

# 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.

### **GENERAL:**

1. Picnic permits are required for any group of 20 or more persons and must be carried on the renter at all times.
2. **Inflatables or Bouncers:** Redford Township does not allow any inflatables or bouncers in our parks.
3. **Clean up & Damage:** At the conclusion of your rental all food, decoration and picnic debris must be cleaned up from tables and picnic area. Please ensure that at this time all balloons are deflated and thrown away in trash receptacles, do not release into the air. Decorations & signage may not be stapled or tacked to trees or pavilions. Please note: 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.
4. **Tents & Canopies:** Groups may rent a tent through outside vendors to be used in designated picnic areas. **An additional charge of \$10** will be due to Redford Township at the time of booking your rental for staff to mark off area for the company. Renter will also need to supply a certificate of insurance from the rental company at least **2 weeks prior** to rental date with Redford Township additionally insured. NOTE: Commercial tents/canopies are not allowed with shelter rentals. A maximum of 2-12'x12' "pop up canopies" will be allowed only. No camping tents or screened in tents allowed in Township Parks.
5. **Restrooms:** A key will be provided to 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.
6. **Permits:** permits assure the use of the specified area of the park rented on permit. This does not give exclusive use of the park and does not guarantee that any additional amenities will be available in the park (ie splashpad). No refunds will be given due to a park amenity not being available, permit is for rental space only. No permits will be issued for picnics/barbeques at Township ballfields unless by special permit of the Parks Commission.
7. **Picnic tables & Grills:** Tables will be assigned to picnic areas by group size based on 8 people per table. Additional picnic tables will not be provided. Relocation of picnic tables from one area to another is prohibited. Some picnic areas have built in grills and may be used by the permit holder of the area. If you choose to bring your own grill they must be at least 3 feet off the ground (no table top or hibachi) and all charcoal must be disposed of properly- do not dump coals in the park or parking lot.
8. **Live music Policy:** \*See policy on back of sheet\*
9. **Animals:** No livestock/farm/wild animals permitted.
10. **Electricity:** Electricity is only available at the Handy Park Pavilion and is limited. If staff are required to reset the breakers there may be an additional charge of \$100.00.
11. **Sale of Goods:** Any organization or entity looking to sell goods or services within a Redford Township Park are required to apply for a special use permit through the Redford Township Parks Commission.
12. **Alcohol:** Alcohol is not permitted in Redford Township Parks.
13. **Marihuana:** Smoking of marihuana or consumption of marihuana products is not permitted in Redford Township Parks. Furthermore, the sale or transfer of marihuana, marihuana equipment or accessories, and marihuana-infused products is prohibited in any Redford Township Park.
14. The person signing rental agreement must be in attendance at all times & are responsible for all persons using the facility. No person may rent a facility for someone else.
15. **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.**

### **ADDITIONAL IMPORTANT INFORMATION:**

- **Port-a-John** may use any legitimate port-a-john supplier, however they must be picked up no later than the following day. Redford Township is not responsible for damage or theft of the port-a-johns.
- **Parking:** All groups must park in parking lots only. Absolutely no driving or parking on the grass or park pathways.
- **Splashpad:** Running Memorial Day through Labor Day weather permitting, the splashpad located in Handy Park is open Thursday-Monday from Noon-7pm (Closed Tues & Wed) or on days when the **NATIONAL WEATHER SERVICE** states the temperature will be 90 degrees or higher (temperature forecast checked in the morning only). Use at own risk, 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 water toys/cups are prohibited. 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. We do not rent out the Splashpad and is not included with any permit rentals in the park.
- Park areas are cleaned in the mornings. If you choose an afternoon start time, we cannot guarantee that someone will not use the area prior to your group. Please be prepared to wipe down or cover the picnic tables if needed.

**FEES & PICNIC AREAS:**

- Resident sign up begins the first weekday in March, Non-Resident first weekday in April
- All rentals must include an additional \$50 security deposit with their rental fee, due at the time of booking. Deposit can be paid by cash or credit card only. Please allow two weeks following your event and return of key (where applicable) for all deposits paid by credit card. Credit Card deposits will be returned in the form of a check, not refunded to your original credit card. Security Deposit will be forfeited for violation of any park or picnic area rules and policies.
- Capacities on shelter permits is the max amount of people allowed for rental, not all tables will fit under shelter.
- **ALL HOLIDAYS WILL BE CHARGED WEEKEND RATES**

Picnic Area	Resident M-Th	Resident F-Sun	Non-Resident M-Th	Non-Resident F-Sun	Area* Capacity	Bathroom Facilities	Grill	Electricity
Handy Shelter	\$125	\$150	\$175	\$225	<150	Comfort Station	Large	Yes
Handy Grove	\$85	\$100	\$125	\$160	<35	Comfort Station	N/A	No
Claude Allison Shelter	\$100	\$125	\$150	\$200	<150	Comfort Station	Large	No
Claude Allison Grove	\$85	\$100	\$125	\$160	<40	Comfort Station	N/A	No
Jaycee Shelter	\$85	\$100	\$125	\$160	<35	Comfort Station	Small	No
Ashcroft Shelter	\$85	\$100	\$125	\$160	<40	Port-a-John	Small	No
<b>All other parks not listed</b>	*Based on number of guests in your group. See office for specific details- Max 40ppl* Any requests for changes to capacities listed must come in front of the Parks Commission for approval							

**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 come **in person** to the Leisure Services Office with your original permit **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 \$25 administration fee will be withheld on all refunds.
- No rain checks will be issued and dates cannot be changed after booking.
- 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.

**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.

**BASEBALL DIAMOND RENTALS:**

Unlighted baseball fields can be rented if available for \$30 per two-hour block. If lights are requested with field usage, the fee is \$45 per hour. Lights cannot be on later than 11:00pm and there are absolutely no lights allowed on Sunday nights.

**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 Holiday.