

CHARTER TOWNSHIP OF REDFORD
Leisure Services Department
Shelter & Picnic Area Policies and Requirements

PARK RENTAL HOURS: Year Round 8:00 a.m.-9:00 p.m. (NEW HOURS)

GENERAL:

1. Picnic permits are required for any group of 20 or more persons.
2. Inflatables or Bouncers: **As of 5/25/18 Redford Township does not allow any inflatables or bouncers in our parks. If you are found in violation of this policy you will lose your deposit, fee and further action may be taken.**
3. Canopies and Rental Tents may be used in designated picnic areas only with an **additional charge of \$10**. If groups will be renting a tent for your picnic, you must call the Leisure Services Department for approval and a certificate of insurance must be sent to the office at least 2 weeks prior to rental date.
4. Restrooms- A key will be provided to large groups and pavilion rentals where applicable. It will be the renter's responsibility to keep the restroom area clean and secure. **A key will be available for pick up from the Leisure Services Office no later than 4:30pm the business day prior to the rental. In the case of weekend rentals a key will be available on Friday no later than 4:30pm prior to the rental. The key must be returned the following business day after your rental or you will lose your deposit. It is the renters responsibility to pick up the key at the above time, staff will not be available after this time, no exceptions.**
5. Permits only assure the use of the specified area of the park rented and is not exclusive use of the park. Permits must be carried on the renter at all times.
6. Picnic tables are assigned to picnic areas by group size based on 6-8 people per table. Additional picnic tables will not be provided. Relocation of picnic tables from one area to another is prohibited.
7. The person who applies for the permit is responsible for the site and/or shelter on the rental dates. If any damage is caused to property, the Redford Police will be notified and charges may be filed. Redford Township reserves the right to book the shelter for Township Special Events.
8. Live music Policy - *See policy listed below
9. No livestock/farm/wild animals permitted.
10. Electricity is only available in the main Handy Park Pavilion and is limited. Example of (1) roaster, (1) coffee pot and (1) portable radio will be supported. If staff are required to reset the breakers there may be an additional charge of \$100.00.
11. Alcohol is not permitted in Redford Township Parks.
12. **ABIDE BY ALL OTHER POSTED REDFORD TOWNSHIP PARK RULES.**

***Any group asking for an exception to the above policies must come in front of the Redford Township Parks Commission for approval.**

FEES & PICNIC AREAS: Resident sign up begins the first weekday in March, Non-Resident first weekday in April

Picnic Area	Resident Weekday M-Th	Resident Weekend FSun	Non-Resident Weekday M-Th	Non-Resident Weekend F-Sun	Capacity
Handy Shelter*	\$80 + \$50 dep	\$100 + \$50 dep	\$110 + \$50 dep	\$150 + \$50 dep	<300
Handy Grove & Jaycee Shelter	\$65 + \$50 dep	\$80 + \$50 dep	\$95+ \$50 dep	\$110 + \$50 dep	<35
Claude Allison	\$65 + \$50 dep	\$80 + \$50 dep	\$95 + \$50 dep	\$110 + \$50 dep	<150
Ashcroft Shelter	\$65 + \$50 dep	\$80 + \$50 dep	\$95 + \$50 dep	\$110 + \$50 dep	<40
All other parks not listed	*Based on number of guests in your group. See office for specific details*				

**Handy shelter rentals have the exclusive use of shelter grill and electricity
 ALL HOLIDAYS WILL BE CHARGED WEEKEND RATES**

***All security deposits must be paid in cash or credit card only, checks will not be accepted. Please allow two weeks for processing deposit returns paid by credit card following the return of the rental key after your event. *Credit card deposits will be returned in the form of a check, not refunded to your original credit card.**

PAYMENT AND REFUND POLICY:

Reservations must be made in person in the Leisure Services Office. **Both rental fees and security deposit must be paid at time of sign up.** Rental fee can be paid by cash, check* or charge and the deposit must be paid by cash or credit card only. An additional \$20 fee will be charged on all checks returned for non-sufficient funds and payment in full must be made in cash. Checks will not be accepted for rentals that are made 2 weeks or less from the date.

*** In the event that you decide not to use the pavilion/park on your scheduled date, you must call the Leisure Services Office AT LEAST 30 days prior to your scheduled rental date in order to receive a refund. Furthermore, any rentals reserved less than 30 days to your scheduled date are not eligible to receive a refund. Please note that a \$10 administration fee will be withheld on all refunds. No rain checks will be issued.* Please note any rental fee or deposit paid by credit card in the case of a refund will be returned in the form of a check by mail, not refunded on your credit card.**

BASEBALL DIAMOND RENTALS:

Unlighted baseball fields can be rented if available for \$20 per two-hour block. If lights are requested with field usage, the fee is \$30 per hour. Lights cannot be on later than 11:00pm and there are absolutely no lights allowed on Sunday nights.

TUG-O-WAR ROPES & SACK RACE BAGS:

Tug-o-war ropes and sack race bags are available for picnic and other assorted functions. Rental fees and a \$100 refundable deposit must be paid in advance of the requested reservation date. All equipment must be returned the following business day to the Leisure Services Office. If all equipment is returned in good condition the deposit will be refunded. Fees are as follows: \$10 each item, \$20 for two items & \$25 for three or more.

ADDITIONAL IMPORTANT INFORMATION:

- **Port-A-Potty Rental:** Not all Redford Township Parks have bathroom facilities. If you would like to rent a port-a-pottie for your picnic we recommend Scotty's Potties (734) 421-1400. The renter may use any legitimate port-a-pottie supplier, however potties must be picked up no later than the following day. Redford Township is not responsible for damage or theft of the port-a-potty.
- **Trash:** The renter must clean their area and put all trash in the containers provided or in trash bags the renter will supply in case of large amounts of trash.
- **Parking:** All groups must park in parking lots only. Absolutely no parking on the grass.
- **Grills:** Grills are allowed in Township parks, however they may be no closer than 3 feet above the ground. Absolutely no table top or hibachis allowed. If you will be using charcoal grills, all charcoal must be taken with you- do not dump the coals in the park.
- **Splashpad:** Running Memorial Day through Labor Day weather permitting, the splashpad located in Handy Park is open Thursday-Monday from Noon-7pm. We recommend that water shoes are worn at all times to prevent slipping. Please be sure to read all rules posted before using. There is absolutely no running at any time while in the splashpad and please refrain from bringing water toys/cups into the area. Proper swimwear attire is also required. Any group of 20 or more **MUST** call the office prior to using so we can ensure all families are able to utilize this service. Large groups must rotate their users in the splashpad to allow other people to utilize the facility as well.

LIVE MUSIC POLICY:

Amplified sound, music live bands and/or DJ:

The applicant shall be responsible for the proper use of facilities by all participants for the entire rental period and ensure that any playing of a musical instrument, radio, record or other device does not interfere with the enjoyment of the park by others or which is disturbing to adjacent residents.

The use of amplified sound or music, live bands and/or DJ will require the approval of the Director of Parks and Recreation or its 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 \$150 amplified sound deposit, which will be returned only if the Redford Township sound ordinance is adhered to. Noise Ordinance, Section 38-28 of the Redford Township Code is enforced by the Redford Township Police Department. Failure to adhere to the ordinance will result in forfeiture of the park rents and/or sound deposit, possible cancellation of event, as well as, further actions through the Redford Township Police Department.

IN CASE OF A PROBLEM OR EMERGENCY:

In case of an emergency or if a problem arises in the park, please contact the Redford Township Police Department immediately at (313) 387-2500. Please do not try to take care of emergencies on your own. All other problems or complaints may be left on the Leisure Services voicemail at (313) 387-2650. Please note, the office is only open M-F from 8:30am-4:30pm. There are no staff available on Saturdays, Sundays and Holidays.