



NOTIFICATION FORM
For private gatherings
of 200 people or more
in an Oshtemo Township Park



OSHTEMO TOWNSHIP
7275 West Main Street, Kalamazoo, Michigan 49009
(269) 375-4260

Gathering will be held in: Township Park
 Flesher Field

Date of Gathering _____

Hours of Gathering _____

Estimated number expected to attend _____

Description of Gathering _____

What part of the park will be used? _____

Please check the box below if your gathering will include any of the following. Separate approval from the Township office is required for these uses.

- Bouncing inflatable or dunk tank
- Canopy over 100 square feet in area
- Sound amplifying equipment

Contact Name: _____

Organization Name (if applicable): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ E-mail: _____

- **I understand the park is a public facility and will remain open to the public during my gathering.**
- **I understand that this notification form does not imply exclusive use of any part of the park or park facility.**
- **I agree to place the trash from my gathering in the dumpster in the southwest corner of the Township Hall parking lot rather than in the park trash receptacles.**
- **I have read & agree to comply with the park rules on the reverse side.**

Signature _____ Date: _____

Staff Use: Received by: _____ Date: _____

Township facilities are built & furnished with public funds of its taxpayers. Township officials, being aware they are custodians of taxpayers' property, have formulated the following rules for all park users. To insure proper use, the facility is monitored through physical inspection and/or video surveillance.

Park Rules

1. No smoking shall be permitted upon park property.
2. No alcoholic beverages or controlled substances shall be permitted upon park property.
3. No discharge of firearms or archery equipment shall be permitted upon park property. Hunting or trapping activities are prohibited.
4. No fire shall be permitted upon park property, except in grills.
5. No littering is permitted on park property. All paper, trash, and refuse left on the premises must be placed inside trash receptacles.
6. All pets on park property must be on a leash and kept under control so as not to cause a disturbance to others using the park. Persons in control of pets on park property shall be responsible for clean up and removal of waste deposited by such pet.
7. Park facilities are to be used on a first come-first serve basis, with the exception of the large pavilion in Oshtemo Township Park that may be reserved.
8. The hours of operation for each park shall be sunrise to half an hour after sunset. No person shall be on park property except during hours of operation, except with the prior written approval of the Parks Committee.
9. No motor vehicle of any kind shall be permitted on park property outside of the limits of the designated vehicle parking lot, except with the prior written approval of the Parks Committee. Violators will be subject to fine.
10. No persons shall leave a vehicle unattended on park property overnight or in any area not designated for vehicle parking without permission of the Township.
11. No person shall loiter, sit or lie upon walks, paths, parking area or park structures and equipment so as to impair the passage of others or the use of park property.
12. No person shall destroy or damage park property, or injure or cut any trees or other vegetation on park property.
13. Pedestrians shall have the right of way on all paths. Non-motorized vehicles, such as bicycles and scooters, should be courteous of others using the park.
14. No person shall play music loudly, swear loudly, or otherwise disturb the peace and quiet of others.
15. All gatherings on Township park property of 200 persons or more shall provide notice to the Township office.
16. To facilitate the safe and reasonable use of the parks, operational policies may be adopted by the Parks Committee.