

COLEMAN A. YOUNG MUNICIPAL CENTER 2 WOODWARD AVE., SUITE 1126 DETROIT, MICHIGAN 48226 PHONE 313•224•3400 FAX 313•224•4128 WWW.DETROITMI.GOV

April 4, 2016

Dear Adopt-A-Park Partners:

Thank you for your commitment to the City of Detroit and our Adopt a Park Program.

The mission of Adopt-A-Park is to develop partnerships to help create safe, clean parks where friends can gather, children can play and neighborhoods can grow.



Over the past 2 years, partners like you have helped maintain

city parks by cutting the grass and keeping the parks clean. Your financial commitment to this wonderful program has helped save money, allowing the city to allocate resources for park improvements in other much needed areas.

I would like to commend your efforts and extend my deepest gratitude for your contributions to the people of the City of Detroit.

Sincerely,

Dung

Mike Duggan Mayor



Adopt a Park Partner Contract

CO	mmits to adopting	at			
(Organization)	(Park)				
	for the summer 2016 Adopt a Park program.				
(Park Address)					
As a part of this commitment,	will ensure that:				
	(Organization)				
1) The park is kept clean and garbage is	s removed; ¹				
2) The grass is mowed at least once eve	ery 10 to 14 days to be no higher than 6 inches; ²				
3) The grass is trimmed around and park edges, fences, paths, trees, and equipment.					
This commitment lasts between May 1, 2016 and October 2, 2016.					

In recognition of this volunteer service, your organization will receive priority scheduling in the park and a sign will be posted on the park stating that your organization has adopted it.

(Date)

Signed:

(Signature of Organization Representative) (Representative's Title)

Please sign this contract and email a copy to Marcella Davis, Park Coordinator, at DavisMarcella@DetroitMl.gov by Monday, April 18, or bring it to the kick-off.

The kick-off meeting for the 2016 Adopt a Park program is on April 8 at 10:00AM at Northwest Activities Center, 18100 Meyers, Detroit, MI 48235. Please come to receive valuable information, network with other adopters, and meet your partners on the parks!

Call (313) 224-5555 with any questions on Adopt a Park.

Thank you for your service!

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Mike Duggan; Mayor, City of Detroit

Parks will be inspective September 26. Scor				starting on May 16 and ending on gov.	
May 16*	June 1 June 13 June 27**	July 11 July 25	August 8 August 22***	September 12 September 26	
June 27 ^{^^} * May 16 – parks will need to be cleaned again before the Memorial Day weekend ** June 27 – parks will need to be cleaned again before the 4 th of July weekend *** August 22 – parks will need to be cleaned before the Labor Day weekend					

¹ Call (313) 224-5555 to request a trash pick up. Trash should be neatly bagged and stacked in one place along an accessible park curb.

² If your organization has made special arrangements for partnership, you are still expected to make the first cut of the year by May 18 and to keep the park clean throughout the summer.

³ You will be scored on each of the three commitments: cleaning, cutting, and trimming. A score of 3 is "excellent"; 2 is "adequate"; and 1 "needs improvement".



Q: What is expected of the adopters? How often are we expected to mow and clean?

- A: 1) Keep the park clean and free of debris every week. (See below for trash pick up information.)
 - 2) Mow the grass at least once every 10-14 days so it doesn't get taller than 6 inches.
 - 3) Trim grass or remove weeds around or under park edges, fences, paths, trees, and equipment.

Q: Will GSD pick up the trash we collect?

A: Yes, but you must call (313) 224-5555 to let us know to make a pick up. Please neatly bag all debris you collect from the ground or in garbage cans and put it in one pile on the curb of the park in an accessible area.

Q: What if I have a large amount of yard waste or debris and a way to transport it?

A: You may drop off trash, bulk waste, and compostable materials collected from your park at one of the City's four drop off sites. You must present a government-issued photo ID that shows you are a resident of Detroit or inform the drop off supervisor that you are with the Adopt a Park program. ***Note these locations are closed on Mondays.***

Locations: Southfield Yard: 12255 Southfield, between Plymouth and 96 Davison Yard: 8221 W. Davison, between Livernois and Wyoming Anton Yard: 5840 Anton, between Calvert and Campbell State Fair Yard: 19715 John R, between State Fair and 7 Mile

Q: When will park maintenance be monitored?

A: Parks will be inspected every other Monday throughout the summer, starting on May 16 and ending on September 26. The inspection schedule is below.

May 16*	June 1 June 13 June 27**	July 11 July 25	August 8 August 22	September 12*** September 26

* May 16 – parks will need to be cleaned again before the Memorial Day weekend ** June 27 – parks will need to be cleaned again before the 4th of July weekend *** August 22 – parks will need to be cleaned before the Labor Day weekend

Q: How will the parks be graded?

A: Each park will be assessed on each of the three commitments: cleaning, cutting, and trimming. A score of 3 is "excellent"; 2 is "adequate"; and 1 "needs improvement".

Scores will be posted online after the first inspection period at https://data.detroitmi.gov.

Q: What tools and assistance are available to maintain my adopted park?

A: The City of Detroit General Services Department may be able to provide tools like gloves, rakes, brooms, shovels and trash bags for any special cleanups. Please contact Ernestine Smith at (313) 350-4435.

Q: Can you recommend a landscaper I could hire?

A: The City of Detroit does not typically endorse the services of companies. However, we have a number of landscapers who are partners in the Adopt a Park Program who may be able to work with you:

Brilar LLC

13200 Northend Ave., Oak Park, MI 48237 Attention: Larry Yaffa (248) 547-6439

J.E. Jordan Landscaping

19415 W. McNichols, Suite V, Detroit, MI 48219 Attention: Jamie Jordan (248) 773-2622

Motor City Grounds Crew

1420 Washington Blvd., Detroit, MI 48226 Attention: Aaron Smith (313) 757-2672

Payne Landscaping

15777 Harper Detroit, MI 48224 Attention: Terry Payne (313) 215-2074

WH Canon

36700 Northline Rd, Romulus, MI 48174 Attention: Andrea Canon (734) 941-3900

Q: How do I host events or a sports league in the park?

A: All events and athletic uses must be pre-approved by the Recreation Department. Please contact them A.S.A.P. as depending on the nature of your event, you may need to get special permits that take several weeks to obtain. As an Adopt a Park Partner, you may be eligible for waived fees. Make sure to mention you're a partner on the forms! Please refer to the forms in the partner packet for setting up events or registering for athletic field use and contact Lynn Shaw at (313) 224-1907, Ishaw@detroitmi.gov or Tracey Lawrence-Thomas at (313) 628-0967, TLawrenc@detroitmi.gov.

Q: How do I make an improvement to the park?

A: All improvements must be approved by the Recreation Department. Please refer to the form in the partner packet for making improvements and **submit it to Tim Karl at TKarl@detroitmi.gov or call (313) 224-3484.**

Q: What should we do if we see illegal dumping, find objects too hard to move or need help with any problems?

A: For any additional issues or concerns, please contact Marcella Davis, General Services Department Park Coordinator, at (313) 224-5555.





DISTRICT ONE

Crowell Recreation Center 16630 Lahser Detroit, MI 48219

Stephanie Young District Manager 313-236-3473 YoungsT@detroitmi.gov



Reggie Reg Davis Deputy District Manager 313-236-3484 DavisR@detroitmi.gov

DISTRICT TWO

Northwest Activities Center 18100 Meyers Detroit, MI 48235



Kim Tandy District Manager 313-236-3494 TandyK@detroitmi.gov

Sean Davis Deputy District Manager 313-236-3489 DavisSe@detroitmi.gov

DISTRICT THREE

Farwell Recreation Center 2711 E. Outer Drive Detroit, MI 48234



Garry Bulluck District Manager 313-236-3504 Bulluckg@detroitmi.gov



Ernest Johnson Deputy District Manager 313-348-8464 JohnsonErn@detroitmi.gov

DISTRICT FOUR

Samaritan Center 5555 Conner Avenue Detroit, MI 48213



Odell Tate District Manager 313-236-3518 TateO@detroitmi.gov



Toson Knight Deputy District Manager 313-236-3520 knightT@detroitmi.gov

DISTRICT FIVE

Butzel Family Center 7737 Kercheval Detroit, MI 48214



Vince Keenan District Manager 313-236-3523 KeenanV@detroitmi.gov



Erinn Harris Deputy District Manager 313-236-3528 HarrisEr@detroitmi.gov

DISTRICT SIX

Patton Recreation Center 2301 Woodmere Detroit, MI 48209



Rico Razo District Manager 313-236-3529 RazoR@detroitmi.gov



Ninfa Cancel Deputy District Manager 313-236-3530 CancelN@detroitmi.gov

DISTRICT SEVEN

Adams Butzel 10500 Lyndon Detroit, MI 48238



Ray Solomon District Manager 313-236-3516 Solomonr@detroitmi.gov



Mona Ali Deputy District Manager 313-236-3540 Alim@detroitmi.gov

CITY OF DETROIT

PARK RULES

NO PARKING OR DRIVING OF VEHICLES ON THE GRASS

Ordinance # 40-1-28 and 40-1-29

PARK HOURS ARE FROM 7:00 AM TO 10:00 PM

Ordinance # 40-1-10

- 1. NO WEAPONS, DRUGS OR ALCOHOL. Ordinance #55-1-8 and 38-5-1
- 2. No disorderly conduct (profanity, lewd acts, fighting, standing on vehicles, illegal occupation). Ordinance #38-5-1.
- 3. No speeding or reckless driving (burning or squealing of tires).
- 4. PARKING OR DRIVING of vehicles, including ATV's, on the grass or other non-designated areas is prohibited. This includes loading/unloading of vehicles and equipment. Ordinance #40-1-28, 40-1-29 and 34-2-2.
- 5. No amplified music
- 6. Shelters, canopies (tents), inflatables, fields and photography/filming must be reserved by permit. Contact the Recreation Department (313) 224-1100.
- 7. Permit holders and vendors erecting canopies and inflatables may not drive or park on the grass (Parts & equipment may be carried by handcart).
- 8. Permit fees are non-refundable.
- 9. Barbeque grills may not be placed under shelters, canopies, near trees, buses, tables, buildings or within 25 feet of an inflatable. Ashes and coals must be placed in hot coal containers only. <u>Propane canisters and gas grills are prohibited</u> for safety and liability.
- 10. GRILLS, OF ANY TYPE, ARE PROHIBITED IN THE AREAS OF BUILDINGS, PLAYSCAPES , <u>PLAY AREAS and</u> <u>ATHLETIC FIELDS.</u>
- 11. Commercial activities, INCLUDING VENDING of food, merchandise, pictures, etc., are not allowed without a permit. Ordinance # 40-1-12 and 40-1-24
- **12.** No commercial photography/filming without authorized permit.
- 13. Area must be cleaned prior to leaving
- 14. Inflatables may not be used for commercial activity (this includes selling, charging admission, etc.).
- 15. An adult over 21 years of age must supervise the usage of inflatables at all times.
- 16. No Skating on buildings or structures.
- 17. No overnight camping without permission from park administration. Ordinance # 34-2-2
- 18. Do not cut scratch burn or deface trees, pick flowers or cut branches, harm park landscapes, remove plants or dig in soils. Ordinance #57-2-3.
- 19. Dogs must be on leash no longer than 72 inches Ordinance # 40-1-18. Dog owner must clean up after dogs. Ordinance #40-1-13.
- 20. No pets in or on play areas, play equipment or sports fields.
- 21. No ATV's, model aircrafts, model automobile, go carts, model boats or any other type of unlicensed combustion powered vehicle allowed. Ordinance # 40-1-23



DETROIT RECREATION DEPARTMENT

18100 Meyers Road, Upper Level Detroit, MI 48235

Park Improvement Authorization Form

Contact Name:		DRD Property Name	:		
Phone #:	Fax #:	Property #:	Cluster #:		
Address:		Property Address:			
		Information Included with Request Submission:			
Email:		Letter of Request	Site Plan		
		AutoCAD File	Sketch		
		Other:			
Improvement / Pro	oject Description:				
Improvement / Pro	oject Description:				
	oject Description:				
•					
-					

REQUIRED MAINTENANCE

 General Services Dept Design Plan Reviewed General Services Dept Maintenance Required 	
GSD LA Cluster Manager:	GSD General Manager:
Date:	Date:

CHANGES REQUIRED FOR APPROVAL

By submitting this request I/We/Our Organization agree(s) to abide by all rules and policies of the City of Detroit and the Detroit Recreation Department. I/We also agree that all information submitted in this Park Improvement Authorization Form is true and accurate to the best of my/our knowledge and I/We hereby request that the Detroit Recreation Department consider my/our Project for approval. I/We agree at my/our own expense to defend, indemnify, save and hold harmless the City of Detroit, its officers, employees and agents against and from any and all liabilities, obligations, damages, penalties, claims, costs, charges, and expenses (including without limitation, fees and expenses of attorneys, expert witnesses and other consultants) which may be imposed upon, incurred by or asserted against myself/us and/or the City of Detroit by reason of or resulting from my/our use of the DRD Property named above and construction of this Project as described herein.

Signature:	
Print Name:	
On behalf of Organization:	
Date:	

** FOR DETROIT RECREATION DEPARTMENT USE ONLY **				
Project Approved as Submitted Project Approved w/ Changes (See Above)	Project Denied			
* Approved By DRD Director:	Date:			
* Requesting Group shall not have approval to make	the requested park improvement without the approval of the Recreation Department Director			



		Please Check The Type of	League	
Youth	Men	Adult Women	- Co-ed 🗌	Detroit Public School
		Charter/Private School	Other	

LEAGUE PROCESS

A SEASON PERMIT may be issued to leagues with a minimum of FOUR (4) TEAMS playing regularly scheduled games.

A PRACTICE PERMIT may be issued to teams practicing within a given season.

Leagues must submit a copy of their playing schedule to the **Detroit Recreation Department**, **18100 Meyers Rd.** – **Upper Level**, **Detroit**, **MI 48235** before permits can be granted.

Organizations/Leagues are not authorized for use of field until the Detroit Recreation Department has received full payment and permit is issued.

Practice sessions CANNOT be incorporated into the regular season schedule. ALL PRACTICE SESSIONS MUST BE ARRANGED SEPARATELY. FEES VARY ACCORDING TO USE.

Allowances for your league play-offs and/or rainouts must be satisfied within your league schedule. Leagues extending beyond 16 weeks for Softball and 14 weeks for Baseball will be billed accordingly.

Applications received after the deadline will be processed in the order received and according to availability of fields. Please allow up to 14 days upon receipt of your playing schedule for processing your request.

Please fill out the FIELD REQUEST SECTION completely (see back). FORM MUST SHOW: Field Name(s), Diamond Number(s), Day(s), Date(s) and Time(s) of Use.

League, Team or Organization Name			
Name of Contact Person			
Mailing Address			
City	State	Zip	
Daytime Telephone (9 a.m. – 5 p.m.)			
Evening Phone	Cellular	r/Other	
Email			
Signature		Date	

18100 Meyers Rd - Upper Level | Detroit, MI 48235 | (313) 224-1100 | (313) 224-1860 (fax) email: <u>detroitrecreation@detroitmi.gov</u> | website: <u>www.detroitmi.gov/recreation</u>

FIELD REQUEST

Please complete

2. Diamond Number:

3. Day(s) of Week:

4. Date (One Time Use Only)

League will start		League will end		Nur	nber of Teams		Lights (Fe Yes Apr – Aug 8pm	_	No 🗌
Check Appropriat	e Sp	ort							
Fast Pitch Softba	.11	Football	Hardball		Soccer	Softball	Rug	gby	T-Ball
Other									
Baseball Field Times		Fee (Office Use Only)	Softball Field Times		Fee (Office Use Only)		all, Rugby, Soccer		Fee (Office Use Only)
10:00 am – 12:30 pm			10:00 am – 11:30 pm			10:00 ar	n – 12:30 pm		
12:30 pm – 3:00 pm			11:30 pm – 1:00 pm			12:30 pr	n – 3:00 pm		
3:00 pm – 5:30 pm			1:00 pm – 2:30 pm			3:00 pm	– 5:30 pm		
5:30 pm – 8:15 pm			2:30 pm – 4:00 pm			5:30 pm	– 8:15 pm		
8:15 pm – 11 pm			4:00 pm – 5:30 pm			8:15 pm	– 11 pm		
			5:30 pm – 7:20 pm						
			8:30 pm – 9:40 pm						

By submitting this request I/We/Our Organization hereby agree(s) to abide by all rules and policies of the City of Detroit and the Detroit Recreation Department. I/We also agree that all information submitted in this Athletic Field Application is true and accurate to the best of my/our knowledge and I/We hereby request that the Detroit Recreation Department consider my/our permit for approval. I/We agree at my/our own expense to defend, indemnify, save and hold harmless the City of Detroit, its officers, employees and agents against from any and all liabilities, obligations, damages, penalties, claims, costs, charges, and expenses (including without limitation, fees and expenses of attorneys, expert witnesses and other consultants) which may be imposed upon, incurred by or asserted against myself/us by reason of or resulting from my/our use of Recreation Property as described herein.

9:40 pm - 11:00 pm

Signature:	Print Name:
On behalf of Organization:	Date:
For Office Us	e Only
Date Received:	Date Completed/Approved:
Total Fee(s): \$	Amount Paid: \$
Receipt Number:	Permit Number:
Processed By:	

18100 Meyers Rd - Upper Level | Detroit, MI 48235 | (313) 224-1100 | (313) 224-1860 (fax) email: <u>detroitrecreation@detroitmi.gov</u> | website: <u>www.detroitmi.gov/recreation</u>



Detroit Recreation Department Special Events Application

Recreation Special Events Application Process

Applications can be obtained on the Recreation Department's Web site or in our office at 18100 Meyers, Detroit, Michigan 48235. The contact number is (313) 224-1129.

We request that applications are submitted 60 days in advance where possible and no earlier than one year of the proposed event date.

Once an application has completed and returned to the Recreation Department, the Event Coordinator will review the application and contact the client for more detail and to explain the needs for approval.

Once the client has provided all necessary items (such as event insurance, clean-up plan, security insurance, Port-a-John company information, inflatable insurance, vending fees, inflatable fees, tent fees and shelter fees paid), the approval letter is then completed by the Event Coordinator and then given to the Recreation Director for signature.

The approval letter is then sent to the client by mail or may be picked up.

Contact:

Event Coordinator Ms. Lynnetta Shaw (313) 224-1907 Ms. Tracey Lawrence-Thomas (313) 628-0967

www.detroitmi.gov/recreation

Detroit Recreation Department 18100 Meyers Road Detroit, Michigan 48235





Detroit Recreation Department

Special Events Application

Please complete application and mail or fax to the following:

Detroit Recreation Department Northwest Activities Center 18100 Meyers Rd Detroit, Michigan 48235 (313) 224-1860 - fax

All applications must be submitted at least sixty (60) days in advance and/or no earlier than one (1) year of the proposed event date. Upon receipt, the special events request will be reviewed to assure that the event is in compliance with city codes/ordinances. If denied, a letter will be mailed and/or faxed within fourteen (14) business days of receipt of request.

There may be a minimum event fee assessed for all approved special events based on the type of event and/or specific permits. Limited Liability Insurance may be required.

Special Events criteria: 25+ participants

Event Date:	Type/Event:	
Alternate Date:	Time/Event:	
ocation: Park Recreation Center:		
Other, please explain:		
Please check type of event. List activity		
Skate Walk	Run Race	Rally
Parade Musical/Concert	Reunion Picnic	Exhibition
Sport Competition Other, please explain:		

1. <u>Name of Organization/Corporation/Company</u>:

Representative/Organization Name:	
Address	
City/State/Zip	
Business Telephone	Fax #
Alternate Telephone	Email Address
2. Additional Contact Information:	
Name	Title
Address	E-mail Address
Telephone	Fax #
3. Event Information:	
Please describe your event in detail: (atta	ach additional sheet if necessary)
(A representative for your event must be present at	least 2 hours prior to event for set-up)
Does this event require a route to be mapped a layout of suggested route?	ped out? If yes, will you provide a
Will your event require canopy set-up?	If yes how many?
What company will supply canopy?	

Will you supply set-up of event (i.e. canopies, bleachers, etc.)?	If yes,
please submit at least 60 days prior to event.	

Will your event re	equire port-a-john rental?	_ If yes, how many?	
Company Name:			
Contact Person:	Telephone #		

What is the Event's Security Plan?

Security Company Name

Contact Person

Contact Number

Address

What is the Event's Clean Up Plan?

Will your event r	equire inflatables?	If yes, how many?	
Company Name:	-		
Contact Person:	Tele	ohone #	

Is this your first year for this event?_____. If no, when and where was the event held last?

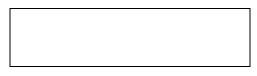
How many years has your organization coordinated/sponsored this event?_____

Will tickets be sold?_____ If yes, how much?_____ Is this a fundraiser?_____

If yes, will there be a registration or entry fee?_____ If yes, how much?_____

Is this event open to the public? _____ Is this event free to the public? _____ Ages of Participants _____ Expected Attendance _____

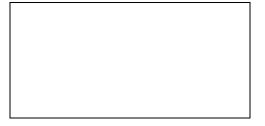
Will food or beverage be provided? _____, If yes, are the food and/or beverages free? _____ If no, please list food and/or beverage with prices. (May require Council approval) (Please attach additional sheets, if necessary).

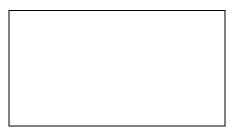




Will there be souvenirs, trophies and/or gifts associated with this event? _____. If yes, will they be sold?_____. If yes, how much? _____.

Please list items and prices:





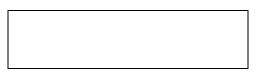
4. Sponsorship/Donations

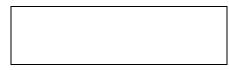
Please list any sponsors/donors for this event: (Please include names, addresses, telephone numbers).





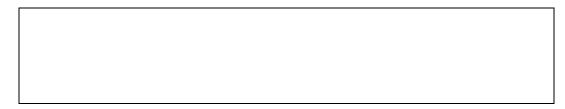
Please explain all sponsorship and donations that are a part of this event Does the sponsorship include cash? ______ if so, how much? ______





Will this event be broadcasted on television and/or radio? ______. If yes, please explain (include station and contact information).

Please note, that broadcasting messages must be approved by the Director – Detroit Recreation Department



By submitting this request I/We/Our Organization hereby agree(s) to abide by all rules and policies of the City of Detroit and the Detroit Recreation Department. I/We also agree that all information submitted in this Special Event Application is true and accurate to the best of my/our knowledge and I/We hereby request that the Detroit Recreation Department consider my/our application for approval. I/We agree at my/our own expense to defend, indemnify, save and hold harmless the City of Detroit, its officers, employees and agents against and from any and all liabilities, obligations, damages, penalties, claims, costs, charges, and expenses (including without limitation, fees and expenses of attorneys, expert witnesses and other consultants) which may be imposed upon, incurred by or asserted against myself/us by reason of or resulting from my/our use of Recreation Property as described herein.

Representative Signa	ature		Date	
FOR OFFICE USE ONLY				
Recommendations:				
Inflatable Permit R	equired	Inflata	ble Permit Fee	
Shelter/Gazabo Fee Required Shelter/Gazabo Fee Amount				
Insurance Required Amt. Insurance Required				
Check / MO #	Receipt #	Deposit Amount	Deposit Date	Remarks
Signature		Date		Total Fee(s) Amount:
Department Head App	roval:	Date:		

Approxed orm Denied If Denied Reason

Page 5 of 5



Detroit Recreation Department Guidelines for Special Event Vending on Recreation Property

The municipal code of the City of Detroit prohibits the sale of food in parks except for:

Section 40-1-12 (Part 4)- Sales by approved vendors made in conjunction with an authorized activity, event, or use within the boundaries of a city park in accordance with recreation department rules governing vendors in parks and public spaces.

Section 40-1-24 (Part C)- All food or beverages offered for sale in any city park, shall be permitted pursuant to agreement with the city, as approved by the Detroit City Council, except for food preparation vendors, as defined in Section 41-2-1 of the City Code.

Rules for special event vending on park property

The park property requested must be of appropriate size and location so as not to cause a disturbance to the surrounding community. Also, the Director or designee of Recreation has the authority to designate the location of food or goods vendors within the city park.

The requesting organization must be a registered community group, non-profit organization, or community council located in the city of Detroit.

All food preparation and good vendors shall be licensed by the State of Michigan, City of Detroit Business License Center and Institute for Population Health prior to the scheduled event.

That the petitioner/sponsoring organization requesting to vend in the park for a special event must petition the City Council. Submit your City of Detroit Special Event Application to:

Janice Winfrey, City Clerk Coleman A. Young Municipal Center 2 Woodward Avenue – Suite 200 Detroit, MI 48226

The petitioner/sponsoring organization is required to submit appropriate licenses and pay fees of **\$250.00** for beverages and **\$500.00** for food and or goods to obtain a Detroit Recreation Department Vending Operators Permit to sell beverages, food or goods on park property. The fee must be paid by money order or cashier's check. Cashier's checks or money orders should be made payable to **Treasurer, City of Detroit**. Personal checks or cash will not be accepted.





CITY OF DETROIT RECREATION DEPARTMENT SPECIAL EVENT VENDING AGREEMENT

Rules for Special Event Vending on Park Property:

- The Recreation Department has the authority to designate the location of food or goods vendors within a City park.
- The requesting organization must be a registered community group, non-profit organization, or community council located in the city of Detroit.
- All food preparation and good vendors have to be licensed by these departments before their scheduled event.
 - 1. Detroit Buildings, Safety Engineering and Environmental Department Business Licenses Center
 - 2. Institute for Population Health Food Sanitation
- That the petitioner has to submit a petition to Detroit City Council before the scheduled event.

ame of Petitioner:	Petition #:
.ddress:	
Business Name:	
Phone Number:	
E-Mail Address:	
his contract gives the petitioner the authority roperty.	y to sell food or goods on Detroit Recreation Department
Park Location:	
Date of Event:	
Vendor Fee:	
	Vendor Signature
Date:	
Recreation Department	t Director or Deputy Director Signature
D	

Date:_



Detroit Recreation Department Policy and Procedures for Inflatable Apparatus and Canopies (Tents) in City of Detroit Parks/Playfields

Date: 5/1/15

Re: Procedures and Policy for Inflatables

Effective September 8, 2004, the Recreation Department adopted the following procedures for the use of inflatables and canopies at City-owned parks/playfields:

- 1) Patrons/users must submit vendor information to the Department for verification and approval.
- 2) Patrons/users must submit insurance policy, for inflatables, indemnifying the City for the specific date of the event. In some cases, insurance may be required for canopies. The liability coverage should be a minimum of \$1,000,000.00. Documentation must be submitted two weeks prior to event.
- Patrons/users will be required to pay a permit fee of \$30 per inflatable or canopy.
 (Payable to the City of Detroit)
- 4) The maximum number of inflatables allowed is two. The maximum number of canopies allowed is two.
- 5) Each inflatable must be staffed by an adult at all times during the event.
- 6) Each canopy must be open on at least two sides.