

# Adopt-A-Park



## Information Packet

2017





## Mayor's Office

Coleman A. Young Municipal Center  
2 Woodward Avenue, Suite 1126  
Detroit, Michigan 48226

Phone 313•224•3400  
Fax 313•224•4128  
[www.detroitmi.gov](http://www.detroitmi.gov)

April 27, 2017

Dear Adopt-A-Park Partner,

Thank you for your commitment to the City of Detroit and your partnership with the Adopt-A-Park Program.

It is partners like you that have helped to maintain city parks and create locations where children can play and neighbors can gather. Over the last several years, your organization has been one of more than 70 organizations that annually join the effort and improve the appearance of our community. In addition, your financial commitment and participation has allowed the City to focus its resources on renovations and upkeep at other parks.

Again, I would like to express my appreciation for your continued participation and for your commitment to making our city a better place to live, work and play.

Sincerely,

Michael E. Duggan, Mayor  
City of Detroit







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## Adopt-A-Park Partner Contract – 2017

\_\_\_\_\_  
(Organization) commits to adopting \_\_\_\_\_  
(Park)  
at \_\_\_\_\_  
(Park Address) for the summer 2017 Adopt-A-Park program.  
As a part of this commitment, \_\_\_\_\_  
(Organization) will ensure that:

- 1) The park is kept clean and garbage is removed;<sup>1</sup>
- 2) The grass is mowed at least once every 10 to 14 days to be no higher than 6 inches;
- 3) The grass is trimmed around and park edges, fences, paths, trees, and equipment.

**This commitment lasts between May 1, 2017 and October 2, 2017.**

In recognition of this volunteer service, your organization will receive priority scheduling in the park and a sign will be posted on the park stating that your organization has adopted it.

**Signed:** \_\_\_\_\_  
(Signature of Organization Representative) (Representative's Title)  
**Printed:** \_\_\_\_\_  
(Name of Organization Representative) (Today's Date)  
**Contact Info:** \_\_\_\_\_  
(PRINT E- Mail Address) (Telephone Number)

**Please complete this contract and email a copy to Marcella Davis, Park Coordinator, at DavisMarcella@DetroitMI.gov the week of April 17, 2017, or bring it to the Kick-Off.**

**The Kick-Off meeting for the 2017 Adopt-A-Park program is on April 27, 2:00 to 4:00 p.m. at Northwest Activities Center, 18100 Meyers, Detroit, MI 48235. Please come to receive valuable information, network with other adopters, and meet your partners on the parks!**

**Call (313) 224-5555 with any questions on Adopt-A-Park.**

Thank you for your service!

Mike Duggan;  
Mayor, City of Detroit

**Parks will be inspected** every other Monday throughout the summer, starting on May 15th and ending on October 2nd. **Scores<sup>2</sup> will be posted online at [www.detroitmi.gov](http://www.detroitmi.gov)** under the Adopt-A-Park logo.

May 15	June 12	July 10	August 7	September 5***	October 2
May 30*	June 26**	July 24	August 21	September 18	

- \* May 30 – parks will need to be cleaned before and after the Memorial Day weekend
- \*\* June 26 – parks will need to be cleaned before and after the 4<sup>th</sup> of July weekend
- \*\*\* September 5 – parks will need to be cleaned before and after the Labor Day weekend

<sup>1</sup> Call (313) 224-5555 to request a trash pick up. Trash should be neatly bagged and stacked in one place along an accessible park curb.

<sup>2</sup> You will be scored on each of the three commitments: cleaning, cutting, and trimming. A score of 3 is "excellent"; 2 is "adequate"; and 1 "needs improvement".





## Frequently Asked Questions

(updated April, 2017)

### **Q: What is expected of the adopters? How often are we expected to mow and clean?**

- A:**
- 1) Keep the park clean and free of debris every week. (See below for trash pick up information.)
  - 2) Mow the grass at least once every 10-14 days so it does not get taller than 6 inches.
  - 3) Trim grass and/or remove weeds around and/or under park edges, fences, paths, trees, and equipment.

### **Q: Will GSD pick up the trash we collect?**

**A:** Yes, but you must call (313) 224-5555 to let us know to make a pick up. Please neatly bag all debris you collect from the ground or in garbage cans and put it in one pile on the curb of the park in an accessible area.

### **Q: What if I have a large amount of yard waste or debris and a way to transport it?**

**A:** You may drop off trash, bulk waste, and compostable materials collected from your park at one of the City's four drop off sites. You must present a government-issued photo ID that shows you are a resident of Detroit or inform the drop off supervisor that you are with the Adopt a Park program. **\*Note these locations are closed on Mondays.\***

**Locations:**

- Southfield Yard: 12255 Southfield, between Plymouth and 96
- Davison Yard: 8221 W. Davison, between Livernois and Wyoming
- Anton Yard: 5840 Anton, between Calvert and Campbell
- State Fair Yard: 19715 John R, between State Fair and 7 Mile

### **Q: When will park maintenance be monitored?**

**A:** Parks will be inspected every other Monday throughout the summer, starting on May 16 and ending on September 26. The inspection schedule is below.

May 15	June 12	July 10	August 7	September 5***	October 2
May 30*	June 26**	July 24	August 21	September 18	

\* May 30 – parks will need to be cleaned before and after the Memorial Day weekend

\*\* June 26 – parks will need to be cleaned before and after the 4<sup>th</sup> of July weekend

\*\*\* September 5 – parks will need to be cleaned before and after the Labor Day weekend

### **Q: How will the parks be graded?**

**A:** Each park will be assessed on each of the three commitments: cleaning, cutting, and trimming. A score of 3 is “excellent”; 2 is “adequate”; and 1 “needs improvement”.

Scores will be posted online after the first inspection period at [www.detroitmi.gov](http://www.detroitmi.gov) under the Adopt-A-Park logo.



**Q: What tools and assistance are available to maintain my adopted park?**

**A:** The City of Detroit General Services Department may be able to provide tools like rakes, brooms, and shovels for any special cleanups. Please contact Ernestine Smith at (313) 530-0674.

**Q: Can you recommend a landscaper I could hire?**

**A: The City of Detroit does not typically endorse the services of companies. However, we have a number of landscapers who are partners in the Adopt a Park Program who may be able to work with you:**

**Brilar LLC**  
13200 Northend Ave., Oak Park, MI 48237  
Attention: Larry Yaffa  
(248) 547-6439

**Payne Landscaping**  
15777 Harper Detroit, MI 48224  
Attention: Terry Payne  
(313) 215-2074

**J.E. Jordan Landscaping**  
19415 W. McNichols, Suite V, Detroit, MI 48219  
Attention: Jamie Jordan  
(248) 773-2622

**WH Canon**  
36700 Northline Rd, Romulus, MI 48174  
Attention: Andrea Canon  
(734) 941-3900

**Motor City Grounds Crew**  
1420 Washington Blvd., Detroit, MI 48226  
Attention: Aaron Smith  
(313) 757-2672

**Q: How do I host events or a sports league in the park?**

**A:** All events and athletic uses must be pre-approved by the Recreation Department. Please contact them A.S.A.P. as depending on the nature of your event, you may need to get special permits that take several weeks to obtain. As an Adopt a Park Partner, you may be eligible for waived fees. Make sure to mention you're a partner on the forms! Please refer to the forms in the partner packet for setting up events or registering for athletic field use and **contact Lynn Shaw at (313) 224-1907, [Ishaw@detroitmi.gov](mailto:Ishaw@detroitmi.gov) or Tracey Lawrence-Thomas at (313) 628-0967, [TLawrenc@detroitmi.gov](mailto:TLawrenc@detroitmi.gov).**

**Q: How do I make an improvement to the park?**

**A:** All improvements must be approved by the Recreation Department. Please refer to the form in the partner packet for making improvements and **submit it to Tim Karl at [TKarl@detroitmi.gov](mailto:TKarl@detroitmi.gov) or call (313) 224-3484.**

**Q: What should we do if we see illegal dumping, find objects too hard to move or need help with any problems?**

**A:** For any additional issues or concerns, please contact Marcella Davis, General Services Department Park Coordinator, at (313) 224-5555.



# motor city makeover



Detroit neighborhoods will be cleaned for Motor City Makeover by district.

Individuals and groups **MUST** register with the City of Detroit to receive limited supplies and to schedule a pickup of bagged litter.

**SATURDAY, MAY 6, 2017**

## CENTRAL & NORTHWEST

### District 1

#### Crowell Recreation Center

16630 Lahser Road 48219

Stephanie A. Young, District Manager  
Reggie Reg Davis, Deputy District Manager

### District 2

#### Northwest Activities Center

18100 Meyers 48235

Kim Tandy, District Manager  
Sean Davis, Deputy District Manager

**SATURDAY, MAY 20, 2017**

## FAR WEST & SOUTHWEST

### District 6

#### Patton Recreation Center

2301 Woodmere 48209

Ninfa Cancel, District Manager

### District 7

#### Adams Butzel Recreation Complex

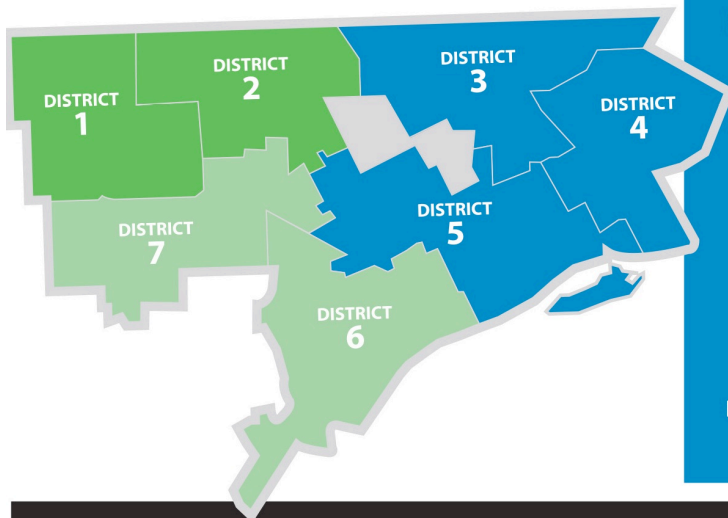
10500 Lyndon 48238

Ray Solomon II, District Manager  
Mona Ali, Deputy District Manager

**May 6** Districts 1 & 2

**May 13** Districts 3, 4, & 5

**May 20** Districts 6 & 7



**SATURDAY, MAY 13, 2017**

## CENTRAL & EAST

### District 3

#### Farwell Recreation Center

2781 E. Outer Drive 48234

Erinn Harris, District Manager  
Ernest Johnson, Deputy District Manager

### District 4

#### Samaritan Center

5555 Conner 48213

O'Dell Tate, District Manager  
Toson Knight, Deputy District Manager

### District 5

#### Recycle Here!

1331 Holden 48202 or

#### Butzel Family Center

7737 Kercheval 48214

Vince Keenan, District Manager  
Kya Robertson, Deputy District Manager



**Department of  
Neighborhoods**

Mike Duggan, Mayor



**VOLUNTEER AND REGISTER TODAY! Call 313-224-4415**  
or register at **[www.motorcitymakeover.org](http://www.motorcitymakeover.org)**





# Department of Neighborhoods

## DISTRICT ONE

**Crowell Recreation Center**  
16630 Lahser  
Detroit, MI 48219



**Stephanie Young**  
District Manager  
313-236-3473  
YoungsT@detroitmi.gov



**Reggie Reg Davis**  
Deputy District Manager  
313-236-3484  
DavisR@detroitmi.gov

## DISTRICT TWO

**Northwest Activities Center**  
18100 Meyers  
Detroit, MI 48235



**Kim Tandy**  
District Manager  
313-236-3494  
TandyK@detroitmi.gov



**Sean Davis**  
Deputy District Manager  
313-236-3489  
DavisSe@detroitmi.gov

## DISTRICT THREE

**Farwell Recreation Center**  
2711 E. Outer Drive  
Detroit, MI 48234



**Erinn Harris**  
District Manager  
313-236-3504  
HarrisEr@detroitmi.gov



**Ernest Johnson**  
Deputy District Manager  
313-348-8464  
JohnsonErn@detroitmi.gov

## DISTRICT FOUR

**Samaritan Center**  
5555 Conner Avenue  
Detroit, MI 48213



**Letty Azar**  
District Manager  
313-236-3518  
AzarL@detroitmi.gov



**Toson Knight**  
Deputy District Manager  
313-236-3520  
KnightT@detroitmi.gov

## DISTRICT FIVE

**Butzel Family Center**  
7737 Kercheval  
Detroit, MI 48214



**Vince Keenan**  
District Manager  
313-236-3523  
KeenanV@detroitmi.gov



**Kya Robertson**  
Deputy District Manager  
313-236-3528  
RobertsonKya@detroitmi.gov

## DISTRICT SIX

**Patton Recreation Center**  
2301 Woodmere  
Detroit, MI 48209



**Ninfa Cancel**  
District Manager  
313-236-3530  
CancelN@detroitmi.gov



**Ammie Woodruff**  
Deputy District Manager  
313-236-3529  
WoodruffA@detroitmi.gov

## DISTRICT SEVEN

**Adams Butzel**  
10500 Lyndon  
Detroit, MI 48238



**Ray Solomon**  
District Manager  
313-236-3516  
SolomonR@detroitmi.gov



**Mona Ali**  
Deputy District Manager  
313-236-3540  
AliM@detroitmi.gov



**CITY OF DETROIT**  
**PARK RULES**

**NO PARKING OR DRIVING OF VEHICLES ON THE GRASS**

Ordinance # 40-1-28 and 40-1-29

**PARK HOURS ARE FROM 6:00 AM TO 10:00 PM**

Ordinance # 40-1-15

1. **NO WEAPONS, DRUGS OR ALCOHOL.** Ordinance # 55-1-8 and 38-5-1
2. **No disorderly conduct (profanity, lewd acts, fighting, standing on vehicles, illegal occupation).** Ordinance # 38-5-1
3. **PARKING OR DRIVING of vehicles, including ATV's, on the grass or other non-designated areas is prohibited. This includes loading/unloading of vehicles and equipment.** Ordinance # 40-1-28, 40-1-29 and 34-2-2 (ORV/ATV - NR and EP Act 324.8112, 324.81129 and 324.81133)
4. **No amplified music.** Ordinance # 38-5-1
5. **Barbeque grills may not be placed under shelters, canopies, near trees, bushes, tables, buildings or within 25 feet of an inflatable. Ashes and coals must be placed in hot coal containers only. Propane canisters and gas grills are prohibited.**
6. **Commercial activities, INCLUDING VENDING of food, merchandise, pictures, etc., are not allowed without a permit.** Ordinance # 40-1-12 and 40-1-24
7. **Area must be cleaned prior to leaving.**
8. **No skating or skateboarding on buildings or structures.**
9. **Do not cut, scratch, burn or deface trees, pick flowers or cut branches, harm park landscapes, remove plants or dig in soils.** Ordinance # 57-2-3
10. **Dogs must be on leash no longer than 72 inches. Dog owner must clean up after dogs.** Ordinance # 40-1-13
11. **Shelters, canopies (tents), inflatables, sports fields and commercial photography/filming sessions must be reserved by permit. Contact the PARKS & RECREATION DEPARTMENT at (313) 224-1100 or [detroitmi.gov/recreation](http://detroitmi.gov/recreation)**





## Park Improvement Authorization Form

Today's Date: \_\_\_\_\_

18100 Meyers Road, Upper Level  
Detroit, MI 48235

Requesting Organization Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

DPRD Property Name: \_\_\_\_\_

Property #: \_\_\_\_\_ District #: \_\_\_\_\_

Property Address: \_\_\_\_\_

Location of Improvement in Park: \_\_\_\_\_

Improvement / Project Description:

Information Included with Request Submission:

☐ Letter of Request ☐ Site Plan ☐ Sketch

☐ Other: \_\_\_\_\_

Estimated Value of Improvement / Project: \_\_\_\_\_

### FUNDING SOURCE (optional)

Have you already raised any money for this improvement?

- ☐ My group used a crowdfunding platform (see [ioby.org/detroit](http://ioby.org/detroit) for more information)  
☐ We received a grant  
☐ My group collected donations from the community without using a digital platform  
☐ Other \_\_\_\_\_

If using a crowdfunding platform to fundraise for this improvement, provide the URL for your campaign page below:

### REQUIRED MAINTENANCE

☐ General Services Dept. - Design Plan Reviewed

☐ General Services Dept. - Maintenance Required

GSD Project Coordinator: \_\_\_\_\_

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

GSD General Manager: \_\_\_\_\_

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



By submitting this request I/We/Our Organization agree(s) to abide by all rules and policies of the City of Detroit and the Detroit Recreation Department. I/We also agree that all information submitted in this Park Improvement Authorization Form is true and accurate to the best of my/our knowledge and I/We hereby request that the Detroit Recreation Department consider my/our Project for approval. I/We agree at my/our own expense to defend, indemnify, save and hold harmless the City of Detroit, its officers, employees and agents against and from any and all liabilities, obligations, damages, penalties, claims, costs, charges, and expenses (including without limitation, fees and expenses of attorneys, expert witnesses and other consultants) which may be imposed upon, incurred by or asserted against myself/us and/or the City of Detroit by reason of or resulting from my/our use of the DRD Property named above and construction of this Project as described herein.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

On behalf of Organization: \_\_\_\_\_

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

\*\* FOR DETROIT PARKS &amp; RECREATION DEPARTMENT USE ONLY \*\*

- ☐ Project Approved as Submitted ☐ Project Denied  
☐ Project Approved w/ Changes (See Below)

" Approved By DPRD Director: \_\_\_\_\_ Date: \_\_\_\_\_

\* Responding Group shall not have approval to make the requested park improvement without the approval of the Parks & Recreation Department Director

### CHANGES REQUIRED FOR APPROVAL

[illegible]



# SAMPLE LETTER

## GIFT LETTER OF REQUEST

(Attachment to the Park Improvement Authorization Form)

Date

Keith Flournoy, Interim Director  
Detroit Parks and Recreation Department  
18100 Meyer Road  
Detroit, MI 48235

Dear Mr. Flournoy,

On behalf of the [Organization Name], I am writing to offer our full assistance in purchasing and installing [Describe Improvements] at [location] in [Park name]. The costs, approximately [\$] are being borne by the group mentioned above. These improvements will take place on [Date]. We have worked with community representatives to ensure these improvements are desired. [Briefly describe the maintenance plan] to maintain this site throughout the summer.

Thank you for your time and consideration.

Sincerely,

Name  
Title





## Detroit Parks & Recreation Department Athletic Field Application

Please Check The Type of League					
Youth	<input type="checkbox"/>	Adult		Co-ed	<input type="checkbox"/>
		Men	<input type="checkbox"/>	Women	<input type="checkbox"/>
		<input type="checkbox"/>	Charter/Private School	<input type="checkbox"/>	Other _____
					Detroit Public School <input type="checkbox"/>

### LEAGUE PROCESS

A SEASON PERMIT may be issued to leagues with a minimum of FOUR (4) TEAMS playing regularly scheduled games.

A PRACTICE PERMIT may be issued to teams practicing within a given season.

Leagues must submit a copy of their playing schedule to the **Detroit Parks & Recreation Department, 18100 Meyers Rd. – Upper Level, Detroit, MI 48235** before permits can be granted.

**Organizations/Leagues are not authorized for use of field until the Detroit Parks & Recreation Department has received full payment and permit is issued.**

Practice sessions CANNOT be incorporated into the regular season schedule. ALL PRACTICE SESSIONS MUST BE ARRANGED SEPARATELY. FEES VARY ACCORDING TO USE.

Allowances for your league play-offs and/or rainouts must be satisfied within your league schedule. Leagues extending beyond 16 weeks for Softball and 14 weeks for Baseball will be billed accordingly.

Applications received after the deadline will be processed in the order received and according to availability of fields. Please allow up to 14 days upon receipt of your playing schedule for processing your request.

Please fill out the FIELD REQUEST SECTION completely (see back). FORM MUST SHOW: Field Name(s), Diamond Number(s), Day(s), Date(s) and Time(s) of Use.

League, Team or Organization Name \_\_\_\_\_

Name of Contact Person \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Daytime Telephone (9 a.m. – 5 p.m.) \_\_\_\_\_

Evening Phone \_\_\_\_\_ Cellular/Other \_\_\_\_\_

Email \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



## FIELD REQUEST

### Please complete

1. Field Name: \_\_\_\_\_
2. Diamond Number: \_\_\_\_\_
3. Day(s) of Week: \_\_\_\_\_
4. Date (One Time Use Only) \_\_\_\_\_

League will start

League will end

Number of Teams

Lights (Fee applicable)

Yes ☐ No ☐

Apr – Aug 8pm | Sep – Nov 4pm

### Check Appropriate Sport

Fast Pitch Softball

Football

Hardball

Soccer

Softball

Rugby

T-Ball

☐☐☐☐☐☐☐

Other \_\_\_\_\_

Baseball Field Times		Fee (Office Use Only)	Softball Field Times		Fee (Office Use Only)	Football, Rugby, Soccer		Fee (Office Use Only)
10:00 am – 12:30 pm	<input type="checkbox"/>		10:00 am – 11:30 pm	<input type="checkbox"/>		10:00 am – 12:30 pm	<input type="checkbox"/>	
12:30 pm – 3:00 pm	<input type="checkbox"/>		11:30 pm – 1:00 pm	<input type="checkbox"/>		12:30 pm – 3:00 pm	<input type="checkbox"/>	
3:00 pm – 5:30 pm	<input type="checkbox"/>		1:00 pm – 2:30 pm	<input type="checkbox"/>		3:00 pm – 5:30 pm	<input type="checkbox"/>	
5:30 pm – 8:15 pm	<input type="checkbox"/>		2:30 pm – 4:00 pm	<input type="checkbox"/>		5:30 pm – 8:15 pm	<input type="checkbox"/>	
8:15 pm – 11 pm	<input type="checkbox"/>		4:00 pm – 5:30 pm	<input type="checkbox"/>		8:15 pm – 11 pm	<input type="checkbox"/>	
			5:30 pm – 7:20 pm	<input type="checkbox"/>				
			8:30 pm – 9:40 pm	<input type="checkbox"/>				
			9:40 pm – 11:00 pm	<input type="checkbox"/>				

By submitting this request I/We/Our Organization hereby agree(s) to abide by all rules and policies of the City of Detroit and the Detroit Parks & Recreation Department. I/We also agree that all information submitted in this Athletic Field Application is true and accurate to the best of my/our knowledge and I/We hereby request that the Detroit Parks & Recreation Department consider my/our permit for approval. I/We agree at my/our own expense to defend, indemnify, save and hold harmless the City of Detroit, its officers, employees and agents against from any and all liabilities, obligations, damages, penalties, claims, costs, charges, and expenses (including without limitation, fees and expenses of attorneys, expert witnesses and other consultants) which may be imposed upon, incurred by or asserted against myself/us by reason of or resulting from my/our use of Recreation Property as described herein.

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

On behalf of Organization: \_\_\_\_\_ Date: \_\_\_\_\_

### For Office Use Only

Date Received: \_\_\_\_\_

Date Completed/Approved: \_\_\_\_\_

Total Fee(s): \$ \_\_\_\_\_

Amount Paid: \$ \_\_\_\_\_

Receipt Number: \_\_\_\_\_

Permit Number: \_\_\_\_\_

Processed By: \_\_\_\_\_





## **Detroit Parks & Recreation Department Special Events Application**

### **Parks & Recreation Special Events Application Process**

Applications can be obtained on the Parks & Recreation Department's Web site or in our office at 18100 Meyers, Detroit, Michigan 48235. The contact number is (313) 224-1129.

We request that applications are submitted 60 days in advance where possible and no earlier than one year of the proposed event date.

Once an application has completed and returned to the Parks & Recreation Department, the Event Coordinator will review the application and contact the client for more detail and to explain the needs for approval.

Once the client has provided all necessary items (such as event insurance, clean-up plan, security insurance, Port-a-John company information, inflatable insurance, vending fees, inflatable fees, tent fees and shelter fees paid), the approval letter is then completed by the Event Coordinator and then given to the Parks & Recreation Director for signature.

The approval letter is then sent to the client by mail or may be picked up.

Contact:

**Event Coordinator Ms. Lynnetta Shaw (313) 224-1907  
Ms. Tracey Lawrence-Thomas (313) 628-0967**

**[www.detroitmi.gov/recreation](http://www.detroitmi.gov/recreation)**

**Detroit Parks & Recreation Department  
18100 Meyers Road**

**Detroit, Michigan 48235**







## Detroit Parks & Recreation Department Special Events Application

**Please complete application and mail or fax to the following:**

**Detroit Parks & Recreation Department  
Northwest Activities Center  
18100 Meyers Rd  
Detroit, Michigan 48235  
(313) 224-1860 - fax**

All applications must be submitted at least sixty (60) days in advance and/or no earlier than one (1) year of the proposed event date. Upon receipt, the special events request will be reviewed to assure that the event is in compliance with city codes/ordinances. A letter of denial/approval will be mailed and/or faxed within fourteen (14) business.

There may be a minimum event fee assessed for all approved special events based on the type of event and/or specific permits. Limited Liability Insurance may be required.

### **Special Events criteria: 25+ participants**

Event Date: \_\_\_\_\_ Type/Event: \_\_\_\_\_

Alternate Date: \_\_\_\_\_ Time/Event: \_\_\_\_\_

Location: ☐ Park \_\_\_\_\_ ☐ Recreation Center \_\_\_\_\_  
☐ Shelter/Gazebo ☐ Other, please explain: \_\_\_\_\_

Please check type of event. List activity

- ☐ Skate    ☐ Walk    ☐ Run    ☐ Race    ☐ Rally  
☐ Parade    ☐ Musical/Concert    ☐ Reunion    ☐ Picnic    ☐ Exhibition  
☐ Sport Competition    ☐ Other, please explain: \_\_\_\_\_



1. **Name of Organization/Corporation/Company:**

Representative/Organization Name:

Address

City/State/Zip

Business Telephone

Fax #

Alternate Telephone

Email Address

2. **Additional Contact Information:**

Name

Title

Address

City/State/Zip

Telephone

Fax #

Email Address

3. **Event Information:**

Please describe your event in detail: (attach additional sheet if necessary)

(A representative for your event must be present at least 2 hours prior to event for set-up)

Does this event require a route to be mapped out? ☐ No ☐ Yes, provide a layout of suggested route.

Are you planning to setup tent/canopy set-up? ☐ No ☐ Yes, how many? \_\_\_\_\_

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone # \_\_\_\_\_



Are you planning to setup inflatable(s)? ☐ No ☐ Yes, how many? \_\_\_\_\_

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone # \_\_\_\_\_

Are you planning to setup a stage? ☐ No ☐ Yes, how many? \_\_\_\_\_

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone # \_\_\_\_\_

Will your event require port-a-john rental? ☐ No ☐ Yes, how many? \_\_\_\_\_

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone # \_\_\_\_\_

What is the Event's Security Plan?

Security Company Name

Contact Person

Address

Contact Number

What is the Event's Clean Up Plan?

Is this your first year for this event? ☐ Yes ☐ No, when and where was the event held last?

How many years has your organization coordinated/sponsored this event? \_\_\_\_\_

Will tickets be sold? ☐ No ☐ Yes, how many? \_\_\_\_\_

Is this a fundraiser? ☐ No ☐ Yes

Will there be a registration or entry fee? ☐ No ☐ Yes, how much? \_\_\_\_\_

Is this event open to the public? ☐ Yes ☐ No

Is this event free to the public? ☐ Yes ☐ No

Ages of Participants \_\_\_\_\_

Expected Attendance \_\_\_\_\_

Will food or beverage be provided? ☐ No ☐ Yes



Are the food and/or beverages free? ☐ Yes ☐ No, please list food and/or beverage with prices. **(May require Council approval)** (Please attach additional sheets, if necessary).

Will there be souvenirs, trophies and/or gifts associated with this event? ☐ No ☐ Yes  
If yes, will they be sold? ☐ No ☐ Yes, please list items and prices:

#### 4. **Sponsorship/Donations**

Please list any sponsors/donors for this event: (Please include names, addresses, telephone numbers).

Please explain all sponsorship and donations that are a part of this event

Does the sponsorship include cash? ☐ No ☐ Yes, how much? \_\_\_\_\_

Will this event be broadcasted on television and/or radio? ☐ No ☐ Yes, please explain (include station and contact information).

**Please note, that broadcasting messages must be approved by the Director – Detroit Parks & Recreation Department**



Additional Information:

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By submitting this request I/We/Our Organization hereby agree(s) to abide by all rules and policies of the City of Detroit and the Detroit Parks & Recreation Department. I/We also agree that all information submitted in this Special Event Application is true and accurate to the best of my/our knowledge and I/We hereby request that the Detroit Parks & Recreation Department consider my/our application for approval. I/We agree at my/our own expense to defend, indemnify, save and hold harmless the City of Detroit, its officers, employees and agents against and from any and all liabilities, obligations, damages, penalties, claims, costs, charges, and expenses (including without limitation, fees and expenses of attorneys, expert witnesses and other consultants) which may be imposed upon, incurred by or asserted against myself/us by reason of or resulting from my/our use of Recreation Property as described herein.

_____	_____
Representative Signature	Date

FOR OFFICE USE ONLY

Recommendations:

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Inflatable Permit Required ☐ Inflatable Permit Fee \_\_\_\_\_

Shelter/Gazabo Fee Required ☐ Shelter/Gazabo Fee Amount \_\_\_\_\_

Insurance Required ☐ Amt. Insurance  
Required \_\_\_\_\_

Check / MO #		Receipt #		Deposit Amount		Deposit Date		Remarks

_____	_____
Signature	Date

_____	_____
Department Head Approval:	Date:

Total Fee(s) Amount:

Approved ☐ Denied ☐ If Denied Reason \_\_\_\_\_





## **Detroit Parks and Recreation Department Guidelines for Special Event Vending**

### **The municipal code of the City of Detroit prohibits the sale of food in parks except for:**

Section 40-1-12 (Part 4)- Sales by approved vendors made in conjunction with an authorized activity, event, or use within the boundaries of a city park in accordance with recreation department rules governing vendors in parks and public spaces.

Section 40-1-24 (Part C)- All food or beverages offered for sale in any city park, shall be permitted pursuant to agreement with the city, as approved by the Detroit City Council, except for food preparation vendors, as defined in Section 41-2-1 of the City Code.

### **Rules for special event vending on park property**

The park property requested must be of appropriate size and location so as not to cause a disturbance to the surrounding community. Also, the Director or designee of Parks & Recreation has the authority to designate the location of food or goods vendors within the city park.

The requesting organization must be a registered community group, non-profit organization, or community council located in the city of Detroit.

All food preparation and good vendors shall be licensed by the State of Michigan, City of Detroit Business License Center and Institute for Population Health prior to the scheduled event.

That the petitioner/sponsoring organization requesting to vend in the park for a special event must petition the City Council. Submit your City of Detroit Special Event Application to:

**Janice Winfrey, City Clerk  
Coleman A. Young Municipal Center  
2 Woodward Avenue – Suite 200  
Detroit, MI 48226**

The petitioner/sponsoring organization is required to submit appropriate licenses and pay fees of **\$250.00** for beverages and **\$500.00** for food and or goods to obtain a Detroit Parks & Recreation Department Vending Operators Permit to sell beverages, food or goods on park property. The fee must be paid by money order or cashier's check. Cashier's checks or money orders should be made payable to **Treasurer, City of Detroit**. Personal checks or cash will not be accepted.





# CITY OF DETROIT PARKS & RECREATION DEPARTMENT SPECIAL EVENT VENDING AGREEMENT

## Rules for Special Event Vending on Park Property:

- The Parks & Recreation Department has the authority to designate the location of food or goods vendors within a City park.
- The requesting organization must be a registered community group, non-profit organization, or community council located in the city of Detroit.
- All food preparation and good vendors have to be licensed by these departments before their scheduled event.
  1. Detroit Buildings, Safety Engineering and Environmental Department - Business Licenses Center
  2. Institute for Population Health - Food Sanitation
- That the petitioner has to submit a petition to Detroit City Council before the scheduled event.

Name of Petitioner: \_\_\_\_\_ Petition #: \_\_\_\_\_

Address: \_\_\_\_\_

Business Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

This contract gives the petitioner the authority to sell food or goods on Detroit Parks & Recreation Department property.

Park Location: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Vendor Fee: \_\_\_\_\_

\_\_\_\_\_  
Vendor Signature

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

\_\_\_\_\_  
Parks & Recreation Department Director or Deputy Director Signature

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





## Detroit Parks and Recreation Department

### VENDOR PERMIT APPLICATION FORM

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Requesting Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

Owner Operator Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Web Site: \_\_\_\_\_

Requested Product/Food\* to be sold: \_\_\_\_\_

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\*Note- the vending of food may also require a separate permit with the Detroit Health Department. The Detroit Recreation Department does not allow the use of portable deep fryers.

Requested Location: \_\_\_\_\_

Days of Operation: \_\_\_\_\_

Hours of Operation: \_\_\_\_\_

Please describe any other details of your vending operation below: \_\_\_\_\_

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## Detroit Parks and Recreation Department VENDOR PERMIT APPLICATION FORM

By submitting this request I/We/Our Organization agree(s) to abide by all rules and policies of the City of Detroit and the Detroit Recreation Department. I/We also agree that all information submitted in this Vendor Permit Request Form is true and accurate to the best of my/our knowledge and I/We hereby request that the Detroit Recreation Department consider my/our request for approval. I/We agree at my/out own expense to defend, indemnify, save and hold harmless the City of Detroit, its officers, employees and agents against and from any and all liabilities, obligations, damages, penalties, claims, cost, charges, and expenses (including without limitation, fees and expenses of attorneys, expert witnesses and other consultants) which may be imposed upon, incurred by or asserted against myself/us and/or the City of Detroit by reason of or resulting from my/our use of Detroit Recreation property as described herein.

I also agree to provide proof of liability insurance, as well as any other documents and licenses to the Detroit Recreation Department as may be required.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

On behalf of Organization: \_\_\_\_\_

**Completed forms should be submitted to:**

Detroit Recreation Department, Attn: Field/Vendor Permits

18100 Meyers, Upper Level – Detroit, MI 48235

Phone: (313) 224-1129

Email: [detroitrecreation@detroitmi.gov](mailto:detroitrecreation@detroitmi.gov)

The Detroit Recreation Department reserves the right to honor or deny any and all vendor permit requests as it sees fit and based on the best interests of the Detroit Recreation Department.

**\*\*FOR DETROIT RECREATION DEPARTMENT USE ONLY\*\***

☐ Application Approved as Submitted

☐ Application Denied

☐ Application Approved w/Changes \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date





## **Detroit Recreation Department**

### **Vendor Agreement for Athletic Fields**

To All Coaches, Players and Organizers:

The Detroit Recreation Department (DRD) realizes there is nothing more impressive than good customer service. The Detroit Recreation Department recognizes the need for fundraising opportunities for our permit holders and concession services for our park visitors. This agreement will be offered as 2 separate services: (1) the limited sale of pre-wrapped refreshments (food or beverages) such as: a hot dog and or hot sausage. This agreement is for the Athletic Season beginning April 1 through September 30. Assigned vendors will be servicing select Recreation Department Athletic Fields.

All potential vendors must apply and provide the following:

#### **For Pre-Wrapped Sales**

- Complete Application Form
- Copy of State of Michigan Business Sales Tax License
- Registration Fee/Vendor Fee (made payable to the Treasurer, City of Detroit in the form of cashier's check or money order. Vendor Fee is \$250.00 for approved pre-wrapped refreshments.
- Copy of Proof of Liability Insurance including DRD as a co-insurer
- Temporary Food Service Permit/Food Handlers Card from Institute for Population Health.
- Proof of Non-Profit Status (where applicable)
- List of Requested items to sale (team merchandise, pre-wrapped foods/beverages, candy)

#### **For Hot Food Sales**

\*ALL ABOVE ITEMS IN ADDITION TO:

- Vendor License from Consumer Affairs Department
- Vendor Fee for Hot Food Item \$500.00 (DRD)





## **Concession Rules and Regulations**

1. **HOURS OF OPERATION:** Prompt set-up time is part of good customer service, it's a key factor in creating a successful vending operation. Team players and park visitors will look forward to your dependability, professionalism and quality of goods.
2. **SERVICING CUSTOMERS:** All Institute for Population codes and procedures must be applied. No illicit behavior, obscene language, music or promotions displayed.
3. **LICENSE AND PERMITS:** All licenses and permits must be visible and ready for vendor inspection.
4. **WATER ASESABILITY:** Vendors are responsible for all necessities to meet health standards in keeping foods and beverages at safe temperatures and or storage.
5. **LOGIST LOCATIONS:** Set-up location is assigned and permanent unless approved by the Recreation Department. No traveling or peddling of goods throughout park.
6. **RECYCLING/GARBAGE:** It will be vendor's responsibility to keep concession area clean before setting-up and after breaking-down. Vendor will also properly dispose of trash, charcoal and recycles in designated containers and areas.
7. **SIGNAGE:** Please have all displayed business logos, promotions and marketing approved by the Detroit Recreation Department.
8. **TABLES AND CHAIRS:** Approved by the Athletic Fields Unit.
9. **FINES AND PENALTIES:** Vendor sites will be fined, closed or in default of agreement for failure to comply with vendor regulations.
10. **EXPERATION OF VENDOR PERMIT/AGREEMENT:** Vendor agreement is valid for one season (May 1 – September 30). A renewal application will have to be submitted to be considered for the next Athletic Season.

**\*The Detroit Recreation Department reserves the right to cancel or change any vendor/vendor site service at any Recreation park and or playfield.**





# **Detroit Recreation Department**

## **Policy and Procedures for**

### **Inflatable Apparatus and Canopies (Tents)**

#### **in City of Detroit Parks/Playfields**

Date: 4/17/17

Re: **Procedures and Policy for Inflatables**

Effective September 8, 2004, the Recreation Department adopted the following procedures for the use of inflatables and canopies at City-owned parks/playfields:

- 1) Patrons/users must submit vendor information to the Department for verification and approval.
- 2) Patrons/users must submit insurance policy, for inflatables, indemnifying the City for the specific date of the event. In some cases, insurance may be required for canopies. The liability coverage should be a minimum of \$1,000,000.00. Documentation must be submitted two weeks prior to event.
- 3) Patrons/users will be required to pay a permit fee of \$30 per inflatable or canopy. (Payable to the City of Detroit)
- 4) The maximum number of inflatables allowed is two. The maximum number of canopies allowed is two.
- 5) Each inflatable must be staffed by an adult at all times during the event.
- 6) Each canopy must be open on at least two sides.