

## **GENERAL RESERVATION POLICY FOR ALL PORTAGE PARKS**

- A Park Picnic Shelter may be reserved by residents or non-residents over 21 year of age. The reserving party must come into the Parks Department to fill out permit paperwork & pay rental deposit and/or fees – **cash or check only.**
- The reserving party is granted exclusive use of this picnic shelter during the hours indicated on the permit. The permit does not allow exclusive use of any other park facilities (playgrounds, ball diamonds, restrooms) as these facilities must remain available for public use during the period that this permit is in effect. At no time should gates be locked by the reserving party. Signs for advertisement of private events shall not be posted on park property without prior approval.
- The reserving party must bring a copy of the Park Reservation Permit as authorization to use this facility on the reserved date and must abide by all rules listed on this sheet which pertain to the park reserved.
- Commercial or non-profit groups charging admission must provide the City of Portage with general liability insurance in the amount of \$100,000/\$300,000 and name the City of Portage as additional insured.
- The reserving party is responsible to adhere to all “Park Rules” for the City of Portage and must provide adequate supervision over users of the facility and grounds.
- No concessions are permitted unless a separate concession stand agreement has been completed with requires the concessionaire to abide by all ordinances, laws and regulations of the City of Portage and State of Michigan.
- All Parks close at sunset and events at Schrier Park and the Bandshell must be finished and cleaned up by 10 p.m. unless other permission has been granted.
- All rental facilities and surrounding grounds shall be left in proper condition. All trash and litter will be placed in the appropriate trash containers provided. Use of confetti or water balloons by reserving party is prohibited in all Portage Parks.
- Only battery operated candles are allowed in all Celery Flats historical buildings.

If you have any questions or concerns, please call the Parks Department at 329-4522 8am – 5pm, Monday thru Friday. For evening and weekend rentals, call Police Dispatch at 329-4556 who will send a Park Ranger to assist you.

## **PARK RULES FOR ALL AREAS**

**PETS** - Pets allowed, except where posted. Pets must be restrained on a 6-foot leash. Persons in charge of or in control of pets on park property shall be responsible for clean up and removal of excrement deposited by such pet.

**ALCOHOLIC BEVERAGES** - Prohibited in Ramona Park, Westfield Park and all parking areas.

### **IT IS UNLAWFUL TO:**

- Destroy park property.
- Have fires except in fireplaces or designated areas.
- Hunt or trap in park lands.
- Peddle or solicit in park lands without an official permit.
- Litter or pollute any park land or waterway.
- Cut or remove wood or flora.
- Play any musical device loudly.
- Drive or park motorized vehicles except in an area designated for that purpose.
- Loiter in parking areas.
- Operate bicycles in park lands except on entry roads, parking lots, or designated bikeways.
- Leave vehicles unattended either overnight or in non-designated parking area. Vehicles in violation may be towed.
- Use or discard tobacco products on Ramona Park beach or Skatepark.
- Fight or engage in violent or combative games.
- Exhibit threatening, abusive, obscene, profane or indecent language or conduct under circumstances reasonably calculated to provoke a breach in the peace or provoke another to fight.
- Post or exhibit advertising materials.
- Discharge fireworks.
- Dump household, domestic or any other type of waste.
- Swim, bathe or wade in parkland waters or fountains, except in designated areas.
- Moor, dock or jump from decks, piers or overlooks.
- Violate any federal or state law or local ordinance.

Police Officers or Parks Department staff may request any person to leave for cause.  
Violation of park rules is a violation of law punishable by up to 90 days &/or \$500 fine (Ord. No. 54.62)

## **Park Facility Rental Policies**

### **Canopies:**

Canopies are allowed at the Celery Flats Historical Areas south of Garden Lane, South Westnedge Park, Schrier Park, Ramona Park, Lakeview Park, and Central Park. Renters may have canopies installed and taken down by insured local vendors subject to the following guidelines:

- A \$50 service fee and \$100 refundable damage deposit are required at the time of park facility rental.
- All canopy locations to be approved and staked by Park department staff based on underground utility locations and appropriate park use guidelines. (See pertinent park map for approximate locations.)
- Park facility renters are responsible for confirming canopy location, put-up/take-down times and vehicle access policy with canopy vendors. Park facility and underground utility damages will be withheld from the \$100 damage deposit.
- South Westnedge Park canopy use limited to non-anchored, 10x10 Easy-ups in locations approved by Park department staff. No fee charged for these units during scheduled softball tournaments.

### **Bouncing Inflatables and Climbing Towers:**

- Must be provided by a licensed, commercial vendor. No residential units permitted.
- All requests for use of inflatables and climbing towers in City parks will be subject to review a minimum of one month prior to event by Park department staff of inherent risk, structure safety, on-site supervision, electrical requirements and proper insurance certification.
- Approved requests will be subject to a \$100 service fee and \$100 refundable damage deposit. Locations to be determined in field by Park department staff and vendor.

### **Dunk Tanks:**

Dunk tanks are permitted in City parks subject to location, schedule and access approval by Parks department staff. Sponsoring organization must provide adequate on-site supervision and pay a \$50 fill fee if dunk tank requires City water and staff assistance.

### **Pig Roasts and Caterers:**

These activities will be accommodated subject to the following guidelines:

- No fires or grills within 30 feet of Celery Flats Historical Area buildings.
- Park Rangers will open park gates by 6:30 a.m. to correspond with normal operating schedules or a Park entry key may be issued to facility renter for earlier access.
- One vehicle will be permitted to be near cooking grills subject to coordination with Park rangers; park turn arounds and pathways may not be blocked by cooking vendors.
- Cooking vendors may use electrical outlets subject to amperage limitations. Additional electrical generators are prohibited due to noise concerns.
- Rental parties and cooking vendors responsible for thorough clean-up of park areas and hauling away excess trash, grease and cooking waste.

### **Pony Rides and Petting Zoos:**

Not permitted for normal rental activities. May be considered for community events only if concerns about animal welfare, supervision, turf damage, insurance certification, barriers and post event clean up are addressed at least one month in advance by sponsoring organization.