

- A park facility or park picnic shelter may be reserved by residents or non-residents over 21 year of age. The reserving party must go online to [mypark.portagemi.gov](http://mypark.portagemi.gov) and click on the purple button or come into the parks office to reserve. All deposits and rental fees are due at the time of making your reservation.
- The reserving party is granted exclusive use of this picnic shelter during the hours indicated on the permit. The permit does not allow exclusive use of any other park facilities (playgrounds, trails, restrooms) as these facilities remain available for public use during the rental period. 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.
- Commercial or non-profit groups charging admission 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 additional insured and may be subject to additional fees.
- The reserving party is responsible to adhere to all "Park Rules" for the City of Portage and must provide adequate supervision over users of the facility and grounds during their rental time as they are liable for all damages.
- Concessions are prohibited except by City approved concessionaire vendors.
- **Park Seasonal hours are:** 7AM – 7PM, November 1 - February 28/29; 7AM – 9PM, March 1 - April 30 & September 1-October 31; 7AM – 10PM May 1 - August 31. Events at Celery Flats, Schrier Park and the Bandshell must be finished, cleaned up and departed by 10 PM per the city noise ordinance.
- All rental facilities and surrounding grounds shall be left in proper condition. All trash and litter will be placed in the appropriate trash containers provided. Use of confetti, rice, or water balloons by reserving party is prohibited in all Portage Parks.
- Only battery-operated candles are allowed in all Celery Flats historical buildings.
- The City of Portage and the Parks department are not held liable for any lost or stolen items in the rented facility.

If you have any questions or concerns, please call the Portage Parks at 329-4522, 7:30 AM – 5:30 PM, Monday-Thursday & Friday 8 AM - 12 PM. For evening and weekend rentals, call a Park Ranger at 269-998-7522 who will come assist you.

### **PARK RULES FOR ALL AREAS**

**SMOKING & TOBACCO:** Smoking, vaping and tobacco products are prohibited where posted. Posted areas include Ramona Park Beach, the Skate Park and all picnic areas and playgrounds. Marijuana is prohibited in all Parks.

**PETS:** Pets are allowed, except where posted. Prohibited areas include playgrounds, Ramona Park beach or in any rental facility. Pets must be restrained on a 6-foot or retractable leash. Persons in charge of or in control of pets on park property shall be responsible for cleanup and removal of excrement deposited by such pet.

**ALCOHOLIC BEVERAGES:** Prohibited in Ramona Park, Westfield Park, Skate Park and in **ALL** parking areas.

**CAMPING:** Camping or the establishment of temporary physical shelters is strictly prohibited within the City of Portage parks system. Exceptions include being associated with a city sponsored event.

**METAL DETECTORS:** Are allowed in the parks, however you are not allowed to dig anything up or disturb the grounds. Can only dig at Ramona Park beach area when beach is closed, however holes must be refilled.

### **IT IS UNLAWFUL TO:**

- Destroy or damage park property.
- Have fires except in fireplaces or designated areas.
- Hunt or trap in park lands.
- Peddle in park lands without an official permit.
- Litter or pollute any park land or waterway.
- Cut or remove wood, flora or fauna.
- Play any musical device loudly.
- Drive or park motorized vehicles except in an area designated for that purpose.
- Operate bicycles, scooters or other non-motorized vehicles in park lands except on entry roads, parking lots, or designated bikeways.
- Leave vehicles unattended either overnight or in non-designated parking area. Vehicles in violation may be towed.
- 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.
- Post or exhibit advertising materials.
- Discharge fireworks or light and release sky lanterns.
- Dump household, domestic or any other type of waste.
- Swim, bathe or wade in parkland waters or fountains, except in designated areas.
- Moor, dock, or jump from decks, piers, or overlooks.
- Violate any federal or state law or local ordinance.
- Fight or engage in violent or combative behavior.
- Loiter in parking areas, restrooms or park shelters.
- Hit golf balls in park lands.

Police Officers or Parks Department staff may request any person to leave for cause.  
Violation of park rules is a violation of law punishable by fines and costs (Ord. No. 54.62)

## **PARK FACILITY RENTAL POLICIES**

### **Canopies:**

Canopies are allowed at the Celery Flats historical areas south of Garden Lane, South Westnedge Park, Schrier Park, Lakeview Park, Westfield Park and Central Park. Renters may have canopies professionally installed and taken down by insured local vendors subject to the following guidelines:

- A \$50 service fee and \$100 refundable security deposit are required at the time of park facility rental.
- All tents or canopies must be weighted down, not staked and locations approved by the Parks Department.
- Renters are responsible for confirming canopy location, set-up/removal times and vehicle access policy with canopy vendors. Park facility and underground utility damages will be withheld from the \$100 security deposit.
- South Westnedge Park canopy use limited to non-anchored, 10x10 pop-ups in locations approved by Park department staff. No fee charged for these units during scheduled softball tournaments.

### **Inflatables and Climbing Towers:**

- Must be provided by a licensed, commercial vendor. Residential units prohibited.
- Must only have 1 user in at a time.
- All requests for use of inflatables and climbing towers in City parks will be subject to review by Parks Department staff a minimum of **one month prior** to event of inherent risk, structure safety, on-site supervision, electrical requirements and proper insurance certification.
- Approved requests will be subject to a \$100 service fee and \$100 refundable security deposit. Locations to be determined in field by Park Department staff and vendor.
- Bounce houses are prohibited in any park.
- Inflatables are prohibited at Ramona Park.

### **Dunk Tanks:**

Dunk tanks are permitted in City parks subject to location, schedule and access approval by Parks department staff. The City does not provide filling services. The renter is responsible for arranging proper fill/drain of the dunk tank. Must notify the Parks department within one month prior to your event. Approved requests will be subject to a \$100 service fee and \$100 refundable security deposit.

### **Pig Roasts and Caterers:**

These activities will be accommodated subject to the following guidelines:

- Fires or grills are not permitted within 30 feet of Celery Flats historical area buildings or pavilions.
- Park Rangers will open park gates to correspond with normal operating schedules.
- One vehicle may be permitted to park near cooking grills subject to coordination with Park staff; park turn-arounds and pathways may not be blocked by cooking vendors.
- Cooking vendors may use electrical outlets subject to amperage limitations. Additional electrical generators are prohibited due to noise concerns.
- Rental parties and cooking vendors are responsible for thorough clean-up of park areas and hauling away excess trash, grease and cooking waste.
- All renters must ensure your catered event is private and not open to the general public.

### **Pony Rides and Petting Zoos:**

Not permitted for normal rental activities. May be considered for community events only if concerns about animal welfare, supervision, turf damage, insurance certification, barriers and post event cleanup are addressed at least one month in advance by sponsoring organization. On site supervision and insurance required.

#### REFUNDABLE DAMAGE DEPOSITS:

Damage deposits are not applied towards any rental fees. Damage deposit refunds are initiated within 4-6 weeks following your event and will be mailed to you by the Finance Department. Your entire damage deposit will be forfeited for any of the following reasons: Exceeding your scheduled rental time by more than 15 minutes before or after; failing to clean up the facility following your event (taking out all garbage, sweeping the floors, etc.); failure to return all city tables and chairs to the proper location; destruction or damage of any park property including spills on the floors; violation of the Alcohol Liability Waiver; failure to provide proper insurance requirements one month prior to your event; smoking in any park facility or where posted; violation of any park rules or regulations; violation of any City ordinance while on City property - including the noise ordinance (quiet time begins at 10:00 PM).

#### PETS:

Pets allowed, except where posted. Posted areas include: picnic areas, playground, Ramona Park Beach. Pets must be restrained on a 6-foot or retractable leash at all times. Persons in charge of or in control of pets on park property shall be responsible for clean-up and removal of excrement deposited by such pet. Pets are not permitted inside any building or facility at any time.

#### CANCELLATION POLICY:

Up to 91 days prior to scheduled rental date, 100% refund minus a \$10 administrative fee. No fee to reschedule.

90-31 days prior to scheduled rental date, 50% refund minus a \$10 administrative fee. No fee to reschedule.

30 days or less prior to scheduled rental date, no refund. \$50 rescheduling fee.

Damage deposits will be returned for all cancellations regardless of the time frame.

#### RESCHEDULING POLICY:

Renters will be allowed to reschedule a reservation for indoor buildings up to 2 weeks prior to their original rental date if another date is available. This reservation must be completed by November 1 of the current year. A \$50 rescheduling fee will be required to be paid prior to the schedule change.

**\*\*If for any reason you or the parks department must cancel your reservation a credit will either be applied to your account for later use or a refund will be issued by check within 4-6 weeks. No refunds are put back on your card\*\***