

**CHARTER TOWNSHIP OF GARFIELD
PARKS AND RECREATION COMMISSION**

Monday, November 4, 2019 at 6:00 p.m.
Garfield Township Hall Large Meeting Room
3848 Veterans Drive
Traverse City, MI 49684
Ph: (231) 941-1620

ORDER OF BUSINESS
Call Meeting to Order
Roll Call of Board Members

1. Public Comment

Public Comment Guidelines:

Any person shall be permitted to address a meeting of The Parks and Recreation Commission, which is required to be open to the public under the provision of the Michigan Open Meetings Act, as amended. (MCLA 15.261, et.seq.) Public Comment shall be carried out in accordance with the following Board Rules and Procedures: a.) any person wishing to address the Board is requested to state his or her name and address. b.) No person shall be allowed to speak more than once on the same matter, excluding time needed to answer Commissioner's questions. Where constrained by available time the Chairperson may limit the amount of time each person will be allowed to speak to (3) minutes. 1.) The Chairperson may at his or her own discretion, extend the amount of time any person is allowed to speak. 2.) Whenever a Group wishes to address a Committee, the Chairperson may require that the Group designate a spokesperson; the Chairperson shall control the amount of time the spokesperson shall be allowed to speak when constrained by available time.

2. Review and Approval of the Agenda - Conflicts of Interest

3. Review and Approval of Meeting Minutes – October 7, 2019

4. Correspondence

5. Reports

- a. Commissioner Reports
- b. Staff Report/Updates
 - i. Seasonal Closure – BVNP Pickleball Courts and Canoe / Kayak Launch
 - ii. MSU Landscape Architecture Class Project – Buffalo Ridge Trail Phase III
- c. Grand Traverse Conservation District Report

6. Old Business

- a. Discussion – BVNP Pickleball Courts Issues Update
- b. PD-2019-142 – BVNP Conceptual Pickleball Court Expansion Proposal – Follow-Up
- c. PD-2019-143 – Rental of Athletic Fields at Silver Lake Recreation Area – Follow-Up

7. New Business

- a. Adoption of 2020 Meeting Schedule

8. Public Comment

9. Items for Next Agenda

10. Adjournment

Garfield Township will provide necessary reasonable auxiliary aids and services, such as signers for hearing impaired and audio tapes of printed materials being considered at the meeting to individuals with disabilities upon the provision of reasonable advance notice to Garfield Township. Individuals with disabilities requiring auxiliary aids or services should contact Garfield Township by writing or calling Lanie McManus, Clerk, Ph: (231) 941-1620, or TDD #922-4412.

**CHARTER TOWNSHIP OF GARFIELD
PARKS and RECREATION COMMISSION
October 7, 2019**

Roll Call of Commission Members:

Present: James Guilmet, William Scott, Denise Schmuckal, Chris DeGood, Fern Spence, and Valarie Handy

Absent and Excused: Chris Remy

Staff Present: Deputy Planning Director Steve Hannon and Planning Director John Sych

Call to Order: Chair Handy called the meeting to order at 6:01 pm.

1. Public Comment

Peter Zirnhelt, 1613 West Outer Drive – mentioned that he presented a proposal for consideration to groom ski trails at Silver Lake Recreation Area and Buffalo Ridge Trail.

2. Review and Approval of the Agenda – Conflicts of Interest

Sych asked to add item 5.c. – Grand Traverse Conservation District Report and item 6.e. – Boardman Valley Nature Preserve Crushed Gravel Path Bid Award. *Schmuckal moved and DeGood seconded to approve the agenda as amended.*

*Yeas: Schmuckal, Scott, DeGood, Guilmet, Spence, Handy
Nays: None*

3. Review and Approval of Meeting Minutes August 5, 2019

DeGood moved and Schmuckal seconded to adopt the minutes of August 5, 2019 as presented.

*Yeas: Schmuckal, DeGood, Scott, Guilmet, Spence, Handy
Nays: None*

4. Correspondence

- a. Grand Traverse County Conservation District September 2019 Report
- b. An email from Diane Vidovic in support of keeping the tennis courts at the Boardman Valley Nature Preserve

5. Reports

a. Commissioner Reports

Schmuckal reported on the Township Board's work to develop the 2020 Parks and Recreation budget, with their next budget session to occur on October 8.

b. Staff Report/Updates**i. Michigan Department of Natural Resources Trust Fund Grant Closeout**

Hannon reported that closeout documents for the grant for the recent improvements at the Boardman Valley Nature Preserve, including pickleball courts, kayak launch, and parking area, has been filed with the Michigan Department of Natural Resources. Once processed by the DNR, they will release the final \$10,000 from the grant to the Township.

ii. Serenity Park/Airport

Sych reported that Cherry Capital Airport contractors are restoring Serenity Park within the Gladewood subdivision. The initial tree removal contractor removed the trees as planned but restoration improvements were incomplete. Site grading, adding top soil and seeding are being done now.

c. Conservation District Report

Tom Vitale discussed various activities conducted by the Conservation District at Township park area, including some of the highlights from the September 2019 report.

6. New Business**a. Boardman Valley Nature Preserve Pickleball Courts Issues**

Sych indicated that there has been some issues with the guidelines for play at the new pickleball courts as some players are not playing equally with others. Chair Handy provided opportunity for a few pickleball player representatives to speak.

Michelle Richard, 4915 Black Bear Drive, said she would like the courts to follow the same rules at the indoor courts at the YMCA with alternate days for different levels of players.

Dan Succarde, 2192 Twin Eagles Drive, explained the pickleball player rating system and the desire of high-level players to play with others of equal skill level. He stated that the system at Veteran's Park Dog Park in the City of Traverse City works well.

Brad Barnes, 2226 Chelsea Lane, said the YMCA rules don't work and the reservation system works.

The Commission directed staff to investigate and compare the current Township policy with the policies of other communities. Staff should also review signage at other communities.

DeGood excused himself from the remainder of the meeting at 6:44 PM.

b. **Conceptual Plan for Expansion of Pickleball Courts**

Sych mentioned that this proposal was originally presented at the August meeting of the Commission. The Traverse Area Pickleball Association has presented cost estimates for new courts to replace existing tennis courts adjacent to the new pickleball courts. Sych noted that the Commission should evaluate the proposal and determine what is the best use for the Boardman Valley Nature Preserve. Some issues to consider include the potential limits by the DNR for any parks acquired using Trust Fund grant money, the original intent for this park to be a nature preserve, and other site impacts.

Chair Handy referenced the survey in the Parks and Recreation Master Plan and suggested that it be reviewed to determine the preferences by Township residents for pickleball and tennis. Staff will investigate further.

c. **Rental of Athletic Fields at SLRA**

Hannon reported that the Township permitted reservation of the rugby / soccer field at Silver Lake by the Traverse Bay Blues Rugby Club for three games on a trial basis to see how it would work. Hannon noted that staff visited the first game and the event appeared to work smoothly. The only major issue was some automobile parking on the grass areas. The Commission supported the idea to refine the proposed reservation policy and suggested that staff look at ways to mitigate issues with parking, the impacts of spectators such as increased garbage, and any tournaments. Commissioners recommended looking at the parks reservation policies in other communities such as Peninsula Township.

d. **Park Capital Improvement Program (CIP)**

Hannon reviewed the projects to be funded for 2020 and a list of projects in the CIP for subsequent years. Sych also provided information on the overall Parks and Recreation budget for 2020. Individual projects on the CIP were discussed. Schmuckal recommended removing "demolition" of the BVNP tennis courts since it is not yet determined whether the courts will be demolished or rehabilitated. Commissioners agreed, and this was the only amendment to the Parks CIP.

After discussion, Spence moved and Scott seconded to recommend the Parks Capital Improvement Program, as amended, for Approval to the Township Board.

Yeas: Schmuckal, Guilmet, Scott, Spence, Handy

Nays: None

- e. **Boardman Valley Nature Preserve Crushed Gravel Path Bid Award**
Sych provided an overview of the project and noted the lowest bid.

After discussion, Spence moved and Scott seconded to recommend to the Township Board the acceptance of the bid from Popp Excavating in the amount of \$22,133.00 for the crush gravel trail at the Boardman Valley Nature Preserve.

Yeas: Schmuckal, Guilmet, Scott, Spence, Handy

Nays: None

7. Public Comment

Schmuckal confirmed with Commissioners that the Parks and Recreation Commission will continue to meet on a bi-monthly basis.


8. Items for Next Agenda

Agenda will include follow up to several items from this meeting. Hannon also mentioned that the next agenda will include adoption of the 2020 Parks and Recreation Commission meeting schedule.

9. Adjournment

Handy moved to adjourn the meeting at 7:53 pm.

Chris Remy, Secretary
Garfield Township Parks & Recreation
Commission
3848 Veterans Drive
Traverse4 City, MI 49684

| | | | |
|---|---|--------------|--------------------------|
|  Charter Township of Garfield Planning Department Report No. 2019-142 | | | |
| Prepared: | October 30, 2019 | Pages: | 2 |
| Meeting: | November 4, 2019 Parks and Recreation Commission | Attachments: | <input type="checkbox"/> |
| Subject: | BVNP Conceptual Pickleball Court Expansion Proposal – Follow-Up | | |

BACKGROUND:

At the previous Parks and Recreation Commission meeting, Commissioners heard a proposal from the Traverse Area Pickleball Association (TAPA) for additional pickleball courts at Boardman Valley Nature Preserve (BVNP). Eight (8) courts were opened for the first time in 2019. TAPA is proposing that the site of the existing tennis courts located immediately west of the new pickleball courts be rebuilt into six (6) new pickleball courts, with TAPA conducting the fundraising for the improvements.

The Township has used an online reservation system for these courts with software provided by TAPA. Half of the courts may be reserved while the other half are always for open play and cannot be reserved. TAPA also provided guidelines for play on the courts, which the Township adopted as a one-year trial.

COMMENTS:

At the previous meeting, staff and Commissioners discussed ideas for different future uses at BVNP and the future vision of the park. The current Parks and Recreation Master Plan envisions the park in a mostly natural, undeveloped state with several rustic trails and opportunities for the public to enjoy hiking, nature watching, hunting, and fishing. The existing YMCA and pickleball courts, and the development of any further pickleball courts, represent more active recreational uses.

The TAPA proposal includes consideration for rental of these courts up to four times per year for clinics and tournaments, which would be open to the public, and a reservation fee to generate maintenance funds for the courts. The Michigan Natural Resources Trust Fund (MNRTF) grant was used in the acquisition of BVNP and the improvements for the current courts, which potentially affects the ability to rent out the courts or to charge rental or reservation fees for their use.

Commissioners also discussed the desire for additional pickleball courts as weighed against any potential desire to keep tennis courts on this site. Staff reviewed survey results from the 2018 Parks and Recreation Master Plan. For the question “Do you believe there is a need for the following facilities in Garfield Township? (If the facilities already exist, are more needed?),” the following responses were received:


| Facility | No | Neutral | Yes |
|-------------------|-------|---------|-------|
| Pickleball Courts | 15.9% | 29.9% | 54.2% |
| Tennis Courts | 29.4% | 47.2% | 23.3% |

Written responses to other questions (“Why did you visit the Township park(s)?” and “What do you like about the Township parks? What could be done to improve the Township parks?”) showed that a lot of people supported expanded opportunities for pickleball, but that many people also used the parks to play tennis and wanted to continue doing so. The survey and Parks and Recreation Master Plan were finished before the new pickleball courts at BVNP were completed.

Commissioners included a site cleanup of the BVNP tennis courts in the Parks Capital Improvements Program as a future priority, but it was not specifically included as a 2020 priority. Staff conversations and research indicate that the tennis courts are more feasibly demolished than refurbished, based on the terrain, existing cracks on the tennis courts, and potential cost to refurbish them versus demolish them.

ACTION REQUESTED:

Commissioners may determine if they want to make a recommendation to the Township Board regarding the proposal from TAPA for the pickleball court expansion at BVNP. However, Commissioners may also determine that this project is not a priority for 2020, in which case no action may be needed at this time.

| | | | |
|---|--|--|-------------------------------------|
|  | | <h2 style="margin: 0;">Charter Township of Garfield</h2> <h3 style="margin: 0;">Planning Department Report No. 2019-143</h3> | |
| Prepared: | October 29, 2019 | Pages: | 5 |
| Meeting: | November 4, 2019 PRC | Attachments: | <input checked="" type="checkbox"/> |
| Subject: | Rental of Athletic Fields at Silver Lake Recreational Area – Follow-Up | | |

BACKGROUND:

As discussed at the previous Parks and Recreation Commission meeting, the Township recently received requests to rent out the soccer and baseball fields at Silver Lake Recreation Area. Garfield Township currently allows some of its facilities to be rented or reserved but there is no reservation policy for the Silver Lake athletic fields, as they are currently available to the public on a first-come, first-served basis. The 2018-2023 Parks and Recreation Master Plan includes recommended policies for park reservations, including reservations of athletic fields and regular reservations from leagues and clubs.

In August, the Township received request from a local rugby team to reserve the rugby field at the Silver Lake Recreation Area for three matches played on three Saturdays in September and October. Using the request as a “test case,” the Township Board approved to allow the Traverse Bay Blues Rugby Club to use the rugby/soccer field at Silver Lake for three matches and set up rugby goal posts. The reservation fee was \$30 per day.

COMMENTS:

At the previous meeting, staff and Commissioners discussed how the test case reservation worked and any potential issues going forward. Staff indicated that the first match went well although there was an issue of vehicles parking on lawn areas, and that this may be mitigated in the future by installing large boulders or signage showing where additional parking is available.

Staff also presented a draft field reservation policy as a discussion item. Commissioners discussed some of the different types of events, especially large-scale events or tournaments, and their potential impacts including garbage removal and access to bathrooms. Staff was asked to research information on athletic field rental in nearby communities, and found information on the following:

- Peninsula Township – Special Event Application
- Grand Traverse County – Civic Center Athletic Fields Reservation Fees and Policies
- City of Cadillac – Event Request Planning Guide

Peninsula Township has a special event application for events at Bowers Harbor Park with over 50 people in attendance. Regulations state that only one special event is allowed per day, events must end by 9 PM, parking is limited to designated areas, the park remains open to the public, damages are the responsibility of the applicant, and all applicants must carry liability insurance.

Grand Traverse County has policies specifically for the Civic Center Athletic Fields. The County charges hourly rates for rental of the fields, with higher rates for weekends and non-County residents. Residents also have priority for league and tournament schedules at the start of the year. The County offers some field preparation on weekdays, with other preparation and cleanup the responsibility of the applicant.

The City of Cadillac has an application for all events and an additional form for their ball fields. Events must receive City County approval and require liability insurance from the applicant.

RESERVATION POLICY:

The draft policy listed below was presented at the previous Parks and Recreation Commission meeting. Using the information from researching other communities and other input, Commissioners should amend and adjust the draft policy as needed:

The Charter Township of Garfield has established the following policies and procedures to ensure the safe, efficient use and the equitable availability of recreation fields within Township parks.

- All Township park rules must be adhered to.
- The Township reserves the right to modify these policies and procedures and to develop and enforce such additional rules and regulations as may be required for the protection of the parks, the individual facilities of the parks, and the users and patrons of the parks.
- Fees as imposed by this policy may be waived by the Township Board.
- Fields are available April to November (depending on weather). Fields are closed from December to March.
- Recreation fields may be used unreserved on a first-come, first-served basis if they are not reserved by others and if they are not set up for a game that will take place later that day.
- Reservation fee of \$30 per field for one full day and \$500 for a full season (*length of season and number of reservations per week to be determined*).
- Groups will be held financially responsible for damages attributed to their use.
- The Township may request a “Certificate of Insurance” from the group for liability coverage.

ACTION REQUESTED:

If, following discussion and any amendments, the Commission is comfortable with implementing the policy, the following suggested motion is offered for consideration:

MOTION TO recommend approval of the Reservation Policy and Form to the Township Board as outlined in PD Report 2019-143, as amended.

Attachments:

1. Park / field reservation forms from Peninsula Township, Grand Traverse County, and the City of Cadillac.

DRAFT

RECREATION FIELD REQUEST FORM

Silver Lake Recreation Area

The Charter Township of Garfield has established the following policies and procedures to ensure the safe, efficient use and the equitable availability of recreation fields within Township parks.

- All Township park rules must be adhered to. Please see attached rules.
- The Township reserves the right to modify these policies and procedures and to develop and enforce such additional rules and regulations as may be required for the protection of the parks, the individual facilities of the parks, and the users and patrons of the parks.
- Fees as imposed by this policy may be waived by the Township Board.
- Fields are available April to November (depending on weather). Fields are closed from December to March.
- Recreation fields may be used unreserved on a first-come, first-served basis if they are not reserved by others and if they are not set up for a game that will take place later that day.
- Reservation fee of \$30 per field for one full day and \$500 for a full season.
- Groups will be held financially responsible for damages attributed to their use.
- The Township may request a “Certificate of Insurance” from the group for liability coverage.

Please submit one request for each site requested and fill out ALL information below.

1. Requested Field (please check one)

Soccer/Rugby field _____

Baseball field _____

2. Requested dates, days and times:

DATE STARTING: _____

DATE ENDING: _____

DAY(S) OF WEEK: _____

TIME STARTING: _____

TIME ENDING: _____

3. Activity Description: (Use additional page, if needed):

4. Total Number of Participants: _____

5. Group & Contact Information

Group Name: _____

Contact Person Name: _____

Relationship to Group: _____

Mailing Address: _____

Phone: _____

Email: _____

On behalf of this group, I understand all procedures associated with this request and accept the legal/financial responsibilities involved in the use of field.

Signature: _____

Date: _____

Garfield Township Parkland Rules

The following activities are prohibited and it shall be unlawful for any person or persons to do any of the following on Township Parkland:

- A. To remain on Township Parkland outside of the stated or posted hours of operation; two (2) hours before sunrise until two (2) hours past sunset, unless otherwise posted.
- B. To enter any area that is posted or in any other way identified as being “closed.”
- C. To camp at any time unless written permission is obtained from the Parks Administrator.
- D. To have an open fire, outside the designated charcoal grills provided for the purpose of cooking, without written permission of the Parks Administrator (Private grills shall be allowed, either gas or charcoal, so long as the ashes will not be deposited on the ground). No fires may be built directly on the ground.
- E. To operate motorized vehicles of any kind on designated trails, except for maintenance or patrol as authorized by the Parks Administrator.
- F. To operate or park any motorized vehicles of any kind except in established driveways and parking areas.
- G. To commit vandalism of any kind, including but not limited to:
 - a. Removing, damaging, destroying or defacing Township owned property and equipment.
 - b. Destroying, damaging, injuring or removing any trees, shrubs, wildflowers or vegetation.
- H. To have a pet that is not on a leash or otherwise restrained and in control of its keeper. Animal leashes shall not exceed 16 feet in length. Animal excrement must be picked up, contained in a sealed bag and removed from Township Parkland or placed in trash receptacles as provided.
- I. To litter or otherwise dispose of or discard refuse of any kind except by placing said refuse in containers provided for that purpose.
- J. To dispose of any household refuse on Township Parkland or in garbage receptacles on Township Parkland.
- K. To solicit, post, advertise or in any way sell or attempt to sell any goods or services on Township Parkland without written permission of the Parks Administrator.
- L. To possess or consume beer, wine or any intoxicating liquors on Township Parkland.
- M. To possess, smoke or vape marijuana, tobacco or any other products on Township Parkland.
- N. To discharge projectiles by air, explosive substance or any other force by any firearm, revolver, pistol, shotgun, rifle, air rifle, air gun, paint ball gun, bow or other weapon that discharges a projectile. This section shall not apply to any peace officer, or duly appointed law enforcement officer while carrying out their duties. This section shall also not apply to any person lawfully hunting game as provided for in Ordinance No. 50 of Garfield Charter Township and as allowed by federal and state game laws.
- O. To, in any way, harass and intentionally disturb any and all wildlife on Township Parkland other than while hunting or fishing as provided for in Ordinance No. 50 of Garfield Charter Township and as allowed by federal and state game laws.
- P. To feed any wildlife at any time.
- Q. To refuse to comply with these Rules and Policies when requested by a local enforcement officer or in any way hinder the Parks Administrator, any employee or designee of the administrator while performing their official duties, including the enforcement of Garfield Charter Township Parkland Ordinance No. 50.

Peninsula Township Special Event Application

Please fill this application out completely, read the attached documents, and sign and date at the bottom.

1. Applicant: Name _____
Address: _____

Phone Number(s) _____
Email address _____

2. Date of Your Event _____

3. Type of Event _____

4. Number of People You Are Expecting _____

5. Park You are Requesting to Use _____

6. Will you be bringing in tables, chairs, etc? yes / no

7. Please Describe any Other Details of Your Event :

8. Read the attached information specific to the Park that you are requesting to use and the attached *Peninsula Township Park Regulation Ordinance No. 5.*

I have read Ordinance No. 5 and the specific regulations regarding Bowers Harbor Park / Mission Point Lighthouse Park (circle one) and agree to the terms therein.

Applicant Signature

Date

Printed Name

Contact Phone

| | |
|--|-------|
| <u>For Peninsula Township Official Only</u> | |
| Next Park Commission Meeting _____ | |
| Approved / Denied (with reason) | |
| _____ | |
| _____ | |
| _____ | _____ |
| Chairman- Park Commission | Date |

Regulations specific to Bowers Harbor Park

All requests for special events with attendance over 50 persons require completion and submission of the Peninsula Township Special Event Application. The decision of the Park Commission is final. Please be mindful of the timeframe necessary; Park Commission meetings are held once a month.

The Peninsula Township Parks Commission shall have the authority to impose additional regulations if it deems necessary to maintain the health, safety and welfare of those persons using the park facilities, as well as for protection of the parks themselves.

To avoid conflict between events, no more than one Special Event Per day will be permitted.

Events must end by 9 p.m. and the property must be restored to its original condition.

Parking is limited and all members and guests of the event must park in designated areas.

Bathroom facilities include two DNR outside restroom facilities.

As all township parks are open to the public and quite busy during the summer months, it is rather likely that park visitors will be in the background of your event.

Pavilions can be reserved by completing a Pavilion Reservation Request Form and submitting the appropriate fee. Electricity and a grill are provided at each pavilion and available for event use. Contact the Township offices for available dates.

Alterations to the buildings or grounds are not allowed.

Damages to Peninsula Township property are the responsibility of the applicant(s).

Liability: Peninsula Township is not responsible for accident, injury, loss of personal items or property damage during approved events. All Special Event applicants must carry liability insurance and provide Peninsula Township with a Certificate of Insurance.

Grand Traverse County Parks and Recreation 2019 User Fees



We will enhance community and quality of life through people, parks, and programs.

Civic Center Athletic Fields

| Athletic Field Reservation Hourly Rates Monday through Friday (Prepared Fields) | County Resident Hourly Rates | Nonresident Hourly Rates |
|--|---------------------------------|-----------------------------|
| Multi-purpose Field (Field 1) | \$20 | \$30 |
| All Other Fields (Fields 2 to 8)* | \$15 | \$18 |
| Saturday and Sunday (Unprepared Fields) | | |
| Multi-purpose Field (Field 1) | \$30 | \$40 |
| All Other Fields (Fields 2 to 8)* | \$12 | \$15 |
| Field Lights per Hour | \$32 | |
| Fine for Accessing Off-limits Areas/Areas Not Rented | \$100 | |

- League and tournament schedules for County residents can be reserved starting on January 14, 2019. A schedule for each tournament and league must be submitted individually, at the time of reservation.
- League and tournament schedules for nonresidents can be reserved starting on January 21, 2019. A Schedule for each tournament and league must be submitted individually, at the time of reservation.
- Field reservations will be taken on a first come, first serve basis, with the payment of deposit and preliminary schedule. Please include all prep time and clean up times for fields to the submitted preliminary schedule.
- Each league and tournament will be invoiced after their last scheduled date. Payment will be due within 30 days of the invoice.
- All other field reservations are required to submit a \$200 non-refundable deposit for tournaments and leagues and a 25% deposit for all other reservations and be paid in full 30 day prior to the reservation.
- Requests for lights must be included for all schedules, to include leagues, tournaments, and individual field reservations.
- Baseball/softball fields will be prepped for the first game/hour of rental Monday through Friday. Reservations taking place on the weekend will need to prepare their own fields and coordinate the use of supplies with the County Grounds Coordinator by scheduled appointment and will require to sign a key sign out form to access the supplies for field prep.



200 N. Lake Street
Cadillac MI 49601
Phone (231) 775-0181
www.cadillac-mi.net

Today's Date _____

City Received Date

MUST BE OFFICIALLY CITY DATE STAMP

Request Planning Guide

This form must be completed and return to the City 60 days before an event. Additionally a representative for the event must meet with City Event Team to verify all details for the event before going to City Council for approval. Failure to comply will result in a denial of your event. Please call (231) 775-0181 x 120 if you have questions.

Applicant Name (Print) _____ Contact Address _____

Contact Phone(s) _____ Contact Email _____

Sponsoring Organization _____ Private Non-Profit _____

Purpose of Event _____ Approx # of Attendees _____

| Beginning Date: ___/___/___ | Ending Date: ___/___/___ | Reoccurring: YES NO | | |
|-----------------------------|--------------------------|---------------------|-------------------|------------------------|
| 1st Day _____ | Set-up ___:___ AM/PM | Start ___:___ AM/PM | End ___:___ AM/PM | Clean-up ___:___ AM/PM |
| 2nd Day _____ | Set-up ___:___ AM/PM | Start ___:___ AM/PM | End ___:___ AM/PM | Clean-up ___:___ AM/PM |
| 3rd Day _____ | Set-up ___:___ AM/PM | Start ___:___ AM/PM | End ___:___ AM/PM | Clean-up ___:___ AM/PM |
| 4th Day _____ | Set-up ___:___ AM/PM | Start ___:___ AM/PM | End ___:___ AM/PM | Clean-up ___:___ AM/PM |

Please answer the following questions:

- YES___ NO___ Will you be requesting permission to close any streets or parking lots?
- YES___ NO___ Will you be requesting permission to display any off site signage?
- YES___ NO___ Will you be requesting permission to display a banner over Mitchell Street?
- YES___ NO___ Will you be requesting permission to reserve any of the City of Cadillac facilities

Please Circle

Market at Cadillac Commons Rotary Pavilion City Park Cadillac Commons Plaza

- YES___ NO___ Will you be requesting permission to have a parade?
- YES___ NO___ Will you be requesting permission to hold any races?
- YES___ NO___ Will you be requesting permission to serve alcoholic beverages?
- YES___ NO___ Will your event include use of generators, food trucks, grills, fireworks display, or a tent/membrane structure?

If you answered YES to any of the above questions, additional form(s) must be completed for each one. All forms must be completely filled out and all information provided before requests will be brought to City Council for approval.

Forms can be mailed or delivered to the above address or emailed to: javila@cadillac-mi.net

All events require liability insurance: Required Min. general aggregate amount of \$1,000,000, naming the City of Cadillac as Certificate Holder and as additionally insured



200 N. Lake St.
Cadillac, MI 49601
(231) 775-0181

MUST BE OFFICIALLY CITY DATE STAMPED

Walter A. Kysor Memorial Park Reservation Form

Contact Name or Organization _____

Contact Phone _____ Contact Email _____

Date to be Reserved _____ Start Time _____ End Time _____

Field 1 _____ Field 2 _____

Form may be mailed, emailed or hand delivered to:

Cadillac City Hall
Attn: Public Works Department-Events
200 N. Lake Street
Cadillac, MI 49601
javila@cadillac-mi.net

Go to www.cadillac-mi.net/kysorfields to view available dates and times

Print Name _____ Signature _____ Date _____

Approved By: _____ Date _____

A COPY OF THIS FORM SHOULD BE ON PREMISE DURING RESERVATION TIME SLOT



Charter Township of Garfield

Grand Traverse County

3848 VETERANS DRIVE
TRAVERSE CITY, MICHIGAN 49684
PH: (231) 941-1620 • FAX: (231) 941-1588

2020 PARKS AND RECREATION COMMISSION MEETING DATES

The Charter Township of Garfield Parks and Recreation Commission has scheduled the following meeting dates for 2020. All meetings begin at 6:00 PM and are held in the Meeting Room (2nd floor) at the Garfield Township Hall, 3848 Veterans Drive, Traverse City, Michigan.

The 2020 meeting schedule is as follows:

Regular Meeting

February 3, 2020
April 6, 2020
June 1, 2020
August 3, 2020
October 5, 2020
December 7, 2020

Chris Remy, Secretary
Township Parks and Recreation Commission
3848 Veterans Drive
Traverse City, MI 49684

Garfield Township will provide necessary reasonable auxiliary aids and services, such as signers for hearing impaired and audio tapes of printed materials being considered at the meeting to individuals with disabilities upon the provision of reasonable advance notice to the Township. Individuals with disabilities requiring auxiliary aids or services should contact Garfield Township by writing or calling Lanie McManus, Clerk, Ph: (231) 941-1620, or TDD #922-4766.