



121 North Fourth Street, West Branch, Michigan 48661  
 Phone 989-345-0500, Fax 989-345-4390, e-mail [clerktreasurer@westbranch.com](mailto:clerktreasurer@westbranch.com)  
 The City of West Branch is an equal opportunity provider, employer, and lender

## Irons Park Shelter Reservation Form

*Instructions* : Complete all information requested and return to the West Branch City Hall at the above address.

***Pavilions CANNOT be rented from November 1<sup>st</sup> through March 31<sup>st</sup>, unless prior approval from the City Manager is obtained.***

ALL RESERVATIONS ARE SUBJECT TO THE RESERVATION POLICY CONCERNING PAVILION USAGE IN IRONS PARK. PLEASE REVIEW THE CONDITIONS BEFORE PROCEEDING FURTHER.

**TO BE COMPLETED BY APPLICANT {Please type or print):**

NAME: \_\_\_\_\_ (H) PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ (W) PHONE: \_\_\_\_\_

CITY: \_\_\_\_\_

STATE: \_ \_ \_ \_ \_ ZIP: \_ \_ \_ \_ \_

CHECK FACILITY DESIRED:

- Large Pavilion (capacity 50 to 60) Please call for rates.
- Small Pavilion (capacity 25 to 30) Please call for rates.
- Gazebo (no tables, capacity 8 to 10) Please call for rates.
- Little League Pavilion (capacity 50) Please call for rates.

**OFFICE USE:  
KEY DISPERSAL**

I agree that I will not duplicate or loan this key and I will return it on the next business day after my reservation is completed.

\_\_\_\_\_

KEY HOLDER SIGNATURE

\_\_\_\_\_

KEYHOLDER PHONE NUMBER

\_\_\_\_\_      \_\_\_\_\_

KEY#      DATE RECEIVED

DATE RETURNED: \_ \_ \_ \_ \_

CITY EMPLOYEE INITIALS: \_ \_ \_

DATES OF DESIRED USE: - / \_\_\_\_\_ (AM/PM) to \_\_\_\_\_ {AM/PM}

NUMBER IN PARTY: \_\_\_\_\_ TYPE OF OCCASION/EVENT: \_\_\_\_\_

AMOUNT ENCLOSED: \$ \_\_\_\_\_ (Make checks payable to City of West Branch)

Agreement: I have received, read and agree to abide by all park ordinances, rules and regulations, as well as all conditions on this application.

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

# Irons Park Shelter Reservation Policy

1. City Residents may make reservations for pavilions beginning January 1 of each year. Non-City residents may make reservations beginning March 1.
2. Full payment must accompany application form to secure reservation.
3. All reservation forms will be considered in the order received. A separate application must be submitted for each period of use.
4. Reservations may not be accepted for dates that correspond with annually scheduled events at the park. These dates will be provided at City Hall.
5. Applications must be received at City Hall at least seven days prior to intended use date.
6. Reservations can only be made by mail or in person; telephone reservations will not be accepted.
7. After the reservation has been made and paid for, a refund may be made only if reservation is cancelled two weeks prior to scheduled use. Other refunds may be authorized in special cases by the City Manager.
8. You must be 18 years of age to reserve a facility and responsible adult supervision must be provided at all times to insure that the pavilion and surrounding grounds are utilized in a safe and orderly manner.
9. Law enforcement officials have the authority to ask uncooperative offenders to leave the park. Any violation of park rules or other City Ordinances may result in loss of reservation and future access to park facilities.
10. All motorized vehicles must be left in designated parking areas.
11. You are responsible for keeping the park clean by leaving facilities and grounds free of litter. Patrons can help by wiping their picnic tables and cleaning spills on shelter floors.
12. A key to the locked gate off of South Burgess Street may be checked out on the last business day prior to the event. The key must be returned to City Hall on the first business day following the event. The drive off South Burgess Street is the only permitted motorized access to the park interior. Driving in unauthorized areas or failure to return key may result in loss of future access to park facilities.
13. The City tries to keep the park and its facilities in good condition. Other users sometimes vandalize facilities or litter the grounds. Please report such conditions so that you are not held accountable.
14. **Reservations guarantee use of the pavilions.** Persons having problems gaining access to their reserved pavilion should contact the **West Branch City Police Department (345-2627) or Central Dispatch (345-3111) for assistance.**
15. To the fullest extent permitted by law, \_\_\_\_\_ agrees to defend, pay on behalf of, and hold harmless the City of West Branch, its elected and appointed officials, employees and volunteers and all others working on behalf of the City of West Branch, against any and all claims, demands, suits, loss, including all costs connected therewith, for any damage which may be asserted, claimed or recovered against or from the City of West Branch by reason of personal injury, including bodily injury and death; and/or property damage including loss of use thereof, which arises out of the alleged negligence of the City of West Branch, and/or in any way connected or associated with this contract.

\_\_\_\_\_  
Signature of Renter

\_\_\_\_\_  
Date

For department use only

Application has been confirmed - Date: \_\_\_\_\_ Time: \_\_\_\_\_

Signature of City Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Effective March 4, 2008