



West Bloomfield Parks
4640 Walnut Lake Rd.
West Bloomfield, MI 48323
(248) 451-1900
wbparks.org/rentals



Rental Procedures

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*:




WB Residents have 5 business days to reserve a date before they are released to the general public. Nonresidents can reserve 5 business days after the dates stated below.

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

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 completed at wbparks.org/rentals or in person at the Recreation Activities Center. 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.

Security Deposit: A \$200 security deposit for damages are billed to the renters account. Upon completion of the rental and a satisfactory inspection by a WB Parks representative, the fee will be removed from my WB Parks account.

Rental Policies

Shelter Rentals

Shelter rentals are available between the hours of 9 am and 8 pm, the Saturday before Memorial Day through the end of August. September rentals are available from 9 am to 7 pm. 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 as picnic tables are bolted to the ground.

Room Rentals

Rooms are available between the hours of 9 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.

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 a rental must be cancelled due to inclement weather or a medical issue, **YOU MUST NOTIFY WB PARKS IMMEDIATELY**, and we will make every attempt to reschedule the rental date during the current calendar season. Notification must be **BEFORE** your scheduled rental.

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



Facilities Overview

wbparks.org

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

September shelter rentals are available from 9 am to 7 pm

Indoor Hour Minimums:
2 hour minimum Monday - Friday
3 hour minimum Saturday and Sunday

Shelter rentals are all day between the above times.

Location	Facility	Resident Rate	Nonresident Rate	Seating Options and Capacities	Electrical Access and Grill Availability
Bloomer Park	Shelter	\$150/day	\$175/day	40 5 Picnic Tables	One (1) Standard Outlet; One (1) Grill
Drake Sports Park	Community Room	\$75/hour	\$100/hour	Theatre 70 Party 64 Business 24	Multiple Standard Outlets; No Grill
	Shelter	\$200/day	\$250/day	120 15 Picnic Tables	No Electrical Access; Two (2) Grills
Keith Sports Park	Shelter	\$150/day	\$175/day	64 8 Picnic Tables	No Electrical Access; No Grill
Marshbank Park	Lodge	\$90/hour	\$115/hour	Theatre 60 Party 56 Business 32	Multiple Standard Outlets; One (1) Lg Grill
	Maple Ridge Shelter	\$200/day	\$250/day	96 12 Picnic Tables	Two (2) Standard Outlets; Two (2) Small Grills
	Oak Ridge Shelter	\$200/day	\$250/day	80 10 Picnic Tables	Two (2) Standard Outlets; One (1) Large Grill
Recreation Activities Center	Room 101	\$50/hour	\$75/hour	Theatre 30 Party 28 Business 30	Multiple Standard Outlets; No Grill
	Room 102	\$75/hour	\$100/hour	Theatre 80 Party 56 Business 32	Multiple Standard Outlets; No Grill

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Bloomer Park

7581 Richardson Road, West Bloomfield 48324

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.

Playground



Shelter



Location	Facility	Resident Rate	Nonresident Rate	Seating Options and Capacities	Electrical Access and Grill Availability
Bloomer Park	Shelter	\$150/day	\$175/day	40 5 Picnic Tables	One (1) Standard Outlet; One (1) Grill

Drake Sports Park

6801 Drake Road, West Bloomfield 48322

wbparks.org

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 softball/little league fields (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. Inflatables are not permitted at Drake Sports Park.

Community Room



Shelter



Location	Facility	Resident Rate	Nonresident Rate	Seating Options and Capacities	Electrical Access and Grill Availability
Drake Sports Park	Community Room	\$75/hour	\$100/hour	Theatre 70 Party 64 Business 24	Multiple Standard Outlets; No Grill
	Shelter	\$200/day	\$250/day	120 15 Picnic Tables	No Electrical Access; Two (2) Grills

wbparks.org

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 fields and a soccer/multi-purpose field (fields are rented separately). Rentals will not be available when scheduled games are taking place on the fields. Inflatables are not permitted at Keith Sports Park. LIMITED AVAILABILITY, YOU MUST CALL 248.451.1907 TO PRE-APPROVE A DATE.

Shelter



Ball Fields



Location	Facility	Resident Rate	Nonresident Rate	Seating Options and Capacities	Electrical Access and Grill Availability
Keith Sports Park	Shelter	\$150/day	\$175/day	64 8 Picnic Tables	No Electrical Access; No Grill

Marshbank Park

2805 Hiller Road, West Bloomfield 48324

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 softball/little league fields (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. Inflatable are not permitted at Marshbank Park.



The Lodge



Oak Ridge Shelter



Maple Ridge Shelter



This shelter is located 300 ft from the parking lot.

Location	Facility	Resident Rate	Nonresident Rate	Seating Options and Capacities	Electrical Access and Grill Availability
Marshbank Park	Lodge	\$90/hour	\$115/hour	Theatre 60 Party 56 Business 32	Multiple Standard Outlets; One (1) Lg Grill
	Maple Ridge Shelter	\$200/day	\$250/day	96 12 Picnic Tables	Two (2) Standard Outlets; Two (2) Small Grills
	Oak Ridge Shelter	\$200/day	\$250/day	80 10 Picnic Tables	Two (2) Standard Outlets; One (1) Large Grill

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Recreation Activities Center

4640 Walnut Lake Road, West Bloomfield 48323

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, and the Outdoor Natural Play Area (nature center and play area are 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 #102



Location	Facility	Resident Rate	Nonresident Rate	Seating Options and Capacities	Electrical Access and Grill Availability
Recreation Activities Center	Room 101	\$50/hour	\$75/hour	Theatre 30 Party 28 Business 30	Multiple Standard Outlets; No Grill
	Room 102	\$75/hour	\$100/hour	Theatre 80 Party 56 Business 32	Multiple Standard Outlets; No Grill

Frequently Asked Questions

wbparks.org

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 9am to 9pm. You choose the hours for your rental including the time needed for 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 (except for September when rentals end at 7 pm). 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, and are not responsible for items left unattended.

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.



Frequently Asked Questions

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
Drake Sports Park Shelter: 2 small, 1 ½ x 1 ½ foot
Marshbank Mapleridge 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
Keith Sports Park Shelter: none

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 (except for any amount of garbage, which will be disposed of by our staff). When you rent, a \$200 fee is billed to your household account and will remain there until there is a satisfactory inspection by WB Parks staff.

If stipulations covered in the General Rules and Responsibilities (listed on the application) are not met; if anything becomes broken, missing or requires more than a considerable amount of clean up by our staff, it will result in you having to pay an amount that is sufficient to cover damages, which may be any portion of the billed fee or more.

Parks and Facilities

Locations and Amenities

wbiparks.org

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.



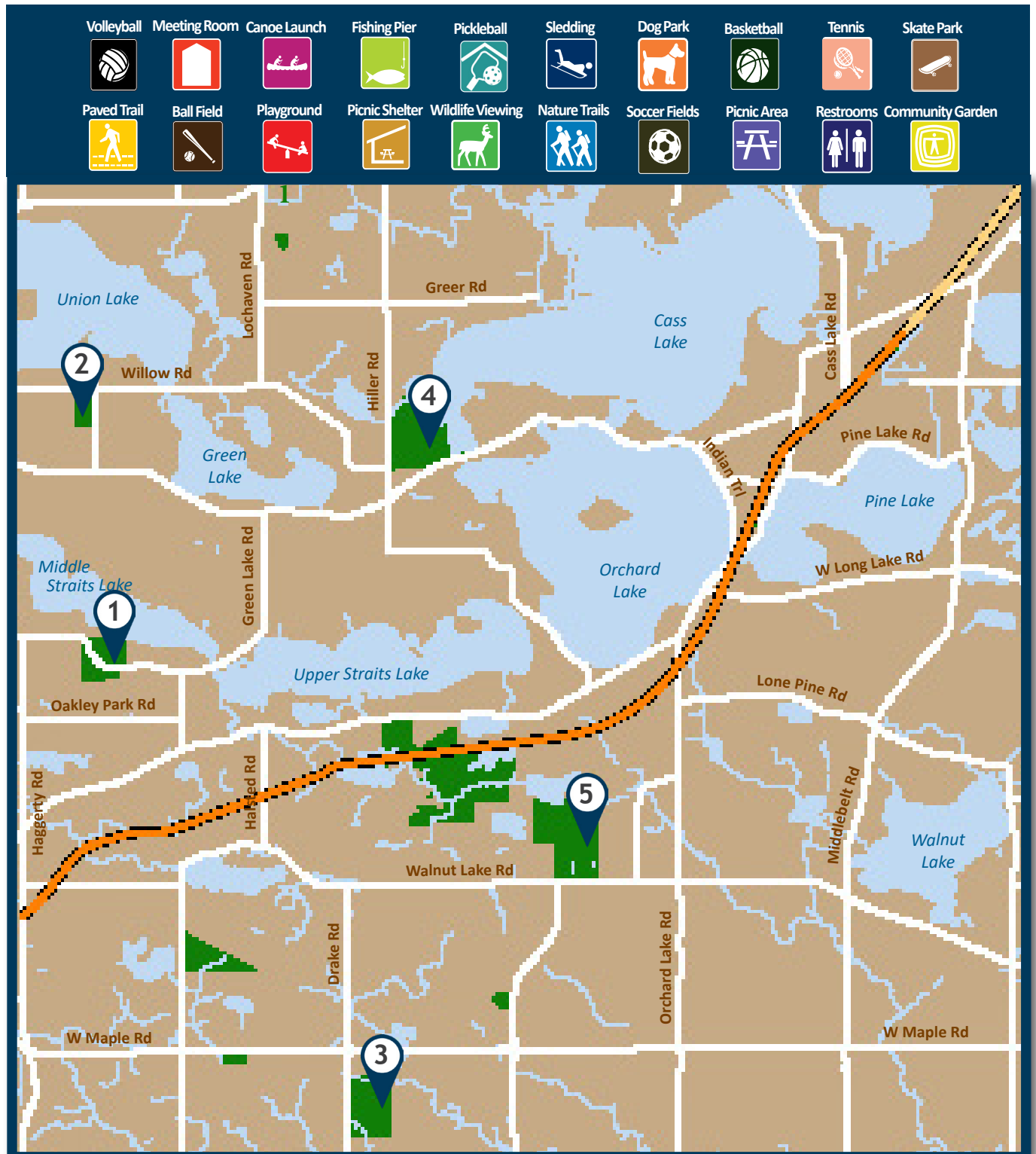
For a complete listing of our parks, visit wbiparks.org/parks.

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.

Parks and Facilities

Locations and Amenities



Rental Philosophy and Classifications

wbparks.org

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.

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 inclement weather or a medical issue, YOU MUST NOTIFY WB PARKS IMMEDIATELY, and we will make every attempt to reschedule the rental date during the current calendar season. Notification must be BEFORE your scheduled rental.*
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 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 have approval from West Bloomfield Parks at the time of the permit application. Insurance must be provide for game trucks and interactive games. The appropriate WB Township approved insurance forms must be completed for food trucks.*
16. *Vehicles are not allowed to drive off roads nor parking lots. Equipment and supplies must be carried in or moved by hand cart or wagon 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, smoke bombs, confetti, 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 and kept 10 feet from structures. 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.*



wbparks.org/rentals

