required.
8. The Special Use Permit applicant will be required to provide a Certificate of Insurance for General Liability Coverage in the amount of \$1,000,000 per occurrence and/or aggregate for Personal Injury, Bodily Injury, and Property Damage listing the **Charter Township of West Bloomfield**, 4550 Walnut Lake Road, PO Box 250130 West Bloomfield, Michigan, 48325 and **West Bloomfield Parks and Recreation Commission**, 4640 Walnut Lake Road, West Bloomfield, Michigan, 48323 as **“Additional Insured”**.
9. All contractors or vendors hired by the Agent/Applicant or organization must be listed on the permit application and are required to provide the same insurance certificate as the Agent/Applicant organization. Additionally; food service providers must post on site and provide a copy of their Health Department Food Service License. Food vendors are responsible for any and all fees related to obtaining a food license. Food and beverage vendors are permitted to serve the special use group only. No sales are permitted.
10. In order to insure the safety of participants and protection of park facilities the following rules are in effect:
 - a. Vehicles are not permitted to drive off the road or parking lot. All materials and supplies must be carried in. **NO EXCEPTIONS**
 - b. All vehicular activities are to remain on paved surfaces.
 - c. Rides, amusements, petting zoos, inflatable games, dunk tanks, generators, hot or cold air balloons are not permitted.
 - d. Tents are not permitted without specific written approval.
 - e. Ice cream truck vendors must receive written approval.
 - f. The attachment of items to any building or structure is prohibited. No tape, staple, tack, nail or other form of attachment is permitted. All signage or decorations must be free standing.
 - g. Driving any stake or item in the ground is not permitted.

- h. Any fire source be it propane or charcoal must be contained in approved containers. Proper fire extinguishers must be provided. Open fires, wood fires, outdoor fryers and boilers are not permitted no matter how contained.
 - i. No alcohol may be consumed or in anyone's possession in parks or on any public grounds.
 - j. The township noise ordinance must be adhered to before, during and after the event.
11. Special Use Permit applicants who wish to conduct outdoor activities such as walk-a-thons are required to use Drake Sports Park. Other parks are only available with special written approval from the West Bloomfield Parks and Recreation Commission.
 12. Outdoor activities and events are limited to Drake Sports Park as follows: Between the hours of 7 am-Noon Saturdays or Sundays, April, May, June, July, August, September and October. Weekday activities and events are permitted at Drake Sports Parks and other parks if the event does not interfere with regular park activities. Parks sites and times may be more flexible during weekdays as parks usage is lighter during the week.
 13. Event and activity size is generally limited to no more than 500 participants or the carrying capacity of the area rented and available parking.
 14. The permit does not grant sole use of the park to the event. In the case of the exercise path and playground at Drake Sports Park, the permit does not grant sole use of the path or playground to the Agent/Applicant or organization and must be continually available for use by other park users.
 15. The Agent/Applicant and organization are responsible for any damage to the facility or park area. Delivery of materials or supplies is the responsibility of the Special Use Permit Applicant. Any provision to open the park early or store materials overnight must be made at the time of application. Additional fees will be charged for early arrivals, events running beyond their scheduled end time and storage of materials.
 16. Private security if needed is the responsibility of the Special Use Permit Agent/Applicant.
 17. The Agent/Applicant or organization is responsible to clean up after the event and to deposit all litter and trash in receptacles provided or as directed by staff.
 18. Other restrictions may be implemented depending on circumstances of the activities or event.
 19. The event or activity can be terminated at any time by a designee of the Parks and Recreation Director at their sole discretion, if the event is deemed inappropriate for the park or community.
 20. West Bloomfield Parks and Recreation Commission is not responsible for weather conditions or park conditions. No refunds will be issued for any reason including inclement weather

Traffic Control and Safety Requirements

The Agent/Applicant shall be responsible for complying with all traffic control and safety procedures required by the Director or Township during the event. The requirements will be indicated in the notice of approval and additional requirements may be made by the Director or Township Fire or Police Departments before or during the event as may be necessary for the safety of the public.

Two or More Applications For The Same Date

In the event that two or more applications are received for the same date and time, prior to the approval of either event, the date and time that each application was reviewed by

the Commission shall determine the order of preference. Once a special use permit has been granted, it shall be the policy of the Commission to award no further special use permits for the same date, time and general location.

Park Shelter Use

Park Shelters will be unavailable for other groups when a special use is scheduled. If a park shelter is reserved, no special use will be allowed. If a park shelter is available to be reserved, the applicant will pay the shelter fee. Park shelters are available for reservation May through September.

Athletic Field Use

Only Athletic events may be held on athletic fields.

Policy was approved at the regular meeting on March 18, 2013 of the West Bloomfield Parks and Recreation Commission.

Special Use Permit and Waiver of Liability
West Bloomfield Parks and Recreation
4640 Walnut Lake Road
West Bloomfield, MI 48323
248-451-1900 Main Office
248-738-2529 Fax

Directions: Complete this application in accordance with the Parks and Recreation Commission Special Use Policy and return it to the Recreation Center office at least 60 days prior to the starting date of the event.

Sponsoring Organization

Legal Name: _____

Phone _____

Organization Address: _____

City: _____ State: _____ Zip: _____

Organizations Agent/Applicant: _____ Phone _____

Agent/Applicant Address: _____

City: _____ State: _____ Zip: _____

Event Name: _____

Event Purpose: _____

Purpose of Activity: _____

Number of People: _____ Use Dates: _____

Event Start time/end time: _____

Time wanted before and after event starting time: _____

Event Location: _____

Will there be an admission charge? YES NO If yes, what is the charge? _____

Describe completely the details of the event: _____

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1. TYPE OF EVENT: Parks and Recreation Commission Event NonProfit Event
Co-Sponsored Event ForProfit Event
 2. ANNUAL EVENT: Is this event expected to occur next year? YES NO
 3. EVENT MAP: A diagram of event set-up must be attached.
 4. VENDORS: Food Concession: YES NO Other Vendors: YES NO
 5. EVENT SIGNS: Will this event include the use of signs? YES NO
 6. OTHER REQUESTS: What will you need for set-up? (extra trash cans, picnic tables, parking)
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Will you have amplification equipment? YES NO **Noise ordinance must be adhered to.**
 Will there be a sound system? YES NO
 Will there be live music? YES NO

Describe any special requests for this event such as amusements, petting zoos, balloons, concessions, etc. _____

7. **Signature:** _____ Print name _____

Waiver of Liability

To the fullest extent permitted by law, _____ agrees to defend, pay in 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.

General Rules

- Agent/Applicant must be at least 21 years of age and a resident of West Bloomfield Township.
- This Facility and grounds are non-smoking
- Vehicles are not permitted to drive off the road or parking lot. All materials and supplies must be carried in. **NO EXCEPTIONS**
- All activities are to remain on paved surfaces.
- Rides, amusements, petting zoos, inflatable games, dunk tanks, generators, hot or cold air balloons are not permitted. No sparklers, glitters, confetti, silly string, rice, and birdseed are permitted.
- Tents are not permitted without specific written approval.
- Ice cream truck vendors are not permitted without specific written approval.
- The attachment of items to any building or structure is prohibited. No tape, staple, tack, nail or other form of attachment is permitted. All signage or decorations must be free standing.
- Driving any stake or item in the ground is not permitted.
- 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.
- No alcohol may be consumed or in anyone’s possession in parks or on any public grounds.
- The township noise ordinance must be adhered to before, during and after the event.
- For the duration of the rental period, the Agent/Applicant must provide supervision for all youth (under 18 years old) in attendance at a ration of one adult to 10 youth.
- West Bloomfield Parks and Recreation reserve the right to cancel or postpone any event/rental or any portion of it due to unsafe conditions as deemed by West Bloomfield Parks and Recreation staff. Unsafe conditions could include but are not limited to: weather conditions, power outage, national emergency, act of God, or an act of terrorism.
- West Bloomfield Parks and Recreation will not be held responsible for any cost incurred by the Agent/Applicant due to cancellation because of the above reasons. All reasonable efforts will be made to re-schedule a rental that is cancelled by West Bloomfield Parks and Recreation.
- West Bloomfield Parks and Recreation Commission is not responsible for weather conditions or park conditions. No refunds will be issued for any reason including inclement weather.

I have received a copy of the West Bloomfield Parks and Recreation Commission Special Use Permit Policy and I have read and understand all of the rules and policies listed.

Signature of Agent/Applicant: _____

Date: _____

Coverage-Comprehensive General Liability, Bodily Injury and Property Damage Limits-\$1,000,000 combined single limit each occurrence and aggregate West Bloomfield Parks and Recreation Commission and The Charter Township of West Bloomfield Must be named as an "additional insured". The specific name and date of the event must be detailed on the certificate of insurance.

Insurance (if required) Policy # _____

Company Name _____

For Department Use Only

Date of Request: _____ Request Received By: _____ Date: _____

Application: Approved _____ Denied _____

Staff Signature: _____ Date: _____

Comments: _____

Copy Mailed _____ Date: _____ Staff Signature _____

Policy was approved at the regular meeting on March 18, 2013 of the West Bloomfield Parks and Recreation Commission.