



PARKS & RECREATION  
Great Parks. Great Experiences!

**REQUEST FOR USE OF PUBLIC PROPERTY**  
City Of Kalamazoo Department of Parks and Recreation  
251 Mills St., Kalamazoo, MI 49048  
(269) 337-8191

Contract No. \_\_\_\_\_

Park Requested \_\_\_\_\_

Facility in Park \_\_\_\_\_

Date Requested \_\_\_\_\_

Time frame \_\_\_\_\_ (Weddings & Picnic shelters: 10am-2pm or 3pm-7pm)

Purpose \_\_\_\_\_ Number of people expected \_\_\_\_\_

Public event  Private event

Equipment brought by lessee \_\_\_\_\_

Rental Cost \$\_\_\_\_\_ **Please note: Restrooms & water will be open Memorial Day through Labor Day in parks with these facilities.** Cancellations: Refunds less \$25 will be made if notified at least 10 business days prior to the reservation date. No refunds after this time or for rain/inclement weather. Must follow and adhere to all Park Guidelines. **Emergency or reservation dispute, call Public Safety at (269) 337-8994 (dispatch) or 911. For issues directly related to facility reservation (bathroom, litter, etc.):** on weekends and evenings call (269) 998-8780, leave a message and someone will return your call; during business hours (Mon-Fri 8am-5pm) call (269) 337-8191.

\_\_\_\_\_  
Initials

**NO REQUEST WILL BE ACCEPTED LESS THAN 10 DAYS PRIOR TO THE EVENT**

Other Requests/information \_\_\_\_\_

Requested by \_\_\_\_\_

Organization (if applicable) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_

Home phone \_(\_\_\_\_\_) \_\_\_\_\_ Work phone \_(\_\_\_\_\_) \_\_\_\_\_

The undersigned agrees and promises, as a condition of approval of this Request for Use of Public Property, to defend, indemnify, and save harmless the City of Kalamazoo, its agents, officials, and employees, from all suits, claims, damages, causes of action or demands of any kind and character arising out of, resulting from, or in connection with the use of said Public Property.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Staff Signature

\_\_\_\_\_  
Date

white copy: office yellow copy: customer