



**General Services Department  
PARKS AND RECREATION DIVISION**

# Reservations and Permits Information Sheet

Please read and review this document thoroughly prior to applying for a permit or reserving a facility at:

<https://register.communitypass.net/DetroitCityof>

## **PARKS GUIDANCE, PROCESSES, AND FREQUENTLY ASKED QUESTIONS**

Events ranging from multi-day music festivals with 65,000 attending to small family gatherings are hosted at Detroit public parks. All events must be properly permitted with the City of Detroit to ensure the safety of participants and availability of the park or shelter. Fees for reserving park facilities are approved by the Parks and Recreation Division (General Services Department) and updated regularly. You can find the current fees at the bottom of this information sheet.

### **PARK RESERVATIONS**

Park Permit Required (must meet all criteria and abide by all park rules)

#### **10' x 10' tent/structure or larger**

#### **Inflatables**

#### **Vending**

#### **Amplified Music**

#### **Alcohol**

#### **Exclusive use of the entire park, field or court**

Examples include small family reunions, family picnics, pickup basketball games, etc.

If you wish to have exclusive use of a ball field, tennis/basketball court or picnic shelter for your event, you must reserve that space with Parks and Recreation through our reservation and permits system Community Pass.

If someone shows up with a reservation for a space you are occupying, you must leave and allow the permit holder to have his/her event. Permits are the only way to secure your location.

## **PARK PERMIT PROCESS**

(allow 2-3 weeks minimum\*)

\*However, times vary based on volume of requests during busy periods

- Set up an account in Community Pass
- After account set-up, click Register/Reserve Now
- Select options meeting your event needs  
For events with less than 75 people select Small Event Application  
For events with more than 75 people select Large Event Application
- The Park Permitting team reviews the application and assesses necessary fees (takes 2-3 weeks)
- Pre-approval is sent along with an invoice to the email you provided in Community Pass. Be sure to check your junk mail in case your email account diverts the Community Pass email.
- Within two weeks of receipt, and before your event takes place, you must pay the invoice amount. If the 14-day period lapses, you will need to reapply.
- Once payment is received you will receive your permit by email in a PDF.
- You can print it out or have it available if requested through your phone.
- If you have an inflatable at your event, you must pay the required fee and submit an insurance document from your inflatable vendor or any third-party vendor.
- 10' x 10' tents are also subject to a fee listed at the bottom of this information sheet.

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### **SCHEDULE OF FEES**

ITEM	RESIDENT	NON-RESIDENT
Canopy Permit (10' x 10' or less; max 2)	\$30	\$40
Picnic Shelter	\$75	\$100
Inflatable Permit (max 2)	\$30	\$40
Special Event (1-4 hours)	\$750	\$850
Special Event (5-8 hours)	\$1500	\$1600
Festival/Concert (per day)	\$5000	\$5100
Festival/Concert Security Deposit	\$5000	\$5000
Special Events Vending	\$250	\$250

More detailed rates for specialty venues like Hart Plaza and Historic Fort Wayne are available upon request

#### **CONTACT INFORMATION**

Contact Grace Wimbley if you have questions or concerns. Phone: **313.720.5432** Email: [grace.wimbley@detroitmi.gov](mailto:grace.wimbley@detroitmi.gov)

### **FREQUENTLY ASKED QUESTIONS**

#### **Can I promote my event before an approved permit has been issued?**

No.

#### **Why do I need a permit?**

A permit authorizes usage of park shelters and green spaces and eliminates individuals from using the same space at the same time.

#### **If I rent park space, is the park still open to the public?**

Yes

#### **What is the maximum amount of people I can have with my Park Permit?**

250 people. If there are more than 250 people, additional approval may be needed.

#### **What is green space?**

The grassy area of park that is at least 50 feet away from a park shelter.

#### **What is a site plan?**

A clear detailed layout of your proposed event space that is required for larger events that may include canopies, inflatables, vendors, portable toilets, etc.

#### **Can I vend in a city park?**

Yes, with proper licenses and permits.

#### **How long is my shelter permit good for?**

Shelter permits are good for the entire day from 6 a.m. - 10 p.m.

#### **Can I have an inflatable at my park event?**

Third-party vendors (e.g. inflatables, petting zoo, game trucks, etc.) must be permitted at \$30 per item, with an insurance document from the company that is providing the service in our park. The company would add the City of Detroit as a co-insurer for the day of event. That document would name the City of Detroit Parks and Recreation Division and the address 115 Erskine St, Detroit MI, 48201. This insurance must be mailed to the Park Permit Coordinator before your event.

#### **How do I handle cleanup after my event?**

All refuse must be placed in appropriate containers in the park.

#### **Can I be fined for leaving my space dirty?**

Yes. You can receive a littering ticket if you don't clean up after your event. Park Ambassadors and other park users can report your event for leaving a space dirty. Please do your part to keep our parks beautiful for the next visitors.

#### **What if my space is dirty before I hold my event?**

Please report the situation before you hold your event through the Improve Detroit App. This will place a work order with City crews and ensure you are not fined for a previous user's mess.

### **PARK RULES**

**NO PARKING OR DRIVING OF VEHICLES ON THE GRASS § 33-1-42 & §33-1-43**

**PARK HOURS ARE FROM 6 AM to 10 PM § 33-1-15**

- 1. NO WEAPONS, DRUGS OR ALCOHOL. §31-5-1 & §31-5-2**
- 2. No disorderly conduct (profanity, lewd acts, fighting, standing on vehicles, illegal occupation). §31-5-1, §31-5-4, & §31-5-6**
- 3. No speeding or reckless driving (burning or squealing of tires).**
- 4. PARKING OR DRIVING of vehicles, including ATVs on the grass or other non-designated areas is prohibited. This includes loading/unloading of vehicles and equipment. §33-1-42 & 33-1-43**

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5. No amplified music.
6. Shelters, canopies (tents), inflatables, fields and photography/filming must be reserved by permit. Contact Parks and Recreation Division at (313) 224-1100.
7. Permit holders and vendors erecting canopies and inflatables may not drive on the grass (parts and equipment may be carried by hand cart).
8. Permit fees are non-refundable.
9. Barbeque grills may not be placed under shelters, canopies, near trees, buses, 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 for safety and liability reasons.
10. GRILLS OF ANY TYPE ARE PROHIBITED IN THE AREAS OF BUILDINGS, PLAYSCAPES, PLAY AREAS and ATHLETIC FIELDS.
11. Commercial activities, INCLUDING VENDING of food, merchandise, pictures, etc., are not allowed without a permit. §33-1-18
12. No commercial photography/filming without authorized permit.
13. Area must be cleaned prior to leaving §33-1-19
14. Inflatables may not be used for commercial activity (this includes selling, charging admission, etc.). An adult over 21 years of age must always supervise the usage of inflatables.
15. No skating on buildings or structures. §33-1-27
16. No overnight camping is permitted. §33-1-32
17. Do not cut, scratch, burn, or deface trees, pick flowers or cut branches, harm park landscapes, remove plants or dig in soil. §16-3-4, §16-3-5 & §33-1-12
18. Dogs must be on a leash no longer than 72 inches. Dog owners must clean up after their dog. §33-1-25 & §33-1-19.
19. No pets in or on play areas, play equipment, or sports fields.
20. No ATVs, model aircrafts, model automobiles, go carts, model boats or any other type of unlicensed combustion powered vehicle allowed. §33-1-29 & §33-1-42

### **SHELTER RULES**

1. No parking or driving of motorized vehicles on non-designated areas including for unloading. § 33-1-42 & §33-1-43
2. PARK / SHELTER HOURS 6 A.M. - 10 P.M. § 33-1-15
3. No weapons, drugs or alcohol §31-5-1 & §31-5-2
4. No amplified music without permit.
5. Area must be clean prior to leaving. §33-1-19
6. No propane canisters or gas grills. Ashes/coals must be placed in hot coal containers only.

### **SPIRIT PLAZA RULES**

Plaza Hours 6 a.m. – 10 p.m.

Any Commercial Activities Require a Permit.

1. No Loitering, etc., in parks or playgrounds after closing. § 33-1-15.
2. No Advertising, placing of signs, etc. § 33-1-17.
3. Stage Usage by Reservation Only.
4. NO WEAPONS, DRUGS OR ALCOHOL. §31-5-1 & §31-5-2
5. PARKING OR DRIVING of vehicles, including ATVs, on the grass or other non-designated areas is prohibited. This includes loading/unloading of vehicles and equipment. § 33-1- 42 & §33-1-43
6. Commercial activities, INCLUDING VENDING of food, merchandise, pictures, etc., not allowed without a permit. §33-1-19
7. Dogs must be on leash no longer than 72 inches. Dog owner must clean up after dogs. §33-1-25 & §33-1-19 8. No disorderly conduct. §31-5-1
9. No Amplified Music.
10. Area must be cleaned prior to leaving. §33-1-19
11. Grills of any type are prohibited in Spirit Plaza.
12. Photography/filming must be reserved by permit.
13. No removal of any property.