



LUCIDO RIVER PARK BUILDING RESERVATION POLICY

Policy Information

Policy Number: PR - 001
Last Approved: December 7, 2023

Effective Date: December 8, 2023
Next Review: December 7, 2025

Introduction and Purpose

The use of Lucido River Park Building by outside groups requires prior written approval via a formal application process. A “Building Reservation and Liability Wavier” form must be completed in full and submitted before the event, along with additional proper documentation and the required deposit/fees to secure the reservation.

Policy

A. Applications and Taking Reservations

Macomb Township Staff will handle all reservation requests for the Lucido River Park Building.

Reservations for the building will be secured through a Contract Holder (CH), that will be responsible for adhering to the Building Reservation & Liability Waiver. Applications will be processed in the order they are received.

A written description of the event is required.

B. Reservation Guidelines

All approved applications require a Building Reservation and Liability Wavier for the use of the facility. Applicable security deposit must be paid at time of reservation. Final payment of rental is due two weeks prior to the event date.

Should there be any site clean-up that is considered excessive by park personnel, the contract holder will surrender the security deposit to cover the costs of cleaning. The contract holder will be charged for cost of repairing structural alterations or damage to the building.

Minors 18 and under must always be supervised by an adult over the age of 25.

Procedures, rules, and regulations will be administered in accordance with the policies detailed in the “Building Reservation and Liability Waiver” form.

C. Hours of Use

The rental hours are from 9:00AM until 11:00PM. Rentals are available all year long.

D. Fees and Payments

Rental Fee: \$425.00 for residents of Macomb Township
 \$475.00 for non-residents of Macomb Township

Security Deposit/Cleaning Fee: \$200.00

The security deposit must be paid at the time of reservation.
The rental fee is due two weeks prior to the event date.

If not reserved by a fee-paying person or entity, Macomb Township-based nonprofit organizations or community groups may request a reduced rental but are required to meet eligibility qualifications set forth herein.

- The organization or group must be Macomb Township based or the majority of the group must be Macomb Township residents.
- Upon request, the organization or group must produce organization documents, bylaws, or other such papers that demonstrate the group members have a formal affiliation.
- Such requests will be reviewed on a case-by-case basis and a recommendation made by the Parks and Recreation Director, or his/her designee. The recommendation shall be approved or denied by the Supervisor.
- Reservations for the discounted rate may be taken no sooner than 10 days prior to the event, on a first come first served basis.
- The discounted rate is only available Monday – Thursday.
- The discounted rate, if approved, is \$25.00 for 2 hours.

E. Certificate of Insurance

Certificate of insurance is required for equipment only that is set up on the grounds surrounding the building at the park. This includes tents, bounce houses, and other large items contracted through commercial companies. Bounce houses and any other item that require electricity onsite, require their own generator. Extension cords from the building are not permitted.

The contract holder/applicant shall procure liability insurance with limits of liability of not less than one million (\$1,000,000.00) dollars and shall name Macomb Township, 54111 Broughton Road, Macomb Township, MI 48042 as the certificate holder and needs to read “Macomb Township, it’s Employees, Staff, Agents, and Volunteers, is added as an additional insured, primary and noncontributory for event on _____(date) at Paul & Annette Lucido River Park.”

Insurance policies must be received at the Macomb Township Recreation Center at least 2 weeks prior to the event day. If an insurance policy is not received, non-traditional rented equipment WILL NOT be allowed on the premises and there will be NO RENTAL REFUNDS.

F. Food / Alcoholic Beverages / Smoking

FOOD – Food cannot be cooked inside the building. Heating elements may be used to keep food warm, including crock pots and buffet warmers.

GRILLS - Grills may be brought onto the outside patio area only, a minimum of 20 feet away from the nearest point to the building.

ALCOHOLIC BEVERAGES - The consumption of alcohol is permitted inside the building and patio only. Consumption of alcohol throughout the park and parking lot is prohibited. Beer and wine only, no glass containers.

SMOKING – Smoking of tobacco or any other substances, or use of vapor producing products such as e-cigarettes or similar devices, is strictly prohibited inside the building. The smoking or use of marijuana or any marijuana product is prohibited on Township property.

G. Fires / Fireworks / Explosives

FIRES - Open burning of any kind is prohibited at Lucido Park. No person shall drop, throw, or otherwise scatter lighted matches, burning cigarettes or cigars, tobacco paper, charcoal, or other flammable material. However, the use of barbecue burners or cooking on the patio area is permissible. No person shall leave the immediate vicinity of any fire, which he/she has started or used without first extinguishing the fire.

FIREWORKS & EXPLOSIVES – No person shall bring into the park or have in his/her possession or set off or otherwise cause to explode any firecrackers, torpedo, rocket, or other fireworks or explosives, or discharge them or throw them into any park area from land or property adjacent thereto.

H. Cancellations

CANCELLATION FEE: Contract holders can cancel building reservations 14 calendar days prior to reservation date with no penalty (not counting reservation date in 14-day rule). Reservations cancelled 14 calendar days prior to the event (including reservation date) will be assessed a \$50.00 administration fee. The remaining refund balance will be issued 4-6 weeks after the cancellation request is approved by Parks and Recreation.

Responsibilities and Compliance

The Parks and Recreation Department will implement and enforce this policy.

Lucido River Park Building Reservation Policy

Attorney Reviewed

Signature 

Date 12-15-23

Board Approval

Yes If yes, date of meeting: 12/6/23

No Administrative only, not subject to Board approval.

Approvals (Elected Official / Department Head)

<u>Frank Viviano</u> Name (Print)	<u>Supervisor</u> Title	<u></u> Signature	<u>12/12/2023</u> Date
<u>Salvatore A. DiCaro</u> Name (Print)	<u>Director</u> Title	<u></u> Signature	<u>12/12/23</u> Date
_____ Name (Print)	_____ Title	_____ Signature	_____ Date

Policy Last Reviewed (Every 2 Years, Minimum)

Name (Print)	Title	Initials	Date
_____	_____	_____	_____
_____	_____	_____	_____
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