

**Picnic Gathering, Shelter, and Gazebo Reservations
City of Grosse Pointe Farms**

Department of Parks and Recreation

The following policies have been established by the City of Grosse Pointe Farms in connection with reservations for the use of picnic areas, the shelter, and the gazebo at Pier Park. These policies govern the issuance of permits for the reservations of such facilities or areas by the Parks and Recreation Department. The City Manager and City Council are authorized to approve exceptions to these policies in special situations.

I. Eligibility for a Picnic Gathering, Shelter, or Gazebo Reservation Permit

- a. Reservation Permits will be issued only to adult residents at least twenty-one (21) years of age. All Reservation Permit Applications must be approved by the Director of Parks and Recreation or his/her designated representative.
- b. Each Grosse Pointe Farms household is eligible for a maximum of two (2) permits each calendar year for any combination of Picnic Gathering, Shelter, or Gazebo reservations. (Community Building and Kerby Orten Field House Reservations are governed by a separate policy).

II. Priorities, Certain Restrictions, and Park Pass Punch Use

- a. City-sponsored activities or special events will take priority over all reservation requests.
- b. During the period from Memorial Day through the end of the public school year, Picnic Gathering permits will not be issued to schools located outside of Grosse Pointe Farms.
- c. No Reservations will be allowed during the Memorial Day weekend, the Independence Day holiday and Independence Day Weekend, the Labor Day weekend, Ice Cream Social, Regatta/Fireworks Day, Outdoor Movie Nights, Home Swim Meets, Swim Team Banquet Evening, Synchronized Swim Show, Fishing Rodeo, Family Campout, and other days associated with special events as determined by the City.
- d. The City will limit daily Picnic Gathering reservations (i.e., the combination of all Picnic Gathering reservations issued to one or more residents on any given day or time to a total of no more than 125 persons). Each separate Picnic Gathering reservation is limited to no more than 60 persons.
- e. There must be a minimum of ten (10) persons to reserve the Shelter. One half of the Shelter may be reserved for a group of 10-29 persons). The full Shelter may be reserved for a group of 30-60 persons.

- f. No Park Pass guest punches are required for an approved Picnic Gathering, Shelter, or Gazebo Reservation Permit.

III. Applying for a Picnic Gathering, Shelter, or Gazebo Reservation Permit

- a. A Picnic Gathering, Shelter, or Gazebo Reservation Permit may be requested by completing a Reservation Permit Application and payment of the appropriate fee. Applications are available at the Department of Parks and Recreation Office during regular Office Hours (M-F, 8am-4pm, excluding holidays) and must be filed in person by the sponsoring resident.
- b. Reservation Permits are issued on a first come first served basis starting the first business day of January of each calendar year.
- c. Between the dates of May 15th and September 15th, no Picnic Gathering Permits will be issued less than three (3) business days prior to the requested picnic gathering date. In order to gain timely approval, it is recommended that Picnic Gathering Permit Application requests be made at least two (2) weeks prior to the requested picnic gathering date.
- d. The sponsoring resident for a Picnic Gathering, Shelter or Gazebo Reservation Permit must submit a printed guest list of persons, eight (8) years of age and older, in alphabetical order on standard size paper no later than five (5) business days prior to the scheduled reservation. The guest list must include the following: (1) name of the sponsoring resident, (2) date and time of the function, (3) full name of each non-resident guest, (4) City of residence. Example: Joseph Smith, St. Clair Shores.

IV. Responsibilities of Sponsoring Resident

- a. All Reservation Permit business must be conducted in person by the sponsoring Grosse Pointe Farms resident at the Parks and Recreation Office.
- b. The Reservation Permit applicant will be responsible for all damages and the clean-up of their reserved area(s). The Shelter and/or Gazebo must be left in a clean, orderly condition, and all decorations (i.e. table cloths, etc.) must be removed before vacating the facility. All reserved facilities and areas must be left in a condition equal to the condition when it was first occupied. Trash bags are available from Park Staff. No decorations/displays shall be attached to any structure by any device that will put a hole or damage the structure in any way.
- c. The sponsoring resident must be present during the full Reservation Permit period and shall be responsible for the behavior of all guests.
- d. Non-resident guests will not be allowed to enter the Pier Park until the sponsoring resident is at the Park.

V. Caterers and Special Requests

- a. Caterers or other vendors must be pre-approved as part of the Reservation Permit process. If approved, the delivery and removal of supplies and equipment must be staged from parking areas specified by the Director of Parks and Recreation. Other vehicles will not be permitted to drive into the Park to, e.g., unload supplies/equipment, without the prior approval of the Director of Parks and Recreation or designee.
- b. Moonwalks, live entertainment (i.e., band, DJ), or other such activities are not permitted in the Park without the written permission of the Director of Parks and Recreation.

VI. Supervision of Minors

- a. At least one adult chaperone, at least twenty-one (21) years of age, must be present at all times during the Permit Reservation period for every five (5) children who are under the age of twelve (12). Special attention should be given to the supervision of children using the playscapes, pool, beach, harbor areas, and other building areas.

VII. Refunds

- a. All Reservation Permit refund requests must be received by the Director of Parks and Recreation in writing from the sponsoring resident at least two (2) weeks prior to the scheduled reservation. Refund requests will not be granted if received less than two (2) weeks prior to the scheduled reservation.

IX. Picnic Table Reservations

- a. Six (6) picnic tables have been designated for “reservation only” use by Grosse Pointe Farms residents. These designated picnic tables, and all other non-designated picnic tables (subject to the limitations of Section II, d above and Section IX f below), may be reserved as set forth below.
- b. Picnic Table Reservations can be made in person at the Parks and Recreation Office Hours, M-F, 8am-4pm (excluding holidays).
- c. Picnic Tables Reservation requests will not be accepted less than two (2) days prior to, and no more than thirty (30) days prior to, the day of the reservation.
- d. There is a Picnic Table Reservation fee per reserved picnic table.
- e. Each Grosse Pointe Farms household is eligible for a maximum of two (2) Picnic Table Reservations on different days during each calendar year. Each Picnic Table Reservation is limited to one individual picnic table.

- f. Only those picnic tables located in the picnic area north of the concession stand sidewalk and west of the harbor may be reserved.
- g. Picnic Table Reservations are not included in determining the maximum number of annual Picnic Gathering, Shelter, or Gazebo Reservation Permits a sponsoring resident may be eligible for.
- h. No Picnic Table Reservations for designated or non-designated picnic tables will be allowed during the Memorial Day weekend, the Independence Day holiday and Independence Day Weekend, the Labor Day weekend, Ice Cream Social, Regatta/Fireworks Day, Outdoor Movie Nights, Home Swim Meets, Swim Team Banquet Evening, Synchronized Swim Show, Fishing Rodeo, Family Campout, and other days associated with special events as determined by the City.

X. Loss of Park Privileges

- a. In accordance with City Ordinance 8-04, Section 4. no person while in or about the parks of the City shall engage in any conduct threatening, endangering or impairing the safety, health or comfort of others, or shall indulge in profane or indecent language, or any improper or indecent conduct, or any unduly boisterous or offensive conduct of any character.