

Park and Facility Rental Application

For Office Use Only	
Deposit Paid	Key / Fob
Fee Paid	
Total Paid	Key / Fob Returned

Organization (if any) _____

Name of Person Responsible _____

Address _____

Daytime Phone _____

Evening Phone _____

Approximate size of group _____

Activity / Reason for rental _____

Rental Date(s) (List specific dates. Do not refer to general dates, i.e. every third Tuesday.) _____

Park / Facility (Check all that apply. Fees are listed on the back of this form.)

- | | | |
|--|--|--|
| <input type="checkbox"/> Bridge Street Plaza | <input type="checkbox"/> Island Park Gazebo | <input type="checkbox"/> Island Park (includes boat dock, gazebo, and lookout) |
| <input type="checkbox"/> Fitzgerald Ball Field | <input type="checkbox"/> Island Park Lookout | <input type="checkbox"/> Island Park – electricity |
| <input type="checkbox"/> Jaycee Park Pavilion | | |
| <input type="checkbox"/> Performance Shelter | | |

Rental Time(s) (Check all that apply. Include time needed for set up and clean up.)

- | | | |
|---|--|--|
| <input type="checkbox"/> Half-day
(8:00 a.m. to 3:00 p.m.) | <input type="checkbox"/> Half-day
(3:00 p.m. to 10:00 p.m.) | <input type="checkbox"/> Full-day
(8:00 a.m. to 10:00 p.m.) |
|---|--|--|

Park / Facility (Check all that apply. Fees are listed on the back of this form.)

- | | | |
|--|--|--|
| <input type="checkbox"/> Bridge Street Plaza | <input type="checkbox"/> Gymnasium | <input type="checkbox"/> Island Park Gazebo |
| <input type="checkbox"/> Fitzgerald Ball Field | <input type="checkbox"/> Community Room B100 | <input type="checkbox"/> Island Park Lookout |
| <input type="checkbox"/> Jaycee Park Pavilion | <input type="checkbox"/> Community Room B101 | <input type="checkbox"/> Island Park (includes boat dock, gazebo, and lookout) |
| <input type="checkbox"/> Performance Shelter | <input type="checkbox"/> Community Room B102 | <input type="checkbox"/> Island Park – electricity |
| | <input type="checkbox"/> Meeting Room B106 | |

Rental Time(s) (Check all that apply. Include time needed for set up and clean up.)

- | | | |
|--|--|---|
| <input type="checkbox"/> 8:00 a.m. – 9:00 a.m. | <input type="checkbox"/> 1:00 p.m. – 2:00 p.m. | <input type="checkbox"/> 6:00 p.m. – 7:00 p.m. |
| <input type="checkbox"/> 9:00 a.m. – 10:00 a.m. | <input type="checkbox"/> 2:00 p.m. – 3:00 p.m. | <input type="checkbox"/> 7:00 p.m. – 8:00 p.m. |
| <input type="checkbox"/> 10:00 a.m. – 11:00 a.m. | <input type="checkbox"/> 3:00 p.m. – 4:00 p.m. | <input type="checkbox"/> 8:00 p.m. – 9:00 p.m. |
| <input type="checkbox"/> 11:00 a.m. – 12:00 p.m. | <input type="checkbox"/> 4:00 p.m. – 5:00 p.m. | <input type="checkbox"/> 9:00 p.m. – 10:00 p.m. |
| <input type="checkbox"/> 12:00 p.m. – 1:00 p.m. | <input type="checkbox"/> 5:00 p.m. – 6:00 p.m. | |

Color Cruise and Island Festival, Market on the Grand, Relay for Life, Victorian Days, and Yankee Doodle Days are exempt from park and facility rental fees, except Color Cruise and Island Festival is subject to a \$150.00 park and facility rental fee if admission is charged. All rentals require a refundable \$100.00 deposit to cover damage, clean-up, or time used in addition to reserved time. The City may charge additional fees for other services not listed. Rental

and deposit fees must be paid in full to secure a reservation. The City will not hold a park or facility based on partial payment of rental or deposit fees. Cancellations must be made at least two weeks before the rental date in order to receive a refund of rental and deposit fees. Cancellations made within two weeks of the rental date forfeit the rental fee.

By signing below, you agree to follow all rules, regulations, and laws concerning the use of City of Grand Ledge parks and facilities; and acknowledge if you do not you will forfeit said use and all of or a portion of your deposit; and also certify the statements made and the information provided in this application for use of City of Grand Ledge parks and facilities are true, accurate, and complete.

Signature

Date

Park / Facility	Resident Fee	Non-Resident Fee
Fitzgerald Ball Field or Island Park		
Half Day	\$250.00	\$650.00
Full Day	\$450.00	\$850.00
Non-Profit Half Day	\$125.00	\$325.00
Non-Profit Full Day	\$225.00	\$425.00
Island Park Gazebo or Lookout, and Jaycee Park Pavilion		
Half Day	\$80.00	\$150.00
Full Day	\$120.00	\$250.00
Non-Profit Half Day	\$40.00	\$75.00
Non-Profit Full Day	\$60.00	\$125.00
Bridge Street Plaza and Performance Shelter		
Half Day	\$80.00	\$150.00
Full Day	\$150.00	\$250.00
Non-Profit Half Day	\$40.00	\$75.00
Non-Profit Full Day	\$75.00	\$125.00
City Hall Gymnasium, Community Rooms, Meeting Rooms		
Per Hour Rate	\$20.00	\$40.00
Non-Profit Per Hour Rate	\$15.00	\$30.00