



City of Albion

William L. Rieger Municipal Building
112 West Cass Street· Albion, Michigan 49224 (517)
629-5535· Fax (517) 629-4168

PARKS RESERVATION APPLICATION

I, _____ request permission from the
(Responsible Party/Organization)

City of Albion to use the following park facilities:

(Park and Park area requested)

	Date(s)	Beginning time(s)	Ending time(s)
On	_____	from _____	to _____
On	_____	from _____	to _____
On	_____	from _____	to _____

Description of events or functions: _____

Number of people expected to attend? _____

Non-profit organization? Yes No

Will amplified sound be used? Yes No

Will Electricity be required? Yes No

Has your organization conducted this event in the requested area before?

Yes No If yes, when: _____

Number of tables needed (allow 8 persons per table)? _____

Responsible Party Information:

Name: _____

Phone No: _____

Address: _____

It shall be unlawful for any city department or any city official, his or her agent or employees, for and on behalf of the city, to discriminate against any persons within the City of Albion regarding employment, housing, public accommodations, and public services on the basis of actual or perceived age, color, disability, education, familial status, gender expression, gender identity, height, marital status, national origin, race, religion, sex, sexual orientation, or weight.

I HAVE READ AND UNDERSTAND THE RULES, GUIDELINES AND CONDITIONS OF RESERVING A PARK FACILITY AND UNDERSTAND THAT ACCEPTANCE OF THEM IS A CONDITION OF APPROVAL.

(signature)

(date)

Note:

- The City may require additional information or references.
- A copy of the park rules and regulations is attached for your information.
- A fee will be assessed if the grounds are not cleaned of any litter or any major damage occurs during the use of City facilities.

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Approval is hereby granted for the purpose specified above and is contingent upon acceptance of all conditions and rules stated herein.

Harry A. Longon, Deputy Director of Public Services