

Park Facility Reservation Information
City of Kalamazoo Department of Parks and Recreation



- Citizens, 18 years and older, may make reservations for City of Kalamazoo Parks and Recreation facilities. The reserving party must be able to show identification.
- Reservations are made on a first come, first serve basis and must be made one week prior to event. Full payment is due at the time of reservation.
- The reserving party is granted exclusive use of the reserved facility during the hours indicated on the Rental Contract/Permit. The Permit does not allow exclusive use of any other park facilities (playgrounds, ball diamonds, restrooms, etc.) as these facilities must remain available for public use during the period that this Permit is in effect. Signs for advertisement of private events shall not be posted on park property without prior approval.
- The reserving party must bring a copy of the Rental Permit with them to the park as authorization to use the facility on the reserved date.
- The reserving party must adhere to all "Park Rules" for the City of Kalamazoo (see reverse) and must provide adequate supervision of the group's use of the facility and grounds. All rental facilities and surrounding grounds shall be left in good condition. The reserving party will be held responsible for any damages and will be billed accordingly.
- No sale of concessions is permitted unless a separate concession agreement has been completed.
- Decorations may not be fastened in **any manner** to buildings and the use of tents, awnings, or entertainment/games which require stakes or installation must receive written approval by the City.
- **Large games, such as bouncy inflatables, require a certificate of insurance (\$1 million liability and the City named as additionally insured). Certificate of insurance must be provided at least one week prior to event to ensure approval by the City's Risk Manager.**
- **Portable toilets may be brought in by reserving party; location must be approved by Parks and Recreation, vendor name supplied to Parks and Recreation, and portable toilets removed by vendor by the next work day.**
- **Park restrooms and water will be open from Memorial Day weekend through Labor Day weekend.**
- All Parks close at sunset and events must be finished and cleaned up by then unless other permission has been granted. Parks with gates will be locked at sunset.
- **If the reservation needs to be cancelled, a refund less a \$25 processing fee will be issued if the Parks and Recreation office is notified at least ten (10) business days prior to the event date. Any cancellation after this time will result in the entire reservation fee being forfeited. Refunds cannot be made due to rain or inclement weather.**
- In the event of an emergency or reservation dispute, call Public Safety at 337-8994 (dispatch) or 911.
- For issues directly related to facility reservation (bathrooms, litter, etc.) during business hours (8-5 M-F), call 337-8191. For issues during non-business hours, call Public Safety at 337-8994 (dispatch).

City of Kalamazoo Park Rules and Regulations

1. Park Hours: 8 a.m. until sunset, May 1 - October 31.
2. Pets are welcome on a leash in City parks. City ordinance requires that persons in charge of or in control of pets on park property must clean up after their pets.
3. Fishing is allowed in Spring Valley Park, Mayors' Riverfront Park, Verburg Park, and Woods Lake Park only.
4. Swimming is allowed at Kik Pool and Woods Lake Park only.
5. Bicycles, skateboards, and scooters may be operated on surfaces designated for use by motor vehicles or on designated bike paths.
6. Motor vehicles are only permitted on approved surfaces or in areas specifically designated for operation and parking of motor vehicles.
7. Alcoholic beverages open or in possession, are prohibited in the City of Kalamazoo parks and parking areas.
8. Sleeping in parks is not permitted between the hours of 9 p.m. and 7 a.m.
9. Camping is prohibited.
10. No person shall set up a tent, awning, or similar structure, which is held up by stakes without written approval by the City.
11. No person shall build or maintain a fire except in grills for the preparation of food only; persons may bring a grill into the park.
12. No person shall pick, damage or remove any flora, dig or remove soil, or cut or remove a tree or any part of a tree without the City's permission.
13. Public Safety or Parks and Recreation staff may request any person to leave for cause.
14. Violation of any Park rules or applicable City Ordinances is a violation of law punishable by up to 90 days and/or a fine.

Park Rules are for the enjoyment and protection of all citizens who use the City of Kalamazoo's parks. Park maps with amenities listed are available at our office. We welcome any comments or suggestions on our parks, please call us at 337-8191.

All parks and facilities are reserved through the Parks and Recreation office in Mayors' Riverfront Park, 251 Mills St. Phone 337-8191. Public events are initially reserved through the Clerk's Office at City Hall, 241 W. South St.

