

City of East Lansing Facility Use Application

The City of East Lansing Facility Use Application is for reservations of City of East Lansing community parks. Completed applications must be submitted **at least 6 weeks prior to the event date**. Applications are not considered complete until the following items have been submitted:

- Signed application
- Non-refundable Application fee: \$30 resident or \$50 non-resident
- Refundable deposit (see deposit section for amount)
- Proof of liability insurance (\$500,000 general liability)

(This application is not applicable to block parties, road closures, community center, soccer/softball complex, aquatics center, or Patriarche Park reservations.)

Note: East Lansing code 26.54, states it is illegal to possess open alcohol in any public area or private areas open to the public.

Applicant Information

Renter/Contact Name: _____

Organization: _____

Email Address: _____ Tax ID No. _____

Address: _____ City, State, Zip: _____

Work Phone: _____ Home Phone: _____ Mobile Phone: _____

Name of participant/group that insurance is under: _____

Name of insurance company: _____ Policy No: _____

Insurance agent/contact name: _____ Insurance Phone: _____

Insurance address: _____

Event Information

Name of Event: _____ Date of Event: _____

Event Type: _____ Approx. # of Attendees: _____

Preferred Facility: _____ Time of Event: _____

Setup begins: _____ Event begins: _____ Event ends: _____ Cleanup Complete: _____

Please provide a brief overall description of your event:

Please identify any potential security issues:



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Do you plan for your event to:

have food: Yes No If yes, have you contacted the Ingham County Health Department and followed all requirements? _____

need restrooms: Yes No If yes, how do you plan to accommodate? _____

need electricity: Yes No If yes, what for? _____

utilize parking: Yes No If yes, how do you plan to accommodate? _____

use amplified sound: Yes No If yes, describe what for, what equipment, who is providing, how frequent? _____

use a stage, bleachers, tents or other temporary structures: Yes No If yes, please attach a drawing of proposed location(s) and sizes; will require additional permits and deposits.

Deposits:

Community Parks (Abbot Road, Albert White, Hawk Nest, Henry Fine, Valley Court): \$150 refundable deposit

Other Locations:

Patriarche Park: Contact the Parks and Recreation Department at (517) 319-6944 or email jhaeusl@cityofeastlansing.com

Community Centers & Sports Complexes: Contact the Parks and Recreation Department at (517) 319-6809

The applicant hereby agrees to indemnify and hold harmless the City of East Lansing for any liability for damages to any person or property in or about the facility from any cause whatsoever. All persons or groups using the facility shall be responsible for the proper supervision, control and accommodation of persons attending the activity. The applicant agrees to be financially responsible for damage to the facility and/or equipment. The applicant agrees to comply with all City ordinances and regulations in connection with the event. The applicant agrees that they have read, understood, and agrees to follow the Facility Use Rules and Regulations.

Responsible Party Date

Internal Use Only

Name of Event:										
Building/ Code	Clerk	Communications	DPW	Finance	Fire	Parking	Parks & Rec.	Planning/ Zoning	Police	City Manager

Final Approval:

City Representative Signature Date



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Rules and Regulations:

- Applicant must comply with all local ordinances (Chapter 28, Article II, Sec. 28) and conduct shall not violate local, state, or federal laws.
- The applicant/sponsor is responsible for damages/ losses incurred at requested location by those in attendance at the event throughout the duration of requested time allotted for the event.
- Applicant is responsible for all trash, litter and clean-up. Cost for clean-up will be deducted from the deposit if facility is not returned to the same condition it was prior to event. If the cost of damages or clean-up is greater than the deposit, the applicant may be charged for the resulting costs.
- Events shall not interfere with areas of the facilities or parks not included in the application.
- No City owned facility shall be used for private enterprise or profit.
- Adequate sidewalk passage and fire lanes must be open at all times.
- Parking in designated areas only.
- No inflatable items or bounce houses.
- No alcohol.
- No facility use permits shall be granted that would conflict with City sponsored events.
- No water or electrical hook-ups are provided by the City. If your event requires hook-ups, the applicant must provide them at their own cost and be in accordance with all local health department standards.
- Must have proof of General Liability Insurance in the minimum amount of \$500,000 naming the City of East Lansing as “additional insured” and send proof to City Hall with application.

Applications may be denied if:

- The applicant or person on whose behalf the application was made has on prior occasion made material misrepresentations regarding the nature or scope of an event or activity previously permitted;
- The applicant or person on whose behalf the application was made has violated the terms of prior permits issued to or on the behalf of the applicant;
- The application for permit, including any required attachments and submissions, is not fully completed and executed;
- The applicant has not tendered the required application fee with the application or has not tendered the required deposit, indemnification agreement, or insurance certificate;
- The application for permit contains a material falsehood or misrepresentation;
- The applicant is legally incompetent to contract or to sue and be sued;
- The applicant or person on whose behalf the application was made has on prior occasions damaged City owned facilities and has not paid in full for such damage, or has other outstanding and unpaid debts to the City;
- A fully executed prior application for permit for the same time and place has been received, and a permit has been or will be granted to a prior applicant;
- The use or activity intended by the applicant would conflict with previously planned programs organized and conducted by the City and previously scheduled for the same time and place;
- The proposed use or activity is prohibited by or inconsistent with the classifications and uses of the facility or part thereof;
- The use or activity intended by the applicant would present an unreasonable danger to the health or safety of the applicant or other users of the facility, of City employees or the general public;
- The use or activity intended by the applicant is prohibited by law or City code and ordinances.

