

(OVER)

**Village of Elk Rapids  
Resolution 10-04  
Rotary Park Pavilion Reservation Policy**

**Purpose**

To establish reservation guidelines for the use of Rotary Park Pavilion.

**Policy**

The Rotary Park Pavilion may be reserved based on the following:

**RESERVATION DIRECTIONS:**

- Reservations may be made at the Elk Rapids Governmental Center, located at 315 Bridge Street, between the hours of 8 am and 5 pm, Monday through Friday.
- Reservations will be accepted no more than 12 months in advance.
- Reservations can be accepted for periods of four (4) hours.
- Reservations must be within the time period of 7 am and 11 pm.
- Reservations shall be on a first come first serve basis and shall not be confirmed until the rental fee has been paid.

**GENERAL RULES:**

- Reserved time must include the group's set up and take down time.
- Fires in the fire place must be put out completely before leaving the facility.
- All trash must be removed from site after each use.
- The Village does not provide a restroom facility. A portable restroom may be rented from a local vendor. The restroom cost is the reserving party's responsibility.

**PARKING:**

- Parking will be allowed on asphalt surfaces only. Vehicles parked on the lawn will be towed at owner's expense.
- The Village is not responsible for items left in the pavilion.

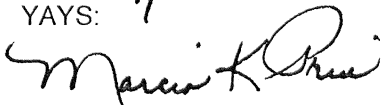
**FEES:**

- The fee for reserving the pavilion for a four hour period is \$25, unless waived by the Village Council. It is the reservation party's responsibility to request the waiver in a timely manner. The Village Council meets on the first and third Monday of each month. Reservation fees are not returnable.
- The pavilion may not be used for fundraisers unless approved by the Village Council. An additional fee may be imposed by the council for fund raising events.
- Officially recognized community service organizations, nonprofits, and other governmental entities shall not be required to provide a monetary fee for the use of the pavilion, although they shall be required to abide by the policies set forth.

YAYS: 7

NAYS: 0

ABSENT: 0



I, MARCIA K. PRICE, VILLAGE CLERK, DO HEREBY CERTIFY THAT THE ABOVE RESOLUTION 10-04 WAS DULY ADOPTED AT THE REGULAR COUNCIL MEETING HELD ON TUESDAY, JANUARY 19, 2010.

# VILLAGE OF ELK RAPIDS ROTARY PARK PAVILION RESERVATION

NAME OF GROUP: \_\_\_\_\_

CONTACT INFO:

NAME

NAME

NUMBER

NUMBER

EMAIL

EMAIL

DATE/TIME NEEDED: \_\_\_\_\_

FEE: \_\_\_\_\_

FEE REC'D

DATE / INITIALS

ON CALENDAR: \_\_\_\_\_

DATE/INITIALS

COPY OF POLICY GIVEN: \_\_\_\_\_

DATE/INITIALS

ADDITIONAL COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RENTER AGREES TO FOLLOW RESERVATION RULES

\_\_\_\_\_  
SIGNATURE

Village of Elk Rapids  
P.O. Box 398  
315 Bridge St.  
Elk Rapids, Mi 49629  
264-9274 (Phone)  
264-6337 (Fax)