

**BYRON TOWNSHIP RECREATION DEPARTMENT**  
**Facility Rental Form**

Name: _____	Name of Organization: _____
Address: _____	City: _____ Zip: _____
Home Phone: _____	Work Phone: _____
Email: _____	Expected Attendance: _____

Facility Requested (*Fee structure on page 2*):

- |   |   |
|---|---|
| <input type="checkbox"/> Whistlestop Park Pavilion                | <input type="checkbox"/> Bicentennial Park Pavilion               |
| <input type="checkbox"/> Whistlestop Adult Softball #1 (280 feet) | <input type="checkbox"/> Whistlestop Adult Softball #2 (300 feet) |
| <input type="checkbox"/> Whistlestop Adult Softball #3 (300 feet) | <input type="checkbox"/> Whistlestop Adult Softball #4 (250 feet) |
| <input type="checkbox"/> Whistlestop Youth Baseball/Softball #1   | <input type="checkbox"/> Whistlestop Youth Baseball/Softball #2   |
| <input type="checkbox"/> Whistlestop Youth Baseball/Softball #3   | <input type="checkbox"/> Whistlestop Youth Baseball/Softball #4   |
| <input type="checkbox"/> Bicentennial Softball Field              | <input type="checkbox"/> Bicentennial Baseball Field              |
| <input type="checkbox"/> Bicentennial Tennis Court                | <input type="checkbox"/> Cutler Park Tennis Court                 |
| <input type="checkbox"/> Whistlestop Soccer/Football Field        | <input type="checkbox"/> Cutler Park Soccer Field                 |
| <input type="checkbox"/> Cutler Park Softball Field               | <input type="checkbox"/> Cutler Park Baseball Field               |

Date(s) Requested: \_\_\_\_\_

Start Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_

Special Requests: \_\_\_\_\_

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

Applicant hereby releases Byron Township, their officers, agents and employees from all liability and waives all rights and claims for injury or damages arising from the use of Township facilities. In addition, applicant agrees to indemnify the Township, their officers, agents and employees from and against any and all claims, judgments, losses, damages and legal proceedings arising out of or resulting from the use of Township facilities.

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

OFFICE USE: Date Paid: \_\_\_\_\_ Amount: \_\_\_\_\_ Cash: \_\_\_\_\_ Check: \_\_\_\_\_ Receipt #: \_\_\_\_\_

**BYRON TOWNSHIP RECREATION DEPARTMENT  
Facility Rental Fee Structure**

□ Whistlestop Park Pavilion      *Monday-Saturday*      *10:00am-3:00pm or 4:00pm-9:00pm*  
*Seats 100*      **Resident:** \$75      **Non-Resident:** \$100

□ Bicentennial Park Pavilion      *Monday-Saturday*      *10:00am-3:00pm or 4:00pm-9:00pm*  
*Seats 50*      **Resident:** \$50      **Non-Resident:** \$75

□ Youth and Adult Softball/Baseball Fields (Per Field) and Tennis Courts (Per Court)

**Monday-Saturday**      **Resident**      **Non-Resident:**  
*\*Practices*

2 hours      \$15      \$30

**Monday-Friday**      **Resident:**      **Non-Resident:**  
*\*Fee for fields to be lined and dragged.*

2 hours      \$30      \$45  
4 hours      \$60      \$90  
6 hours      \$90      \$135  
All Day      \$120      \$180

**Saturday**      **Resident:**      **Non-Resident:**  
*\*Fee for fields to be lined and dragged.*

2 hours      \$40      \$60  
4 hours      \$80      \$120  
6 hours      \$120      \$180  
All Day      \$160      \$240

□ Lights for softball fields (Per Field)      \$50

□ Scoreboards (Per Field)      \$25

□ Soccer/Football Fields (Per Field)

**Monday-Saturday**      **Resident:**      **Non-Resident:**

2 hours      \$30      \$45  
4 hours      \$60      \$90  
6 hours      \$90      \$135  
All Day      \$120      \$180

**NOTE:** For Profit or organizations with a charge will be charged the Non-Resident Fee.

**Make Checks Payable to: Byron Township**

**Byron Township Parks and Recreation \* 2120 76<sup>th</sup> Street\* Byron Center, MI 49315  
Phone: 616-878-1998 \* Fax: 616-583-1220 \* Website: [www.byrontownship.org](http://www.byrontownship.org)**

**BYRON TOWNSHIP RECREATION DEPARTMENT**  
**Facility Rental Rules and Regulations**

**Rental Permit Agreement:**

Full payment of all rentals must be paid at the time the reservation is processed. All reservation holders must abide by all Byron Township Park Ordinances. All reservation holders must leave the park facilities clean before leaving.

**Cancellations and Refunds:**

Cancellations of pavilion rentals must be made no later than 2 business days prior to the reservation. Pavilion cancellations made less than 2 business days prior to the reservation will not be given a refund. Athletic field cancellations must be made one week prior to the reservation. Athletic field cancellations made less than one week prior to the reservation will not be given a refund. All cancellations will incur a 25% administration charge.

**Tournaments and/or Organization events:**

Anyone planning a tournament or running programs or special events must have approval from the Parks and Recreation Department. Any outside agency or group must provide Byron Township with an insurance permit with Byron Township listed as an additional insured before the event takes place. Anyone planning to have additional equipment such as dunk tanks, inflatable's, tents, concessions must receive approval from the Parks and Recreation Department.

**Park Hours:**

During the park season (April 1-November 1) the parks will open at 7:00am and close at dusk. Exception: Permission to stay open later than dusk may be authorized by the Parks and Recreation Department. Parks cannot stay open past 10:00pm.

**Animals:**

It shall be unlawful for the owner of any animal or any person in possession of any animal, to permit or allow said animal to be at large, unrestrained or outside of his or her custody and control within a Township Park. All animals must be on a leash no more than six feet long. The owner must clean up after their animal in all Township Parks.

**Alcoholic Beverages:**

Byron Township prohibits the possession or consumption of any alcoholic beverages within a Township Park, or within any motor vehicle within a public park.

**Sound Amplification:**

It shall be unlawful for any person to use sound or light amplification in any Township Park, unless such use is by written permit by the Parks and Recreation Department. Sound amplification shall not disturb the quiet enjoyment of the park by other park users.

**Defacing the Parks:**

No person shall damage or deface any item within a public park. No person shall destroy or damage the surface or sod on any playing field or practice area.

**Golf Prohibition:**

No person shall play or practice golf in a public park.

**Park Roads or Grounds:**

No person shall operate any vehicle in any public park except upon established roadways, drives and parking lots. The Parks and Recreation Department may authorize exceptions to this regulation for service vehicles and during special events.