



Park and Facility Rental Application

For Office Use Only

Deposit Paid	Key / Fob
Fee Paid	
Total Paid	Key / Fob Returned

Organization (if any) _____

Name of Person Responsible _____

Address _____

Daytime Phone _____

Evening Phone _____

Approximate size of group _____

Activity / Reason for rental _____

Rental Date(s) (List specific dates. Do not refer to general dates, i.e. every third Tuesday.) _____

Park / Facility (Check all that apply. Fees are listed on the back of this form.)

- | | | |
|--|--|--|
| <input type="checkbox"/> Bridge Street Plaza | <input type="checkbox"/> Gymnasium | <input type="checkbox"/> Island Park Boat Dock |
| <input type="checkbox"/> Fitzgerald Ball Field | <input type="checkbox"/> Community Room B100 | <input type="checkbox"/> Island Park Gazebo |
| <input type="checkbox"/> Jaycee Park Pavilion | <input type="checkbox"/> Community Room B101 | <input type="checkbox"/> Island Park Lookout |
| <input type="checkbox"/> Ledges Playhouse | <input type="checkbox"/> Community Room B102 | <input type="checkbox"/> Island Park (includes boat dock, gazebo, and lookout) |
| | <input type="checkbox"/> Meeting Room B103 | <input type="checkbox"/> Island Park – electricity |
| | <input type="checkbox"/> Meeting Room B106 | |

Rental Time(s) (Check all that apply. Include time needed for set up and clean up.)

- | | | |
|---|--|--|
| <input type="checkbox"/> Half-day
(8:00 a.m. to 3:00 p.m.) | <input type="checkbox"/> Half-day
(3:00 p.m. to 10:00 p.m.) | <input type="checkbox"/> Full-day
(8:00 a.m. to 10:00 p.m.) |
| <input type="checkbox"/> 8:00 a.m. – 9:00 a.m. | <input type="checkbox"/> 1:00 p.m. – 2:00 p.m. | <input type="checkbox"/> 6:00 p.m. – 7:00 p.m. |
| <input type="checkbox"/> 9:00 a.m. – 10:00 a.m. | <input type="checkbox"/> 2:00 p.m. – 3:00 p.m. | <input type="checkbox"/> 7:00 p.m. – 8:00 p.m. |
| <input type="checkbox"/> 10:00 a.m. – 11:00 a.m. | <input type="checkbox"/> 3:00 p.m. – 4:00 p.m. | <input type="checkbox"/> 8:00 p.m. – 9:00 p.m. |
| <input type="checkbox"/> 11:00 a.m. – 12:00 p.m. | <input type="checkbox"/> 4:00 p.m. – 5:00 p.m. | <input type="checkbox"/> 9:00 p.m. – 10:00 p.m. |
| <input type="checkbox"/> 12:00 p.m. – 1:00 p.m. | <input type="checkbox"/> 5:00 p.m. – 6:00 p.m. | |

The Farmers Market, Relay for Life, Victorian Days, and Yankee Doodle Days are exempt from park and facility rental fees. All rentals require a refundable \$100.00 damage/clean up deposit. Electricity on Island Park is available for a \$50.00 fee. The City may charge additional fees for other services not listed. All rentals are for non-commercial use only. Rental and damage/clean up deposit fees must be paid in full to secure a reservation. The City will not hold a park or facility based on partial payment of rental or damage/clean up deposit fees. Cancellations must be made at least two weeks before the rental date. Cancellations made within two weeks of the rental date forfeit the rental fee.

By signing below, you agree to follow all rules, regulations, and laws concerning the use of City of Grand Ledge parks and facilities; and acknowledge if you do not you will forfeit said use and your damage/clean up deposit; and also

certify the statements made and the information provided in this application for use of City of Grand Ledge parks and facilities are true, accurate, and complete.

Signature		Date	
Park / Facility		Resident Fee	Non-Resident Fee
Bridge Street Plaza			
	Half Day	\$80.00	\$150.00
	Full Day	\$150.00	\$250.00
	Non-Profit Half Day	\$40.00	\$75.00
	Non-Profit Full Day	\$75.00	\$125.00
City Hall – Gymnasium, Community Rooms, Meeting Rooms			
	Per Hour	\$20.00	\$40.00
	Non-Profit Per Hour	\$15.00	\$30.00
Fitzgerald Ball Field or Island Park			
	Half Day	\$250.00	\$650.00
	Full Day	\$450.00	\$850.00
	Non-Profit Half Day	\$125.00	\$325.00
	Non-Profit Full Day	\$225.00	\$425.00
	Revenue Generating Non-Profit per event	\$150.00	\$250.00
Island Park Gazebo or Dock			
	Half Day	\$80.00	\$150.00
	Full Day	\$120.00	\$250.00
	Non-Profit Half Day	\$40.00	\$75.00
	Non-Profit Full Day	\$60.00	\$125.00
Jaycee Park Pavilion			
	Half Day	\$50.00	\$100.00
	Full Day	\$80.00	\$150.00
	Non-Profit Half Day	\$25.00	\$50.00
	Non-Profit Full Day	\$40.00	\$75.00