



# Oshtemo Township Pavilion Rental Agreement



Select a park: \_\_\_\_\_ Township Park, 7275 West Main Street  
\_\_\_\_\_ Flesher Field, 3664 South 9th Street

Select a date: M T W TH F SA SU \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Name \_\_\_\_\_  
(must be age 21 or older) (photo ID required)

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

If not a resident, are you a Township property and/or business owner? \_\_\_\_\_ Yes \_\_\_\_\_ No

Address of Township property or business owned, if not a resident: \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Description of Event \_\_\_\_\_

If other than a family event provide name of group and group contact person & phone #:  
\_\_\_\_\_

Estimated number in group \_\_\_\_\_

**On behalf of myself and my group or organization using the pavilion, I agree to release Oshtemo Township from any and all responsibility for injuries or property damage whatsoever arising from participation in the above activities. I assume liability for any & all damage to the pavilion.**

**I have read & agree to comply with the rules for use and cancellation policy.** \_\_\_\_\_ (Initial here)

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Fee:** (check applicable fee)

**Oshtemo Taxpayer, Resident, Property/Business Owner**

- |  |   |
|--|---|
| ___ 11am-3pm Weekday (Mon-Thurs) = \$35.00 | ___ 11am-3pm Weekend (Fri-Sun) = \$75.00  |
| ___ 4pm-8pm Weekday (Mon-Thurs) = \$35.00  | ___ 4pm-8pm Weekend (Fri-Sun) = \$75.00   |
| ___ 11am-8pm Weekday (Mon-Thurs) = \$70.00 | ___ 11am-8pm Weekend (Fri-Sun) = \$125.00 |

**Not an Oshtemo Taxpayer/Resident/Property/Business Owner**

- |   |   |
|---|---|
| ___ 11am-3pm Weekday (Mon-Thurs) = \$70.00  | ___ 11am-3pm Weekend (Fri-Sun) = \$150.00 |
| ___ 4pm-8pm Weekday (Mon-Thurs) = \$70.00   | ___ 4pm-8pm Weekend (Fri-Sun) = \$150.00  |
| ___ 11am-8pm Weekday (Mon-Thurs) = \$140.00 | ___ 11am-8pm Weekend (Fri-Sun) = \$250.00 |

**The reservation is not secured until both the agreement and fee are received. See cancellation policy on back. There will be a \$30.00 fee if your check is returned.** Fee \$ \_\_\_\_\_ Date paid \_\_\_\_\_

DL \_\_\_ Calendar \_\_\_ Web \_\_\_ Maint \_\_\_ History \_\_\_ Reserved Sign \_\_\_ Certificate \_\_\_



**Township parks are built & furnished with public funds. Township officials, being aware they are custodians of taxpayers' property, have formulated the following conditions for renters. Failure to comply with any of these conditions will result in immediate revocation of the rental agreement. Cost of any repair to the premises is the responsibility of the renter.**

### **Pavilion Rental Rules**

1. Must be age 21 or over. Photo ID is required.
2. The pavilion will not be rented on Memorial Day, Independence Day, or Labor Day.
3. All set up and clean up must be completed during the rental period.
4. Parking, loading or unloading at the pavilion is prohibited. All vehicles must remain in the parking lot.
5. Decorations and temporary directional signs are permitted but must be removed at the conclusion of the event and must not damage park property.
6. Inflatables, canopies over 100 square feet in area, and sound amplifying equipment require separate approval from the Township office. Contact Karen High, Parks Director, at [khigh@oshtemo.org](mailto:khigh@oshtemo.org) or (269) 216-5223.
7. No gambling on the premises.
8. Garage sales are not allowed.
9. The Township is not responsible for property left in the park.

### **Cancellation Policy**

To cancel your pavilion reservation with a full refund, please notify the Township at least 2 weeks prior to the rental period. Contact us by phone (269) 216.5223, fax at (269) 375.7180, e-mail to [khigh@oshtemo.org](mailto:khigh@oshtemo.org) or mail to 7275 West Main Street, Kalamazoo, Michigan, 49009.

### **Park Rules**

1. The park is open from sunrise to half an hour after sunset.
2. Certain facilities may be reserved. See the Oshtemo Township website for details. All other facilities are to be used on a first come-first serve basis.
3. Pets must be on a leash and kept under control.
4. Owners must clean up after their pets
5. Smoking, alcohol, and controlled substances are prohibited.
6. Hitting golf balls is prohibited.
7. Discharge of firearms, archery equipment, hunting, and trapping are prohibited.
8. Fires are permitted in grills only.
9. No cooking oil may be left on site.
10. Disorderly conduct, including loud music, loud swearing, or otherwise disturbing the peace, is prohibited.
11. Please don't litter! Use trash receptacles provided.
12. Pedestrians have the right of way on all paths. Bicycles and other non-motorized vehicles should be courteous of others using the park.
13. Motor vehicles are permitted in designated parking areas only. Violators will be subject to fine.
14. Overnight parking is prohibited without prior written approval from the Township.
15. Loitering and impairing other visitors' use of park property is prohibited.
16. It is unlawful to destroy or damage park property, trees or plants.
17. All gatherings of 200 persons or more in a Township park require advance notice to the Township.
18. Police Officers or Township employees may request any person to leave for cause. Violation of park rules is a violation of law and subject to fines. (Ordinance 215).