

# Park Facilities Rental Guide

1,000 Acres. 20 Parks. One City.



320 Library Lane • Portage, Michigan 49002  
[mypark.portagemi.gov](http://mypark.portagemi.gov)



## *Welcome!*

Thank you for considering the rental of a City of Portage park facility. The city has many park buildings and pavilions which may be rented for private use. Whether you're hosting a family reunion, a wedding, a graduation party, or a business meeting, there are facilities available to fit most needs.

Please take the time to look through this guide. Facilities may be reserved one year in advance.

Contact Portage Parks & Recreation at (269) 329-4522 for additional information concerning availability and cost. We hope you will find a facility that meets your specific needs.

Sincerely,

*Portage Parks & Recreation Staff*

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# Portage Parks General Reservation Policy

- » A park facility may be reserved by any individual over 21 years of age or business and no more than one year in advance. The reserving party must register online at **[mypark.portagemi.gov](http://mypark.portagemi.gov)** or in person with valid identification.
- » The reserving party is granted exclusive use of their facility during the hours indicated on the permit. The permit does not allow exclusive use of any other park facility (playgrounds, ball diamonds, and restrooms) as these facilities must remain available for public use during the period that the permit is in effect. At no time should gates be locked by the reserving party. Signs for advertisement of private events shall not be posted on park property without prior approval.
- » The reserving party must bring a copy of their Park Facility Permit as authorization to use the facility on the reserved date and must abide by all rules listed on the sheet which pertain to the park reserved.
- » Commercial or non-profit groups charging admission to a private event must provide the City of Portage with general liability insurance in the amount of \$100,000 / \$300,000 and name the City of Portage as additionally insured.
- » The reserving party is responsible for adhering to all "Park Rules" of the City of Portage and must provide adequate supervision over users of the facility and grounds.
- » No concessions are permitted unless a separate concession stand agreement has been approved, which requires the concessionaire to abide by all ordinances, laws, and regulations of the City of Portage and State of Michigan.
- » All rental facilities and surrounding grounds shall be left in clean and proper condition.
- » Decorations may be fastened to the buildings as long as no damage to the building results. Decorations must be removed before the reserving party departs.

**Park Hours:** Park hours are seasonal and are as follows: 7 AM to 7 PM from November 1 to February 28 / 29, 7 AM to 9 PM from March 1 to April 30, 7 AM to 10 PM from May 1 to August 31, and 7 AM to 9 PM from September 1 to October 31. Events at Celery Flats, Schrier Park, and Overlander Bandshell must be finished, cleaned up, and departed by 10 PM.

**Pets:** Pets are allowed except in any building or where posted. Pets must be restrained on a six-foot or retractable leash. Persons in charge of or in control of pets on park property shall be responsible for cleanup and removal of pet excrement.

**Smoking and Tobacco:** Smoking, vaping, and tobacco products are prohibited where posted, including Ramona Park Beach, the Skate Park, and all picnic areas, playgrounds, and indoor facilities.

**Alcoholic Beverages:** Alcohol is prohibited at Ramona Park, Westfield Park, the Skate Park, and in all parking areas. No alcohol sales are permitted in any city park.

**Marihuana:** Marihuana is prohibited in all city parks.

## It is unlawful to:

1. Destroy or damage park property.
2. Have fires except in fireplaces or designated areas.
3. Hunt or trap in park lands.
4. Peddle in park lands without an official permit.
5. Litter or pollute any park land or waterway.
6. Cut or remove wood, flora, or fauna.
7. Play any musical device loudly so as to disturb the peace and quiet of any other person.
8. Drive or park motorized vehicles except in designated entry roads or parking areas. No driving on grass.
9. Loiter in parking areas, restrooms, or park pavilions after being asked to leave the area.
10. Operate bicycles, scooters, or similar non-motorized vehicles in park lands except on entry roads, parking lots, designated bikeways, or paved trails.
11. Engage in any activity which, as part of that activity, includes the hitting of golf balls.
12. Leave vehicles unattended either overnight or in non-designated parking area. Violators may be towed.
13. Fight or engage in violent or combative behavior.
14. Exhibit threatening, abusive, obscene, profane, or indecent language or conduct under circumstances reasonably calculated to provoke a breach in the peace or provoke another to fight.
15. Post or exhibit advertising materials.
16. Discharge fireworks or light and release sky lanterns.
17. Dump household, domestic, or any other type of waste.
18. Swim, bathe, or wade in parkland waters or fountains, except in designated areas.
19. Moor, dock, or jump from decks, piers, or over-looks.
20. Violate any federal or state law or local ordinance.

*POLICE OFFICERS OR PARKS & RECREATION STAFF MAY  
REQUEST ANY PERSON TO LEAVE FOR CAUSE.*

*VIOLATION OF PARK RULES IS A VIOLATION OF LAW PUNISHABLE BY  
UP TO 90 DAYS AND / OR \$500 FINE (ORD. NO. 54-62).*

# General Facility Rental Questions

## **1. How far in advance may I reserve a facility and when are rental fees due?**

Facilities may be reserved one year in advance. All rental fees are due upon reservation.

## **2. Are reservations limited to Portage residents and businesses?**

No, all rental facilities may be reserved by the general public or area businesses. Renters must be 21 years of age or older.

## **3. Are rental fees required for all park pavilions?**

The Oakland Drive Park, Lexington Green Park, Portage Creek Bicentennial Park, Harbors West Park, Celery Flats, Eliason Nature Reserve, and West Lake Nature Preserve pavilions do not require rental fees and are available on a first-come, first-served basis.

## **4. How do I gain access to the building I rented?**

A Park Ranger will open the building at the start of your rental time.

## **5. Is a damage deposit required and when do I pay?**

All of the City of Portage rental facilities require a damage deposit, with the exception of the open air pavilions at Central, Lakeview, Westfield, Schrier, and Ramona parks. The damage deposit is typically returned by mail within four to six weeks if there is no extra cleaning required or no indication of damage.

## **6. I need to cancel my rental reservation. Will I get my fees back?**

- » Cancellations up to 91 days prior to the scheduled rental date will receive a full refund minus the \$10 administration fee. No fee to reschedule.
- » Cancellations 90 to 31 days prior to the scheduled rental date will receive a 50% refund minus the \$10 administration fee. No fee to reschedule.
- » Cancellations 30 days or less of the scheduled rental date will not receive a refund. \$50 rescheduling fee.
- » Damage deposits will be returned for all cancellations regardless of the time frame.
- » In the event of inclement weather such as rain, thunderstorms, tornado warning, (warm temperatures do not count as inclement weather), every effort will be made to reschedule your pavilion reservation if desired (excludes all indoor facilities); otherwise, the cancellation policy will determine the amount of refund.

## **7. Is alcohol allowed at the rental facilities?**

Yes, except at Ramona and Westfield Parks. A Liquor Liability Form must be completed and submitted, along with proof of liability insurance, four weeks prior to the scheduled event.

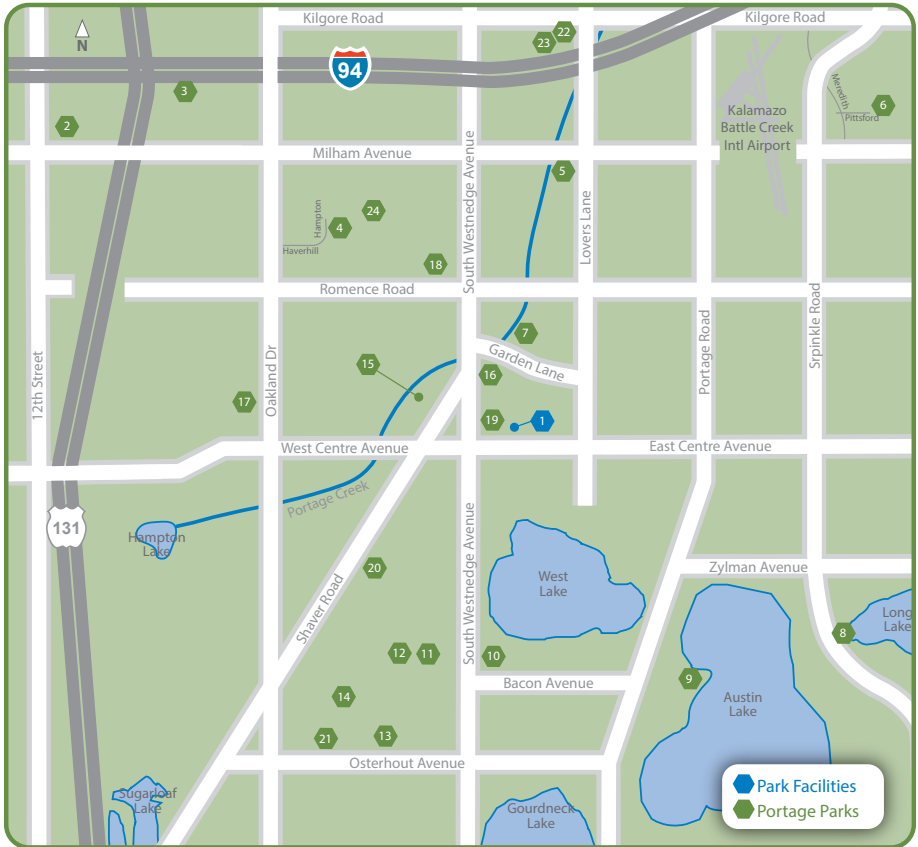
## **8. How can I reach a Park Ranger during my reservation / event?**

To reach a Ranger during a reservation period only, call (269) 998-7522.

## **9. Does set-up and tear-down need to be included in my rental time?**

Yes, all set-up and tear-down must be included in your rental time.

# Park Facilities & Locations



1. Portage Parks & Recreation
2. Westfield Park
3. Harbors West Park
4. Haverhill Park
5. Portage Creek Bicentennial Park
6. Lexington Green Park
7. Celery Flats Historical Area
8. Ramona Park
9. Lakeview Park
10. West Lake Nature Preserve
11. South Westnedge Park
12. South Westnedge Skate Park & Dog Park
13. Schrier Park
14. Bishop's Bog Preserve
15. Central Park / Overlander Bandshell
16. Liberty Park
17. Oakland Drive Park
18. Millennium Park
19. Veteran's Memorial Park
20. Eliason Nature Reserve - Industrial Drive Entrance
21. Eliason Nature Reserve - Osterhout Entrance
22. Portage Creek Bicentennial Park North Trailhead
23. Betty Lee Ongley Nature Preserve
24. Dr. Martin Luther King Jr. Park

# Central Park

7810 Shaver Road

*(Located directly behind the Department of Public Safety)*



Nestled in a bend of Portage Creek, Central Park is the home of the Donald E. Overlander Bandshell. One pavilion, playground equipment, and restroom facilities are available for group outings. The Portage Creek Bicentennial Trail is also located along the edge of the park.

- » Capacity: 80
- » Electricity and cooking grills are available at the pavilion.
- » Reserving parties must clean up and depart by 8 PM.
- » The pavilion and surrounding area must be left in clean and proper condition.

## Rental Rates (May 1 - October 31)

- » \$110 Nonrefundable Rental Fee
- » Rental Hours: 8 AM - 8 PM

# Donald E. Overlander Bandshell

*Central Park  
7810 Shaver Road*



Named for the former Mayor of Portage, Donald E. Overlander, the Overlander Bandshell is a popular place for a variety of performances, and is an ideal place to spend a beautiful summer evening.

- » Capacity: 3,000 people, lawn seating
- » Electricity available upon request.
- » The Overlander Bandshell and its surrounding area must be left in clean and proper condition. A damage deposit is required and may be forfeited if these conditions are not met.
- » The Overlander Bandshell may be used until 10 PM. Performances must conclude and cleanup must be completed by 10 PM.

## Rental Rates (May 1 - October 31)

- » \$150 Refundable Damage Deposit
- » \$180 / 3 Hours Nonrefundable Rental Fee
- » \$40 Each Additional Hour
- » \$300 Maximum Daily Rental Fee
- » Rental Hours: 8 AM - 8 PM

# Lakeview Park

9345 Portage Road



Located on Austin Lake, Lakeview Park is the ideal setting for a family reunion, birthday party, and other special occasions. Whether you enjoy volleyball, basketball, or tennis; walking the asphalt trails or trying your luck from the fishing pier, Lakeview Park has something for everyone.

- » Two fishing piers provide anglers of all abilities access to fish Austin Lake. (Michigan Department of Natural Resources fishing license requirements apply).
- » The interior trail systems provides a variety of options and routes for exercise or relaxation.
- » No swimming or wading.
- » Electricity and cooking grills are available at both pavilions.
- » Reserving parties must clean up and depart by 8 PM.
- » The pavilion and surrounding area must be left in clean and proper condition.



Two pavilions are available for rent at Lakeview Park:



### **Pavilion #1**

- » Capacity: 60
- » Closest to the parking lot and restrooms



### **Pavilion #2**

- » Capacity: 85
- » Closest to the playground

## **Rental Rates (May 1 - October 31)**

- » \$110 Nonrefundable Rental Fee
- » Rental Hours: 8 AM - 8 PM

# Ramona Park

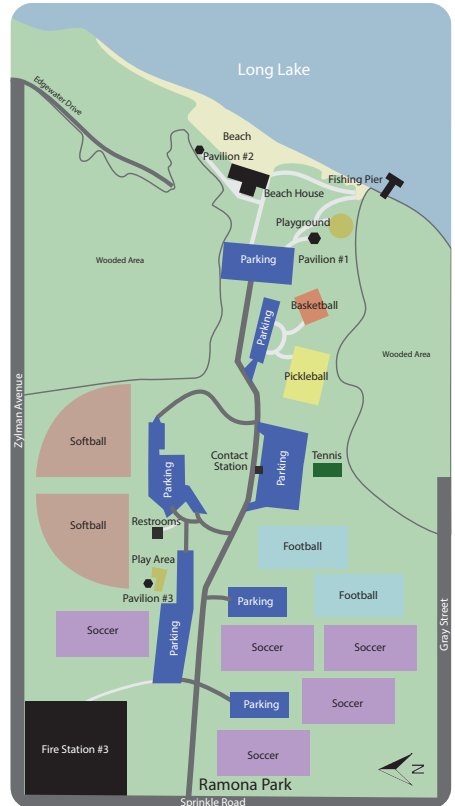
8600 South Sprinkle Road



- » Excellent beach and recreational facilities, including accessible play equipment for children, sand volleyball, softball fields, tennis, pickleball, basketball courts, and fishing pier (Michigan Department of Natural Resources fishing license requirements apply).
- » Beach / swimming area with certified lifeguards on duty from Memorial Day to Labor Day.
- » Canoe, kayak, and paddle board rentals from Memorial Day to Labor Day. Lounge chairs and games are also available for rent.
- » Concession stand from Memorial Day to Labor Day.

## Rental Rates

- » See pages 20 and 21 for more information on field and court rentals.



Ramona Park is situated along the shore of Long Lake and is the only city-run beach with lifeguards in Kalamazoo County. The beach operates from Memorial Day to Labor Day. Ramona Park also offers a fishing pier, a barrier-free playground, and basketball, tennis, pickleball, and volleyball courts.

- » The pavilion and surrounding area must be left in clean and proper condition.
- » Reserving parties must clean up and depart by 8 PM.
- » Electricity and cooking grills are available at both pavilions.
- » An additional \$5 fee (per vehicle) is required for non-Portage residents to enter the park from Memorial Day to Labor Day.
- » Alcohol is prohibited at Ramona Park.
- » Smoking, vaping, or tobacco use is not permitted on the beach, picnic areas, or playground.

Two pavilions are available for rent at Ramona Park.

### **Pavilion #1**

- » Capacity: 80
- » Adjacent to the playground



### **Pavilion #2**

- » Capacity: 50
- » Adjacent to the north end of the beach



## **Rental Rates (May 1 - October 31)**

- » \$110 Nonrefundable Rental Fee
- » Rental Hours: 8 AM - 8 PM



# Schrier Park

850 West Osterhout Avenue

Schrier Park, a wonderfully secluded spot for a get-together, is home to a newly renovated indoor rental facility. Your gathering can be held outside among the apple trees or indoors around the fireplace. The park also features play equipment, nature trails, and restrooms.

## Schrier Building

- » Capacity: 124
- » Floor Space: 30' x 60'
- » 15 - 8' x 3' tables and 120 folding chairs are available for use in the building.
- » The building and its surrounding area must be left in clean and proper condition. A damage deposit is required and may be forfeited if these conditions are not met.
- » Reserving parties must vacate by 10 PM.
- » Heated, air conditioned, and equipped with a gas fireplace.
- » No kitchen facilities.
- » Available for rental year round.
- » Indoor restrooms.
- » Smoking, vaping, or tobacco use are not permitted in the building.
- » Schrier Pavilion may be added to a building rental for the normal rental rate.
- » When reserving the building and pavilion together, the pavilion may be used until 10 PM.

## Pavilion

- » Capacity: 85
- » Electricity and cooking grills are available at the pavilion.
- » The pavilion and surrounding area must be left in clean and proper condition.
- » Reserving parties must clean up and depart by 8 PM, unless renting the Schrier Building.



## Rental Rates

- » \$150 Refundable Damage Deposit
- » \$240 / 3 Hours - Nonrefundable Rental Fee
- » \$60 Each Additional Hour
- » \$480 Maximum Daily Rental Fee
- » \$25 Rental Fee For Non-Profit Small Meeting (Must Show 501c3)



## Rental Rates (May 1 - October 31)

- » \$110 Nonrefundable Rental Fee
- » Rental Hours: 8 AM - 8 PM  
Monday-Friday (Weekend rentals available when combined with Schrier Building rentals)

# Westfield Park

*4500 West Milham Avenue*

Situated in northwest Portage, Westfield Park is another popular site for all ages. Basketball courts, tennis courts, a softball field, a volleyball court, and a soccer field are all available. The park also features a picnic pavilion, play equipment, and restrooms.

- » Capacity: 60
- » Electricity and cooking grills are available at the pavilion.
- » The pavilion and surrounding area must be left in clean and proper condition.
- » Reserving parties must clean up and depart by 8 PM.
- » Alcohol is prohibited at Westfield Park.

## Rental Rates (May 1 - October 31)

- » \$110 Nonrefundable Rental Fee
- » Rental Hours: 8 AM - 8 PM



# Celery Flats Historical Area

*Celery Flats Historical Area*  
7335 Garden Lane



# Stuart Manor

*Celery Flats Historical Area  
7335 Garden Lane*

Constructed in 1846, Stuart Manor is a “four square” Greek Revival house and is the oldest remaining residential structure in Portage. The home, built by William Welch, was the summer home of Senator Charles Stuart, Michigan’s second U.S. Senator. Stuart Manor is ideal for small gatherings of all types.



- » Capacity: 35
- » Stuart Manor and its surrounding area must be left in clean and proper condition. A damage deposit is required and may be forfeited if these conditions are not met.
- » Stuart Manor may be used until 10 PM. Reserving parties are responsible for cleanup.
- » The facility is heated and air conditioned and available for rent year round.
- » Stuart Manor offers a modern warming kitchen.
- » Smoking is not permitted in the building.
- » Battery operated candles only.
- » Indoor restroom.
- » Furniture may not be rearranged.
- » Parking is available at the Celery Flats Pavilion.

## Rental Rates

- » \$150 Refundable Damage Deposit
- » \$170 / 3 Hours - Nonrefundable Rental Fee
- » \$60 Each Additional Hour
- » \$480 Maximum Daily Rental Fee
- » \$25 / Hour Rental Fee For Non-Profit Small Meeting (Must Show 501c3)

# The Hayloft Theatre

*Celery Flats Historical Area  
7335 Garden Lane*

The Hayloft Theatre is a turn-of-the-century barn that functioned as a theater in the late 1940s. The building was relocated to the Celery Flats Historical Area and restored as a theater. The Hayloft Theatre has been the site of many weddings and receptions and includes the use of a beautiful gazebo.



- » Capacity: 120 with tables, 180 without tables
- » Floor Space: 35' x 45'
- » The Hayloft Theatre and its surrounding area must be left in clean and proper condition. A damage deposit is required and may be forfeited if these conditions are not met.
- » The Hayloft Theatre may be used until 10 PM. Reserving parties are responsible for cleanup.
- » The facility is not heated or air conditioned and is available for rent May through October.
- » The Hayloft Theatre does not have kitchen facilities. An indoor restroom is available in the lower level.
- » Tables are not provided. White composite folding chairs are available for rent upon request.
- » Smoking, vaping, or tobacco use are not permitted in the building.
- » Battery operated candles only.
- » No confetti, helium balloons, nails, or tacks (nothing that damages the wood).

## Rental Rates (May 1 - October 31)

- » \$150 Refundable Damage Deposit
- » \$360 / 3 Hours (Monday - Thursday only)
- » \$480 / 5 Hours (Friday - Sunday)
- » \$70 Each Additional Hour
- » \$480 Maximum Daily Rental Fee
- » \$140 Chair Rental Fee (200 Chairs)
- » \$920 Maximum Daily Rental / Wedding Fee

# The Grain Elevator

*Celery Flats Historical Area  
7335 Garden Lane*

The Grain Elevator dates from 1931 and is the oldest surviving commercial building in the City of Portage. It offers a rustic, but pleasant setting for meetings, birthday parties, graduation parties, or other special gatherings.



- » Capacity: 60 with tables, 80 without tables (first floor only)
- » Floor Space: 30' x 38'
- » 12 - 8' x 3' tables and 60 stacking chairs are available in the building.
- » The Grain Elevator and its surrounding area must be left in clean and proper condition. A damage deposit is required and may be forfeited if these conditions are not met.
- » The Grain Elevator may be used until 10 PM. Reserving parties are responsible for cleanup.
- » The facility is heated and available for rent year round.
- » The Grain Elevator does not have kitchen facilities. Public restrooms are available in the lower level of the Hayloft Theatre from May through October. Public restrooms at the Celery Flats Pavilion can be used year round.
- » Smoking, vaping, or tobacco use are not permitted in the building.
- » Battery operated candles only.

## Rental Rates

- » \$150 Refundable Damage Deposit
- » \$150 / 3 Hours - Nonrefundable Rental Fee
- » \$35 Each Additional Hour
- » \$300 Maximum Daily Rental Fee

# The One-Room Schoolhouse

*Celery Flats Historical Area  
7335 Garden Lane*

The One-Room Schoolhouse dates from 1856 and is an ideal location for special classroom activities or other small structured events.

- » Capacity: 25
- » The Schoolhouse and its surrounding area must be left in clean and proper condition. A damage deposit is required and may be forfeited if these conditions are not met.
- » The One-Room Schoolhouse may be used until 10 PM. Reserving parties are responsible for cleanup.
- » The facility is heated and available for rent year round.
- » Public restrooms are available in the lower level of the Hayloft Theatre from May through October. Public restrooms at the Celery Flats Pavilion can be used year round.
- » Desks are bolted to the floor and cannot be moved.
- » Smoking, vaping, or tobacco use are not permitted in the building.
- » Battery operated candles only.



## Rental Rates

- » \$50 Refundable Damage Deposit
- » \$50 / Day Nonrefundable Rental Fee

# The Amphitheatre

*Celery Flats Historical Area  
7335 Garden Lane*

Designed to provide entertainment in a scenic, intimate setting, the Amphitheatre provides residents an opportunity to enjoy a variety of entertainment. It is also the perfect location for an outdoor wedding ceremony.

- » Capacity: 123 seats in four rows. Additional lawn seating is available, bringing the maximum capacity to 200.
- » The Amphitheatre and its surrounding area must be left in clean and proper condition. A damage deposit is required and may be forfeited if these conditions are not met.
- » The Amphitheatre may be used until 10 PM. Performances must conclude and be cleanup must be completed by 10 PM.
- » Public restrooms are located in the lower level of the of the nearby Hayloft Theatre.
- » Electricity available upon request.



## Rental Rates (May 1 - October 31)

- » \$150 Refundable Damage Deposit
- » \$180 / 3 Hours - Nonrefundable Rental Fee
- » \$30 Each Additional Hour
- » \$300 Maximum Daily Rental Fee

# Field Rentals

## *Portage Parks*

Many City of Portage parks have pickleball and volleyball courts as well as softball, soccer, and football fields available for rent. Whether you have a practice, tournament, business event, or family reunion with a friendly kickball game, we have locations that are right for you. Reservations must be made a week in advance of your scheduled event date.

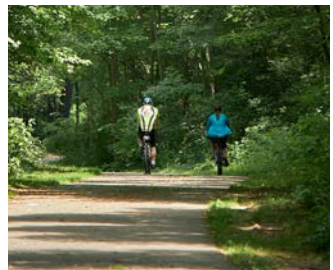
More than five field / court rentals require a \$100 damage deposit. Damage deposits are not applied towards any rental fees and will be returned at the completion of your rental. Destruction or damage of any park property will result in a forfeit of your deposit.

Call Portage Parks & Recreation at (269) 329-4522 to learn more about rental rates, locations, or to reserve a field or court.



# #ExplorePortageParks

Portage Parks



# YOUR BACKYARD IS BIGGER THAN YOU THINK

1,000 Acres. 20 Parks. One City.

**Celery Flats Historic Area** connects with over 25 miles of paved trails, woodchip paths, and boardwalks winding through lush, scenic forests along Portage Creek with a stone pavilion overlooking the pond making it a special place to meet or have coffee or lunch with family and friends.



Find your special place in the parks of Portage  
[mypark.portage.mi.gov](http://mypark.portage.mi.gov)