

# Adopt-A-Park



**This park is maintained  
by volunteers from**

**Partner:** \_\_\_\_\_

**Park Name:** \_\_\_\_\_

**Park Number:** \_\_\_\_\_

**Park Location:** \_\_\_\_\_

Report problems: **(313) 224-5555**



**City of Detroit**  
Mike Duggan, Mayor



## Frequently Asked Questions

**Q: What is expected of the adoptees? How often are we expected to mow and pick up trash?**

- A:**
- **Grass cutting:** Adoptees are to mow the adopted-park every 10-14 days. Grass must be regularly mowed to maintain no more than 6 inches tall.
  - **Cleanliness:** Park grounds should be regularly cleaned and free of litter. Trash must be dumped / emptied and removed from site.
  - **Trimming:** All weedy areas, such as under picnic tables and bleachers, and along fences and equipment.

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

**A:** The City of Detroit General Services Department will provide gloves, rakes and trash bags for any special cleanups. Please contact Ernestine Smith at **(313) 350-4435**.

**Q: How will park maintenance be monitored?**

**A:** All park grounds will be surveyed bi-weekly. Survey results will be recorded and reported by use of report cards, which can be viewed online. The report cards will be used to help the department keep track of successful clean-up efforts.

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

**A:** For any additional issues or concerns, please contact the GSD Grounds Maintenance and Forestry Customer Service Line (complaints and concerns) at **(313) 224-5555**.

**Q: Will GSD pick up the trash we collect?**

**A:** No. Adoptees are responsible for removing collected trash from the park. GSD is unable to pick it up. **Please note:** All collected trash may be dropped off at the below City of Detroit Department of Public Works locations. Trash drop-off is free of charge; however, your partnership with the Adopted-A-Park program must be identified when arriving at the service guard stations.

- **Davison Yard:** 8221 West Davison
- **Southfield Yard:** 12255 Southfield Service Drive
- **State Fair Yard:** 19715 State Fair



CITY OF DETROIT

# Landscaping Companies

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While the City of Detroit typically manages landscaping needs internally, there are several vendors who have held contracts with the City in the past or have met the City's requirements for contractors. Several of these vendors are featured below. Additionally, we are pleased to note that some of these companies have adopted parks themselves!

## **Brilar LLC**

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

## **Dan's Tree and Landscape**

P.O. Box 2698 Southfield, MI, 48037  
Attention: Daniel Capalungan  
248-340-8600

## **J.E. Jordan Landscaping**

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

## **Payne Landscaping**

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

## **Turf Tenders**

P.O. Box 760310  
Lathrup Village, MI, 48076  
Attention: Eric Costello  
248-541-5296

## **The Greening of Detroit**

1418 Michigan Ave. Detroit, MI, 48216  
Attention: Rebecca Witt  
313-237-8733



# Park Inspection Sheets 2014



Park Sector			
Name of Park			
Location			
Acreage			
<b>GRASS</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
High			
Wet			
Area Wet			
Tractor Needed			
<b>CLEANING</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
Trash Cans movable			
Trash Cans stationary			
Debris Removal			
Graffiti			
Dumping			
Fence Line Clean			
Tree Limbs Down			
Trees Down			
<b>USAGE</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
High			
Low			



Planning, Design &  
Construction Management Division  
CITY OF DETROIT – RECREATION DEPARTMENT  
18100 Meyers Road, Upper Level  
Detroit, MI 48235

# Park Improvement Authorization Form

Today's Date: \_\_\_\_\_

Requesting Group: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Email: \_\_\_\_\_

DRD Property Name: \_\_\_\_\_

Property #: \_\_\_\_\_ Cluster #: \_\_\_\_\_

Property Address: \_\_\_\_\_

Information Included with Request Submission:

☐ Letter of Request ☐ Site Plan

☐ AutoCAD File ☐ Sketch

☐ Other: \_\_\_\_\_

SCOPE OF SERVICE (Improvement Description)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## MAINTENANCE REQUIRED

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

☐ General Services Dept. Maintenance Required

☐ Requesting Group Maintenance Required

\* Approved By GSD Rep: \_\_\_\_\_

\* Approved By Requesting Group: \_\_\_\_\_

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

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

\* By signing above the party warrants that it will maintain the proposed improvements as outlined below and on the attached documentation.

## CHANGES REQUIRED FOR APPROVAL

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

☐ Approved as Submitted ☐ Approved w/ Changes (See Above)

Reviewed By DRD Project Manager: \_\_\_\_\_

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

Approved By DRD GM: \_\_\_\_\_

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



## **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 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**

**Detroit Recreation Department  
18100 Meyers Road  
Detroit, Michigan 48235**





## Detroit Recreation Department Special Events Application

Available online at:

<http://www.detroitmi.gov/Portals/0/docs/recreation/pdf/DRD%20SPECIAL%20EVENT%20FORM.PDF>

**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: \_\_\_\_\_

Location: ☐ Park \_\_\_\_\_ ☐ Recreation Center: \_\_\_\_\_  
☐ Other, please explain: \_\_\_\_\_

Please check type of event. List activity

- |                                            |                                                       |                                  |                                 |                                     |
|--------------------------------------------|-------------------------------------------------------|----------------------------------|---------------------------------|-------------------------------------|
| <input type="checkbox"/> Skate             | <input type="checkbox"/> Walk                         | <input type="checkbox"/> Run     | <input type="checkbox"/> Race   | <input type="checkbox"/> Rally      |
| <input type="checkbox"/> Parade            | <input type="checkbox"/> Musical/Concert              | <input type="checkbox"/> Reunion | <input type="checkbox"/> Picnic | <input type="checkbox"/> Exhibition |
| <input type="checkbox"/> Sport Competition | <input type="checkbox"/> Other, please explain: _____ |                                  |                                 |                                     |

1. **Name of Organization/Corporation/Company:**

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: (attach additional sheet if necessary)

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(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 out?\_\_\_\_\_ If yes, will you provide a layout of suggested route?\_\_\_\_\_.

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 require 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
_____	_____
Address	Contact Number

What is the Event's Clean Up Plan?

Will your event require inflatables? \_\_\_\_ If yes, how many? \_\_\_\_

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone # \_\_\_\_\_

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).

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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:

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#### 4. Sponsorship/Donations

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

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

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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**

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Additional Information:

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 Signature

\_\_\_\_\_  
Date

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**FOR OFFICE USE ONLY**

Recommendations:

Inflatable Permit Required ☐ Inflatable 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

\_\_\_\_\_  
Department Head Approval:

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

**Total Fee(s) Amount:**  
\_\_\_\_\_  
\_\_\_\_\_

**Approved** ☐ **Denied** ☐ **If Denied Reason** \_\_\_\_\_



## **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.

Name of Petitioner:\_\_\_\_\_ Petition #:\_\_\_\_\_

Address:\_\_\_\_\_

Business Name:\_\_\_\_\_

Phone Number:\_\_\_\_\_

E-Mail Address:\_\_\_\_\_

This contract gives the petitioner the authority to sell food or goods on Detroit Recreation Department property.

Park Location:\_\_\_\_\_

Date of Event:\_\_\_\_\_

Vendor Fee:\_\_\_\_\_

\_\_\_\_\_  
Vendor Signature

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

\_\_\_\_\_  
Recreation Department Director or Deputy Director Signature

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



## **Detroit Recreation Department Policy and Procedures for Inflatable Apparatus in City of Detroit Parks/Playfields**

Date: 9/8/04

Re: **Procedures and Policy for Inflatables**

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

- 1) Patrons/users must submit insurance policy indemnifying the City for the specific date of the event. Documentation must be submitted two weeks prior to event.
- 2) Patrons/users will be required to pay an inflatable permit fee of \$25 per inflatable.  
(Payable to the City of Detroit, Treasurer)
- 3) The maximum number of inflatables allowed is two.
- 4) Each inflatable must be staffed by an adult at all times during the event.





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

TO: \_\_\_\_\_

FROM: \_\_\_\_\_

SUBJECT: Inflatable Permit

**The City of Detroit Recreation Department has granted:**

**Name / Organization:** \_\_\_\_\_

**Address (City & Zip):** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Type of Event:** \_\_\_\_\_

Permission to erect \_\_\_\_\_ Inflatable moon walk(s) in the area of:

Park/Playfield Name: \_\_\_\_\_

Insurance Policy # / company Name: \_\_\_\_\_

Other (Please explain) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Inflatable(s) will be erected the date of : \_\_\_\_\_

The responsible party is: \_\_\_\_\_

**\*INFLATABLES ARE TO BE ATTENDED BY AN ADULT AT ALL TIMES DURING EVENT\***

Authorized Signature: \_\_\_\_\_

Title: \_\_\_\_\_