Public Space Rental App

218 N Michigan Ave 231-861-4400

Thank you for your interest in the Village of Shelby's Public Spaces for your gathering. Please fill out the form below. A copy of your photo ID is required, along with a $50 deposit.

Basic Information

Name of Organizer

Drivers Lic #

Org Name (if app)

Phone #

Email

Address

Date needed

Time Needed

Type of Event

Which Pavilion are you renting?

- ☐ Getty Picnic Shelter $50 res/non-res $100
  This is the covered area that shares a roof with the bathrooms
- ☐ Rail Trail Pavilion $50 res/non-res $100
  Covered area next to the bike trail
- ☐ Getty Pavilion $50 res/non-res $100
  This is the covered area with the 4 triangle shaped roofs
- ☐ Getty Field $25
  This is the soccer field

In consideration of the permission granted by the Village of Shelby, to the undersigned to use the above Village facility(ies). The undersigned hereby agrees to, release, discharge, and hold said the Village of Shelby harmless and to indemnify and to protect the said Village from any claims for damage, whether it be bodily or property, to defend the Village from any claims for damages of any nature whether caused by negligence of the Village and its employees or otherwise, and obey the terms, conditions, rules, and policies listed. The undersigned agrees to reimburse the Village damages to Village property resulting from the stated activity. The undersigned understands that the $50 deposit will not be refunded if any rules or regulations are violated, any damages occur, or if the facilities aren't cleaned and garbage free.

Office Use

	Date
☐ Rental fee and deposit paid	_____
☐ Approved _____	_____
☐ Deposit returned	_____

_____

signature date

June 2025 - Form version

Park Permits -- Terms, Conditions, Rules, & Policies

1. All permits are subject to Village policies, stated and posted rules & regulations, generally accepted public behavior (including, but not limited to speech, conduct, behavior, decency, and dress) and laws of the State of Michigan. Violation of terms may result in forfeiture of permit privileges (both current and future) and all monies associated with permit.
2. Permit holder agrees to pay the Village the cost of any damages (above and beyond the security deposit) associated with the use of the park shelter; or any damage caused by permit holder to any park property, amenities or equipment.
3. Individuals may not use Village facilities for financial gain, or for the purpose of solicitation, advertisement, recruitment, assembly (unless disclosed & approved in advance).
4. Each permitted space designates a maximum occupancy. Exceeding the occupancy at any time will result in the forfeiture of all fees and removal of the party from the permitted park area.
5. Picnic tables & garbage cans are provided in the permit fee. No additional tables or garbage cans & no specific set-up will be provided. If picnic tables are moved, they must be moved back. NO GLASS ALLOWED.
6. Alcoholic beverages are prohibited on Village property- alcohol may not be brought, consumed or possessed by any member of the permit party. Village facilities are smoke-free. Violation will result in immediate removal of the party from the premises.
7. The Village reserves the right to have a designated employee attend and/or visit any permitted park area for the purpose of inspection and/or supervision.
8. An adult must supervise persons less than 18 years of age at all times. The permit holder must be present for the entire park use and is responsible for conduct of all children and adults in the party.
9. One park permit is issued per day per area. Park permit reserves only the area listed - no other park area is reserved.
10. Village is not responsible/liable for any property lost, damaged, stolen; or any personal injury on Village property.
11. No amplified sound is allowed for any permit unless disclosed on the permit application & approved by the Village. Amplified sound must conform to village ordinance; violation will result in removal from the park.
12. Vehicles are allowed in designated space, slots and driveways only. Vehicles may not drive or park in any other area - unload the contents of your vehicle from the designated parking area.
13. Permit holder is responsible for cleaning of the permitted space. All trash/garbage must be placed in trash receptacles or bags. No food may be left in the permitted area. Bathrooms must be left clean, locked & in original condition.
14. Participants may not enter the permitted area prior to the permitted starting time, and must fully exit the premises by the permitted ending time. Permit holder will forfeit deposit and be additionally charged for any extra time occupying/using the premises. Park staff will have area cleaned & prepared no earlier than 11:00am.
15. Park users may not hurt, trap, hunt or injure any animal on park property. No golf or pets are allowed on park property. This does not include “Disc Golf”.
16. Park users may not have water balloons on the premises.
17. No firearms, fireworks, open fire, etc. is allowed on Village property. Grilling in designated areas only. Used/leftover coals must be properly disposed of- not in garbage receptacles, creeks, on park property or buried on park property.
18. All permit fees & deposits must be paid at the time of application. Refunds of rental fees will only be issued when permit is cancelled more than 48 hours prior to permit starting time. The refundable security deposit will be refunded upon cancellation any time prior to rental start time. No refunds will be granted for weather related cancellation.
19. All permit applications must be submitted at least 5 business days prior to requested date, must be fully completed and signed, and all fees/deposits must be paid in full at the time of application.
20. Use of parks is provided on a first come- first served basis, and approval is within the sole discretion of the Village. Village programs, events and use receive priority. Park permits are only applicable to private functions. In the event of conflicting park permits, earlier issue date will be honored. Bring your park permit receipt with you for your park use.
21. In the best interests of the community, the Village reserves the right to revoke the permit of any individual or group at the discretion of the Village.
22. These rules are subject to change without notice and are not inclusive.