

DEARBORN RECREATION & PARKS DEPARTMENT  
**PICNIC PERMITS**  
 (Crowley - Ford Field - Ford Woods – Hemlock - Levagood)

**2016 RATES & GENERAL INFORMATION**

	<b><u>RESIDENT RATES</u></b>		<b><u>NON-RESIDENT RATES</u></b>	
	<u>Fee</u>	<u>Deposit</u>	<u>Fee</u>	<u>Deposit</u>
Groups up to 50	\$40		\$100	
Groups of 51 – 100	\$70		\$150	
Groups of 101 – 150	\$125		\$200	
Groups of 151 – 200	\$150		\$250	
Groups above 200*	\$TBD	\$TBD	\$TBD	\$TBD

**Note: A clean-up deposit will be required for all groups of 200 or more people.**

**RULES AND POLICIES**

- Reservations for the current year begin February 1, 2016.** Picnic permits are required for use of designated picnic areas for groups of 20 or more. Permits ensure usage of a specific picnic area for a designated period of time. **All fees are due at the time of reservation.** In case of cancellation less than 30 days prior to usage, the rental fee will be forfeited. Cancellation beyond 30 days will involve a service charge of \$10.00. Rental fees will not be refunded due to inclement weather. You will have the option of rescheduling your event date; however, it is dependent upon site availability. To reschedule an event, you must bring your original permit to the Recreation & Parks Department within five (5) business days of your original reservation date. Upon the final inspection of the picnic site by the Park Staff, and if the site is left in order as described below, deposit payments will be refunded in full and mailed to the permit holder within 4-6 weeks of the reservation date.
- Grills** using propane are permitted for use in the designated picnic areas. Please follow all safety rules in transporting and lighting propane grills. Used propane tanks are not to be disposed of at the park (Ref. City of Dearborn Littering Ordinance #14-83). Hot ash from charcoal grills must be emptied in the “Hot Ash Bins” provided at the designated picnic sites. **Do not dump hot ash on the ground or near the base of trees.** Failure to use the “Hot Ash Bins” will result in a citation and prosecution for littering.
- No person shall operate or park a vehicle in a park except in designated areas set aside for such vehicles, unless directed by a law enforcement officer or Recreation & Parks Department employee to do so.
- Picnic tables will normally seat 75% of the people authorized for each site. Picnic tables cannot be moved from one picnic area to another. Violation of this policy will result in the forfeiture of the clean-up deposit or additional fees being assessed, as well as, possible eviction from the park.
- DAMAGE AND CLEAN-UP AGREEMENT** – The permit applicant is responsible for the placement of trash and debris of said area in designated receptacles (Ord. No. 85-330). The permit holder also agrees to pay the City of Dearborn for the loss of or damage to any property caused by said group at said park (Ord. No. 85-330). **Please note that the clean-up deposit will be forfeited, or additional fees assessed, if the group size is greater than what is designated on the signed permit agreement. In addition, any group that violates the park rules and park agreements may be issued a citation, and/or evicted from the park premises forfeiting all fees paid.**
- \*GROUPS ABOVE 200** - A special request form must be submitted indicating the date, time and size of the proposed picnic. The picnic permit fee and clean-up deposit amount will be determined by the number of picnic areas occupied, rubbish concerns, size of group, and if any additional labor is required by the Recreation & Parks and/or Public Works Departments.
- RESIDENT** - RESIDENT picnic permit rates apply to all RESIDENT family, church and neighborhood groups and to DEARBORN-BASED businesses or organizational groups. Classes of school-age children DO NOT pay a rental fee for weekday usage 8:00 am to 5:00 pm; however, a permit must be obtained from the Recreation & Parks Department.
- SCHOOL RENTALS**- Dearborn Public School Rentals must be processed through the DPS representative. Please call your school administration for more information. All Private/Charter Schools should contact Michael Shooshanian at [mshooshanian2@ci.dearborn.mi.us](mailto:mshooshanian2@ci.dearborn.mi.us).

9. **NON-RESIDENT** - NON-RESIDENT picnic permit rates apply to all NON-RESIDENTS, all NON-DEARBORN-BASED family, church, schools, neighborhood groups, businesses or organizational groups, whether or not a resident sponsors them. A refundable clean-up deposit may be required at the time of reservation.
10. **MISCELLANEOUS** - Any miscellaneous request, such as using a large tent, moonwalk, live band, DJ or dunk tank in a picnic area or shelter must be submitted in writing to the Recreation & Parks Director at least 30 days prior to the event date. The use of a petting zoo/pony rides are only permitted at the Ford Field North Shelter, Hemlock Shelter and Camp Dearborn (additional fees and restrictions apply), only upon approval from the Director of Recreation & Parks. The use of a moonwalk or dunk tank (if site permits) will be authorized only after the applicant furnishes **proof of liability insurance** for the specific date, time and location of the picnic **with the City of Dearborn listed as "additionally insured."** **The additional insured language MUST state as follows:** "The City of Dearborn, Michigan, its elected officials, officers, employees, boards, commissions, authorities, voluntary associations, and any other units operating under the jurisdiction of the City and within appointment of its operating budget including the City of Dearborn are named as additional insured and said coverage shall be considered to be the primary coverage rather than any policies and insurance or self-insurance retention owned or maintained by the City of Dearborn." Additional fees may be assessed for electrical and water hook-ups.
11. The use of amplified sound or music, live bands and/or a DJ will require the approval of the Director of Recreation & Parks or his designee. Such requests must be submitted in the form of a letter to the department Director at least 30 days prior to the event date, accompanied with a \$250.00 amplified sound deposit, which will be returned only if the sound ordinance is adhered to. There is also a fee of \$50.00 for the staffing of a Park Ranger during any rental having amplified sound. **Noise Ordinance, Section 13** of the Dearborn City Code is enforced by the Dearborn Police Department. Failure to adhere to the ordinance may result in a forfeiture of the amplified sound deposit, as well as, the possible cancellation of the event.
12. **SWIMMING POOLS** - Picnic permits **do not** authorize the use of city swimming pools. Season passes and daily entry fees are available for **RESIDENTS** (with proper ID) and **NON-RESIDENTS**. Refunds are not given for inclement weather or pool closures. Dunworth Pool will be closed from Friday, June 19<sup>th</sup> through Sunday, June 21<sup>st</sup>, due to the annual USS Swim Meet; July 21 for the Annual City Championships; and July 29<sup>th</sup> for the Annual Synchronized Swim Show.
13. The permit applicant is legally and financially responsible for the damage to or loss of any City property, and must remain on the premises at all times during the scheduled reservation hours. The applicant must appear in person **with the original picnic permit** to make any reservation changes or alterations (date, time, area changes etc.). Nothing will be held or changed over the phone - NO EXCEPTIONS.

The following is only a partial listing of pool rules. Please read the complete list of pool rules prior to your picnic and make this information available to all of your guests.

- 1) Only those dressed in proper swimming attire (per the City's Pool Apparel Policy) will be allowed into the pool area. Clothes and shoes will be allowed in designated areas.
- 2) No food or drink in the pool area.
- 3) Floatation devices, scuba and snorkel (over the nose mask) gear are not allowed.
- 4) Only swim diapers or diapers combined with rubber pants (must have elastic completely around legs and waist) are allowed in pool area.
- 5) Anyone exhibiting dangerous, inappropriate, obnoxious or intoxicated behavior or using vulgar or abusive language will not be allowed to enter, and will be asked to leave the pool area.
- 6) Smoking or chewing tobacco is not allowed in or around the pool area.
- 7) Showers are required for all those entering the pool area.
- 8) No refunds due to changing weather conditions or failure to read pool rules. Rental lockers are available at Dunworth Pool.
- 9) A parent or guardian (over the age of 16 years) must accompany children 9 yrs. of age and under.
- 10) Please review all rules posted at the front of the pool.

**SOFTBALL/BASEBALL DIAMOND PERMITS** - Beginning May 1 (depending on field conditions) picnic permit holders may apply for a softball/baseball field permit, allowing them sole use of a particular diamond during their picnic, by submitting a Softball/Baseball Field Permit Request Form. The Sports Division Office will issue permits on a priority-of-use basis. Some baseball/softball diamonds will not be available at certain times. Permits are available free of charge to Dearborn Recreation & Parks Department sponsored programs and Dearborn Public Schools athletic programs. All other permit holders are required to pay a \$60.00 permit fee for each two-hour block of time requested (maximum 4 hours). **Permit requests can be submitted to Michael Shooshanian via e-mail at [mshooshanian2@ci.dearborn.mi.us](mailto:mshooshanian2@ci.dearborn.mi.us). Please include date, time, location requested, your e-mail address and phone number.**

For additional information, please call 313-943-2355