

City of Huntington Woods
Department of Parks and Recreation
Park Reservation/Use Policy
Park Availability: One reservation per park per weekend

City parks may be reserved by residents or Commission approved recognized Community Groups for the following purpose:

1. Public functions held by recognized community groups
2. Private functions by recognized community groups
3. Private parties hosted by a resident where the subject of the party is a resident's immediate family member
4. School District functions

Parks may not be reserved by:

1. Non-residents
2. Any business or organization other than a recognized community group
3. Any resident for any purpose involving any commercial activity, the promotion of any business or commercial venture, fundraising, solicitation of funds, gambling or a rental that requires anyone to pay or make donation to attend the event.
4. Any resident for an organization based outside of Huntington Woods.
5. Reservation holders may not transfer a park permit.

• **RULES GOVERNING PARK USAGE:**

- Park Reservation Applications must be submitted in person at the Recreation Center during regular office hours. No phone reservations are accepted.
- Reservations cannot be made more than 8 weeks in advance, M-F, during normal business hours.
- The use of any park is at your own risk. The City does not assume responsibility for injury or for any loss, theft or damage to personal items.
- All vehicles must use street parking. No vehicles allowed to drive across lawns, sidewalks or any surface to facilitate unloading.
- Donations are non-refundable (due to user cancellation or weather conditions).
- Possession or consumption of any alcoholic beverages is prohibited in all city parks.
- Smoking is not permitted in city parks. (service animals only are allowed)
- There is to be no open flames, candles or liquid fuel devices under the gazebo at Mary Kay Davis Park.
- No amplified live music or bands are permitted.
- **Prior authorization is required** for amusements, tents, inflatable games, dunk tanks, restrooms, concessions, generators, sound systems, speakers and DJ's. Set-up equipment must be dropped off and picked up on the same day as the event. These arrangements are the responsibility of the applicant. ****Vendors providing any inflatable device or interactive entertainment are required to furnish a Certificate of Liability Insurance. (see Required Documents).**
- No person shall distribute, place any sign or banner, advertisement or notice without written permission from the City.
- Pets are not allowed in the parks.
- Electricity is not provided.
- Reservation holders must comply with State of Michigan laws and City of Huntington Woods ordinances.

- **REQUIRED DOCUMENTS**

- **A COPY OF THE APPLICANT'S HOMEOWNER'S INSURANCE** policy with a minimum of \$300,000 liability coverage is required for all park rentals along with the application. This policy will also serve as proof of residency.
- **VENDORS** providing any inflatable device, interactive entertainment or catering food are required to furnish a Certificate of Liability Insurance with a minimum of \$1,000,000 for Commercial General Liability. Certificate Holder AND additional insured should be listed as City of Huntington Woods, ATTN: Tim Rowland, 26815 Scotia Road, Huntington Woods, MI 48070. Copy can be emailed to jalpert@hwmi.org.
**This document must be submitted at the Gillham Recreation Center within one week after approval of the permit. If not received within the designated time, the vendor request will be denied.*

- **SET-UP/CLEAN-UP**

- All set-up/clean-up must be done by the permit holder. The park is to be left clean with all garbage and refuse removed. Recycling is encouraged.
- The applicant is responsible for all equipment, valuables and clothing left in the park.
- No alterations in or to the premises shall be made. No holes shall be made or drilled in any part of the park. No signs shall be nailed, tacked or otherwise affixed to trees.
- Applicant accepts full responsibility for any and all damages to city property as a result of the activity which are over and above ordinary wear. A fee may be assessed should City personnel be required to provide extra clean-up. All decorations, signage, personal property and equipment must be removed the same day as the event.

- **APPROVAL**

- Completed application must be submitted **IN PERSON**.
- Full payment **BY CHECK** is due at the time of submitting application along with all insurance documents.
- Rental is not confirmed until approved by the Recreation Department.
- A reservation does not entitle the permit holder to exclusive use of the park.

Applications for a Park Use Permit may be obtained in person at the Gillham Recreation Center, 26325 Scotia Road, M-F, during regular business hours. Copies of the form are also available online at [hwmi.org/City Departments/Recreation/Reservations](http://hwmi.org/City%20Departments/Recreation/Reservations).

COMPLETED APPLICATIONS MUST BE SUBMITTED IN PERSON

Donation check is required with application