

**ROCHESTER CITY RESIDENT
FACILITY RESERVATION APPLICATION**

Today's Date _____

Name of Organization: _____

Representative: Name _____ Position _____

Street Address: _____ Tel. #: _____

Facility Requested (circle): Kiwanis Pavilion Lion's Shelter Other: _____

Hours of Use: Between _____ and _____. Date Requested: _____

Type of Function: _____

Size of Group: _____. Approx. number of Rochester City Residents: _____

Will food be served? (circle) YES NO. Kiwanis serving room needed? YES NO

Remarks: _____

Applicant hereby agrees that the group or organization will comply with all rules and regulations concerning the use of City facilities. Applicant also agrees that they or the organization will reimburse the City for any repairs to the facilities or park equipment and for any extra or unusual custodial costs made necessary by the group or organization's activities.

Please note that there is no vehicular access beyond the parking lots and neither alcoholic beverages nor sound amplification is permitted.

Applicant will be present at the facility during the hours listed above.

Applicant's Signature _____

.....
(office use below this line)

Non-refundable Application Fee: _____. User Fee: _____. Damage Deposit _____.

Reservation Total: \$_____. Approved: _____, Date: _____
(City Manager)

.....
Condition of facility after use: _____

Recommendation on Deposit: _____, Supt. Initial _____



ROCHESTER MUNICIPAL PARK FACILITIES

The Kiwanis Pavilion is available for reservation by City of Rochester residents. If a resident is reserving a facility for a group or organization, the resident must be an active member and be present during the group's activities at the facility. **Related to MI Executive Order 2020-110, groups of 100 or less will be allowed gather outdoors with social distancing.**

The following rules apply to all City parks and facilities:

- 1) No alcoholic beverages are allowed in the parks.
- 2) No sound amplification.
- 3) No vehicular access beyond the parking lots.

Kiwanis Pavilion: The Kiwanis Pavilion is an open sided structure on a concrete slab that is located next to the south tot-lot, across the Paint Creek from the pond. There are 8 to 10 picnic tables in this area, and there is a drinking fountain nearby. Within the pavilion, there is a serving room which is available for public use. It has a flip-up window, counter space and electrical outlets. There are no kitchen facilities.

<u>Fees</u>	<u>Application Fee</u> (<u>Non-Refundable</u>)	<u>User Fee</u>	<u>Damage Deposit</u>	<u>Total Fees</u>
Kiwanis Pavilion	\$50.00			\$50.00
Kiwanis with serving room	\$50.00	\$10.00	\$50.00	\$110.00

The initial application fee is non-refundable. The user fee is refundable up to 14 calendar days before the reservation date. If a reservation is made less than 14 days before the activity date, the user fee is non-refundable.

Reservation Procedure: The resident will be notified of the application approval, and all fees will be due at this time. Payment must be made by the resident by credit card, cash or personal check. (*Please Note: No third-party checks can be accepted.) Upon payment, the resident will receive a copy of the approved application.

A key is available at City Hall on the day of the activity. If the event is on a weekend or holiday, the key will be available the day before the event. *

If you have any questions or need further assistance, please contact City Hall at (248) 651-9061.

* Key Pick-Up is available at City Hall by Appointment Only (Monday - Thursday, 9 am - 2 pm). Please email your appointment request to Info@rochestermi.org

Park Reservation Fee is payable by Check (mail or drop box) or Online Payment (rochestermi.org).