

VILLAGE OF OXFORD

PARKS USE REQUEST AND APPROVAL FORM

The Village of Oxford, Michigan grants permission to: _____
(hereinafter referred to as "facility user") to use Centennial Park located on Washington Street or Scripter Park located on S. Glaspie Street or the Baseball fields on S. Glaspie in the Village of Oxford under the following conditions:

Name/type of event: _____

- 1 The event shall take place at Centennial Park / Scripter Park / S. Glaspie Baseball Fields (circle one) between the hours of _____ and _____. The hours shall be consistent with the requested use.
- 2 **For Centennial Park primary guest parking shall be in the Municipal parking lot west of Hudson Street.**
- 3 No dogs are permitted except for handicapped persons.
- 4 No alcoholic beverages shall be permitted except for Centennial Park while it is in the approved social district.
- 5 All decorations, vending carts, etc. are to be installed immediately prior to the event and shall be removed immediately afterward. No staking is permitted unless prior approval is permitted by the Director of The Department of Public Works. The facility shall be clean and free of any debris after use.
- 6 The facility user shall be responsible for obtaining all necessary permits and authorizations from the County Health Department for food sales, etc.
- 7 The facility user shall provide evidence of personal liability coverage in an amount not less than \$100,000.00 prior to the event*. A certificate of insurance shall be provided to the Village of Oxford and the following additional insured endorsement shall be included on the certificate: ***The Village of Oxford, including all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and their board members, employees and volunteers.*** This coverage shall be primary to the additional insureds, and not contributing with any other insurance or similar protection available to the additional insureds, whether said available coverage be primary, contributing or excess. The certificate shall also contain the following endorsement: ***A ten-day advance written notice of cancellation, non-renewal, reduction, and/or material change shall be sent to: Village Manager, 22 West Burdick St., Oxford, MI. 48371.***
- 8 The facility user is responsible for full compliance with the Americans with Disabilities Act pertaining to the use of the facility.
- 9 A damage and cleaning deposit check made out to the Village of Oxford in the amount of \$100.00 shall be submitted upon execution of this agreement*. Said deposit shall be returned to the facility user in the event the facilities are left in clean order, which includes the removal of all

litter, bottles, containers, and the like. The facility user understands and agrees that the Village of Oxford shall solely determine conditions of facilities and whether the security deposit will be kept or refunded.

- 10 Facility is not reserved or approved until ALL required documentation is on file and approval is granted by the Village Manager.

NOTICE:

Village of Oxford parks are open to the public. A reservation or approved special event application for a park space does not provide exclusive use of the open public space. There is no expectation of privacy because of a reservation or special event application approval.

Applicant name: _____

Address: _____

Phone Number: _____

Email: _____

Applicant Signature: _____ Date: _____

_____ Application Completed

_____ Insurance certificate on file*

_____ Deposit on file*

*If you are unable to afford the required deposit or are unable to obtain the required liability insurance, please request a waiver to be granted by the Village Council by signing below. This request needs to be received by the Village of Oxford 60 days prior to your planned event.

Signature of applicant

Date

Village Manager approval: _____ Date: _____

THIS ORDINANCE, UNDER CHAPTER 46, PARKS AND RECREATION, SECTION 46-27, WAS DULY PASSED AND ADOPTED IDENTIFIED IN ACCORDANCE WITH PREVIOUSLY ADOPTED ORDINANCE NO. 321 BY THE OXFORD VILLAGE COUNCIL DURING IT'S REGULAR MEETING HELD ON JULY 25, 2000.