



FACILITY RENTAL INQUIRY

Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Primary Phone: _____ Alternate Phone: _____

Facility/Shelter/Lodge: _____ Located in _____ Park

Rental Date: _____ Rental Time: _____ until _____

Purpose

General Rental Information

1. Fees for facility reservations and use are set by City Commission resolution annually.
2. The Kiwanis shelter may be reserved only on behalf of religious organizations and those non-profit charitable organizations with a primary mission of benefiting children.
3. Persons who reserve City parks facilities may not prevent other park users from using other surrounding park facilities. Renters should be aware that these facilities are located in public parks, and the exclusive right to use a facility is limited to the facility itself, including immediately adjacent picnic tables and grills, but not to other neighboring areas of the park.
4. Parking lots and restrooms cannot be reserved for the exclusive use of the facility patrons; all parking regulations remain in force during your event.
5. The responsible party who has reserved the facility must be present during the period the facility is used, and shall present the reservation agreement to City employees upon request.
6. Facility patrons must abide by all park rules. Renters may furnish and operate a portable amplified sound system but must not disturb the public use of the park or infringe on the quiet enjoyment of nearby residents through operating the sound system unnecessarily or at an excessive volume.
7. Simple decorations, such as flowers or garland, are permitted; decorations must be attached in a manner that does not damage the facility, and must be removed before the end of the rental period. The renter must also clean any other litter or debris and deposit it in trash receptacles provided at the facility by the City. All set-up and clean-up must take place within the rented hours.
8. The presence or consumption of alcoholic beverages is permitted only at facilities within Riverview Park, and then only if the presence of alcoholic beverages is made known to the City at the time the reservation is made. Alcoholic beverages are otherwise banned by ordinance, and a violation of this prohibition is punishable as a misdemeanor.
9. The daily facility reservation hours shall be the same as the hours of the park in which the facility is located, being generally 6:00 AM – 10:30 PM or as otherwise posted.
10. Keys for the facility may be obtained from City Hall on the morning of the reservation during normal business hours, Monday through Friday from 8 am until 5 pm excluding Holidays. The responsible party must pick up the key.

This form is merely a request for information; it is **not** a rental agreement.

To obtain further information or to inquire about a specific rental date, please complete this form, print and mail to the City of St. Joseph, 700 Broad Street, St. Joseph MI 49085 or call 269-983-6325. Upon receipt of this form, a city representative will contact you with additional rental information.