



City of Albion

William L. Rieger Municipal Building
112 W. Cass Street, Albion, Michigan 49224
(517) 629-5535 Fax (517) 629-4168

PARKS RESERVATION APPLICATION

INSTRUCTIONS: To complete form online-go to:

VIEW- EDIT DOCUMENT-COMplete FORM (USE THE TAB KEY TO COMplete FORM)

ONCE FORM HAS BEEN COMPLETED-DO A FILE SAVE AS: SAVE TO DESKTOP

EXIT FORM AND ATTACH THE SAVED FILE FROM YOUR DESKTOP AND CLICK SUBMIT

I. _____ request permission from
(Responsible Party/ Organization)

The City of Albion to use the following park facilities:

DATE	BEGINNING TIME (S)	ENDING TIME (S)
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Description of events or functions:

Proof of Insurance: YES NO

Number of people expected to attend:

Non-profit organization?

Will amplified sound be used?

YES NO

Will Electricity be required?

YES_ NO

Has your organization conducted this event in the requested area before?

if yes. When:

Number of tables needed (allow 8 persons per table)?

Responsible Party Information:

It shall be unlawful for any city department or any city official, his or her agent or employees, for and on behalf of the city, to discriminate against any persons within the City of Albion regarding employment, housing, public accommodations, and public services on the basis of actual or perceived age, color, Disability, education., familial status, gender expression, gender identity, height, marital status, national origin, race, religion, sex, sexual orientation, or weight.

Responsible Party Information:

Name:

Phone No:

Address:

I HAVE READ AND UNDERSTAND THE RULES GUIDELINES AND CONDITIONS OF RESERVING A PARK FACILITY AND UNDERSTAND THAT ACCEPTANCE OF THEM IS A CONDITION OF APPROVAL.

SIGNATURE

DATE:

Note:

If it is projected that more than 100 people will be in attendance, an Assembly Permit granted by the City Council is **Required**. Also, if amplified sound will be used Permission from Council will be needed as well. You may obtain an Assembly Permit form or Amplified permit from City Hall at the front window.

- **The City may require additional information or references.**
- **A copy of the park rules and regulations is attached for your information.**
- **A fee will be assessed if the grounds are not cleaned of any litter or any major damage occurs during the use of City facilities.**

COUNCIL APPROVAL ASSEMBLY PERMIT YES NO

COUNCIL APPROVAL AMPLIFIED PERMIT YES NO

Approval is hereby granted for the purpose specified above and is contingent upon acceptance of all conditions and rules stated herein.

Harry A. Longon, Deputy Director Public Services