



*Cherishing our Heritage
Embracing our Future*



Office Use

Morley Park Pavilion Reservation Application

The City of Cedar Springs takes Morley Park Pavilion reservations on a first come, first serve basis. Reservations can be made up to 60 days ahead of the event starting March 1st of each year. Reservation of the Morley Park Pavilion includes the use of both water and electricity; bathrooms are shared with other park guests. This reservation is only for use of the Pavilion, the rest of the park shall remain open to the public.

Date/Time of event (4 hours max): _____

Type of event being held: _____

Name of Group/ Person requesting reservation: _____

Contact Person: _____ Phone No. _____

Contact Person Address (photo ID verified): _____

Contact Person E-mail Address: _____

1. I intend to provide or allow amplified music/entertainment at my event.
(only permitted between 11:30am and 7:30pm, The volume of sound shall be controlled so that the volume is not unreasonably loud, raucous, jarring, disturbing or a nuisance to persons within the area of audibility.)

Yes or No

2. I intend to provide or allow mechanical amusement devices at my event.
(example: moonwalk, dunk tank, slip and slide etc...) (if yes, must provide a general liability policy covering the premises and naming the City of Cedar Springs as an additional insured, with coverage in an amount of at least one million dollars (\$1,000,000))

Yes or No

Signature: _____ Date: _____

I HAVE READ THE ATTACHED RULES, WAIVER, RELEASE AND INDEMNITY AGREEMENT AND BY SIGNING THIS FORM I ACKNOWLEDGE THAT I UNDERSTAND AND AGREE TO BE BOUND BY ITS TERMS.

Fees must be paid at the time the application is turned in.

\$20 fee for City Residents

\$30 fee for non-City residents

Office Use Only

Date application received: _____ Amount Paid: _____

City Manager/Designee Approval: Yes No

City Manager Signature: _____

Morley Park Pavilion Rental Rules

In consideration of the City of Cedar Springs allowing me and my group to use its equipment, facilities and services, in the park designated above, I agree and recognize as follows: That myself and my groups participation is completely voluntary and I have familiarized myself with the activities in which I and my group will be participating and any rules, regulations and procedures that are involved. That I am aware that certain hazards, risks and dangers are inherent and present in the activities in which I and my group will be participating and in the equipment, facilities and grounds I and my group will be using and I acknowledge that although the City of Cedar Springs has taken measures to minimize the risk of injury to me and my group, the City of Cedar Springs cannot and does not insure nor guarantee that the participants, equipment, facilities, grounds, and/or activities will be free of hazards, accidents and/or injuries. I agree and recognize that my and my group's participation in such activities and/or use of such equipment, facilities and grounds may result in injury, illness or death and I agree to assume all risks and dangers and all responsibility for any losses, damages, and injuries arising out of my and my groups participation in activities in the park and/or the use of any equipment, facilities, servicing and/or grounds at the park.

On behalf of myself and my group, I agree to release, waive and discharge any and all liability against the City of Cedar Springs and their agents and employees, and to hold harmless, indemnify and defend the City of Cedar Springs and their agent, officers, officials, employees and volunteers from and against any and all claims, actions, losses, liabilities, injuries, damages, wrongful death, fee, expenses and attorney fees, which may arise out or be related to myself and my groups participation in the above described activities and/or the use of any equipment, facilities and/or grounds in park designated above in the City of Cedar Springs, whether or not caused in whole or in part by the negligence and/or gross negligence of the owners, agents, employees, officers, officials and/or volunteers of the City of Cedar Springs.

1. Pavilion rental is for use of the pavilion, water and electricity and use of up to 8 picnic tables under the pavilion, the rest of Morley Park shall remain open to the public.
2. Proof of residency is required to reserve the pavilion at the City Resident rate.
3. The Morley Park Pavilion is available for reservation between April 1st and November 1st of each year. The pavilion may be reserved starting on March 1st. Reservations can only be made 60 days in advance.
4. The park and pavilion must be left in the same condition it was found and event organizers are responsible for cleaning up after themselves.
5. Group organizers are responsible for any damage caused by their group and shall be held responsible for full repair or replacement costs of damaged property. If the City is required to clean the site after use, group organizers.
6. No alcohol is permitted in City Parks without express written authorization from the City Council.
7. No smoking is permitted in City Parks except in designated smoking areas.
8. Pavilion rental is for up to 4 hours at a time between dawn and dusk.
9. The electricity at the Pavilion is rated 60 amps. If the breaker is tripped due to overuse, there may be a fee to turn it back on during a Saturday or Sunday event.
10. Park bathrooms and playgrounds are open to the general public at all times.
11. All children will be properly supervised by a responsible adult at all times.
12. Noise levels for activities in the pavilion must not be loud enough to disturb others in the park or the surrounding community.
13. Event organizers and guests shall follow all City, State and Federal laws during reserved event.
14. Event organizers may place one sign at or near the pavilion to identify the name of the party and one sign at or near the park entrance on Cedar St. to assist guests in finding the event. Event organizers must follow city sign ordinances in the placement of signage.
15. No alterations or additions in or to the pavilion or park shall be made; absolutely no holes shall be made or drilled in any part of the pavilion structure, tables or seating for any purpose.
16. Vehicles must be parked in legal parking areas. There is no parking allowed on the park grounds.
17. Gambling is not permitted in any City park.
18. Violation of any of these rules may result in immediate termination of the rental permit and removal from the park.