

VILLAGE OF LAWRENCE
VAN BUREN COUNTY, MICHIGAN
PARK RESERVATION, FACILITY USE, AND
SPECIAL EVENTS POLICY

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Village of Lawrence
Van Buren County, Michigan

PARK RESERVATION, FACILITY USE, AND SPECIAL EVENTS POLICY

POLICY

The Village of Lawrence strives to provide parks and facilities for a variety of uses within the Village. To ensure the satisfaction and success of these parks and facilities, the Village has developed this Park Reservation, Facility Use, and Special Events Policy to provide a detailed and prioritized statement of terms and rental rates for residents and non-residents who use and rent the facilities. The policy describes the terms, conditions, and user qualifications in connection with use of the following public parks and facilities owned by the Village of Lawrence:

Lawrence Village Park
North River Park
Brausch Park

Applicants using or reserving Village of Lawrence parks and grounds agree to abide by the following rules:

I. RULES

Unless otherwise indicated, the following rules apply:

A. **HOURS OF OPERATION**

Unless otherwise indicated, the park will close at dusk each day and will remain closed to the public until 6:00 a.m. on the next day. Except as provided in section I.B, no person shall remain in or enter the park between 10:00 p.m. and 6:00 a.m. Hours of operation for a public building shall be posted on the building and may also be on display at the park.

B. **ACTIVITIES PERMITTED AFTER CLOSING**

The following activities may continue in the park after the park has closed:

- (1) Village-sponsored and Village supervised activities.
- (2) Activities sponsored by any individual or group that has applied for and received a permit for that activity from the Village.
- (3) Activities of any Village employee, contractor, custodial or maintenance personnel in the course of his duties.

- (4) Activities of any public safety officer while in performance of his/her duties.
- (5) Other approved special use.

C. ALCOHOL

Alcohol is strictly prohibited in the Village parks, unless the individual or group sponsoring a special event has received a permit for that activity and approval for alcohol sales/consumption for the special event. Applicant must provide proof of valid MLCC license and current liquor liability insurance with the Village of Lawrence as a named insured with the application.

D. AMPLIFIED SOUNDS, LOUD OR EXCESSIVE NOISE

There shall be no loud or excessive noise or disturbances. The use of amplified music or sound shall comply with all Village ordinances and may be further regulated by a Special Event permit.

E. ANIMALS

- (1) Animals brought into a park must be under the physical control of a responsible person and restrained with a leash not exceeding six (6) feet in length or a locking retractable dog leash if greater than six (6) feet in length.
- (2) People bringing animals into a park must immediately remove all droppings deposited by the animal and dispose of them in a sanitary method. See Chapter 4, Article 1, Village of Lawrence Code of Ordinances.

F. APPLICANTS FOR RESERVATION OR SPECIAL EVENT

Applicants wishing to reserve a pavilion or schedule a special event must be 18 years of age or older.

The Village reserves the right to deny a reservation or special event application based on the applicant's past rental history, such as damaging Village property and not following Village rules and regulations.

G. AVAILABILITY OF PAVILIONS/PICNIC FACILITIES

All individual pavilions are provided on a first-come, first-served basis, unless reserved or permitted through the Lawrence Village Hall office. Organizations or individuals not holding a reservation or permit, or not participating in a Village-sponsored program, must relinquish use to program participants or permit holders.

H. COMPLIANCE WITH LAW

Anyone using Village parks and grounds shall comply with all Village ordinances and Federal and State laws.

I. DECORATIONS

No nails, tacks, staples, adhesive materials, or other material that may damage any Village structure or property may be used by any person. A rental or special event applicant shall remove and properly dispose of all decorations at the conclusion of their event. The applicant will be held responsible for any damage caused by the applicant or his or her guests to any structure or property.

J. DEFACING PROPERTY

No person shall write upon, mark or deface in any manner, or use in an improper way, any park property or equipment found within a park. See Chapter 10, Article 3, Village of Lawrence Code of Ordinances.

K. FIREWORKS AND FIREARMS

- (1) No person shall discharge any consumer fireworks in any Park within the Village.
- (2) No person shall discharge in any Village Park or playground any air rifle, air pistol, bow and arrow, slingshot, or other instrument from which a dangerous projectile, including a metal, plastic, or rubber pellet (such as a BB), stone, or other hard object may be propelled.
- (3) No person shall discharge in any Village Park or playground any firearms. See Chapter 16, Article 3, Village of Lawrence Code of Ordinances.

L. HORSES

No person shall ride or lead a horse into a public park or playground, other than for approved special event uses.

M. INDECENT OR OBSCENE CONDUCT

No person shall engage in any indecent or obscene conduct in any Village park or playground. See Chapter 16, Article 2 Village of Lawrence Code of Ordinances.

N. LITTER

No person may deposit litter in any Village park or playground except in designated receptacles and in such a manner that the litter will be prevented from being carried or deposited by the elements upon any part of the park or upon any other public place or private premises. Where receptacles are not provided, all litter must be removed from the park or playground by the person responsible for its presence and properly disposed of elsewhere in

a lawful manner. Scheduled users of any Village park or grounds are required to remove all debris and refuse upon completion of the purpose for which the reservation applies.

O. MOTOR VEHICLES

- (1) No person shall operate any motor vehicle or 2-, 3-, or 4-wheeled motorized scooter, with the exception of a wheelchair or other medical mobility device, in, upon or through any Village park or playground, except in areas provided for the parking of motor vehicles, unless authorized by the Village Manager or his/her designee.
- (2) Parking a motor vehicle in any of the following places in a public park is strictly prohibited:
 - (a) On a sidewalk;
 - (b) On a crosswalk;
 - (c) At any place where official signs prohibit parking;
 - (d) At any place where parking is permitted for specific purposes unless the occupants of the vehicle are complying with the requirements of permitted use;
 - (e) On any grass or landscaped area;
 - (f) On a playground or playing field.

P. OBSTRUCTING RIVERS

No person may obstruct the Paw Paw river for any reason, including for an approved special event use.

Q. PARK RESERVATIONS

Applications for park reservations are available in the Village Clerk's office or on the Village website. The Village will not mail applications or accept phone reservations unless otherwise indicated. All fees and deposits must be paid in full before any reservation date will be accepted. A reservation is not complete until the application and fee are received, and the application approved.

R. FEES AND DEPOSITS

Any deposit or fee required for rental of Village parks and grounds, or for holding any special event shall be paid with the submission of a reservation or special event application. Deposit or fees are in the fee schedule adopted by a Resolution of the Village Council. These deposit/fees are subject to change from time to time by Village Council Resolution. The fees may be waived by the Village Manager.