



RESERVATION FORM

City of Coopersville Parks

**Vet's Memorial Park Pavilion – 254 West Randall Street
DDA Pavilion – 301 Main Street (behind Main Street Businesses)
DDA Walk Thru Park – 301 Main Street
Pocket Park Pavilion – 320 Main Street**

Return completed form with \$ 50.00 Deposit to:

**City of Coopersville – City Hall
289 Danforth Street Coopersville MI 49404
Phone: (616) 997-9731**

Date Requesting: _____ Time Requesting: _____

Park Requesting: _____

Applicant Name: _____ Phone: _____

Complete Mailing Address: _____

Business or Organization Name: _____

Contact Name: _____

Will Park be used for: Public Event **or** Private Event (circle one) *

Type of Activities Occurring: _____

Estimated Number of Attendees: _____

***PUBLIC EVENTS WILL BE REQUIRED TO SUBMIT A CITY OF COOPERSVILLE SPECIAL EVENTS PERMIT APPLICATION – Due 30 Days Prior to Event & Required to Hold Reservation Date**

Deposit for Park Pavilion Use - \$ 50.00

Is Applicant City Resident: YES___ OR NO___

- City residents will receive \$50.00 refund and Non-city residents \$25.00.

Deposits will not be returned unless park and facilities are clean (and key is returned, Vet's Park Pavilion only). **If More Than \$ 50.00 Of Damage Occurs, The City Will Hold Applicant Individual and Organization Responsible.**

Deposit Received Date: _____

Date Key Picked Up _____

Deposit Returned Date: _____

Date Key Returned _____

Signature _____ **Date** _____

***Must Sign Page 2 also after reading the Park Rules and Regulations**

**Individual Park Details – Please Read Rules/Regulations
and Sign the Bottom of Page**

Vet's Memorial Park Pavilion – 254 West Randall Street – available for use: 15 Picnic Tables, Bathrooms, Trash Cans, Electric, Water

- No Driving on the Grass Allowed
- Use Available Parking on Backside of Park – Do Not Park in “Re-Find Shoppe” Parking Lot
- A key must be picked up at City Hall Monday-Thursday 8:00am to 5:30pm and Friday 8am to noon. This is to access the bathrooms and storage room for broom/lights.
- The key must be returned to City Hall the following business day – in office or in the drop box.

DDA Pavilion – 301 Main Street – available for use: 12 Picnic Tables, Trash Cans, Electric, Downtown Bathrooms Available

- ALSO SEE GENERAL CITY PARK GUIDELINES (Below)

DDA Walk Thru Park – 301 Main Street – available for use: 5 Pub tables with 10 chair, 2 benches, Trash Cans, Electric

- **DO NOT PUT ANYTHING INTO THE FIREPLACE**
- Fireplace is set to run from 9am to 9pm – it may be requested to be turned off.
- No attaching of anything to the fireplace and/or pergola.
- Even if the park is reserved, the bathrooms are still open to the public.
- Tables/Chairs must be requested November-April. They are removed at that time for snowplowing.
- ALSO SEE GENERAL CITY PARK GUIDELINES (Below)

Pocket Park Pavilion with Water Feature – 320 Main Street – 1 Picnic Table (additional 2 available for fee of \$ 30.00), Trash Cans, Electric, Downtown Bathrooms Available. See attached map for parking and bathroom locations.

- Pocket Park Water Feature – Available 10 a.m. to 9 p.m.
- Applicant may request the water feature to be On or Off.
- No Bikes or Skateboards.
- No personal picnic tables, tents, or canopies.
- No staking of anything allowed.
- ALSO SEE GENERAL CITY PARK GUIDELINES (below)

GENERAL CITY PARK GUIDELINES:

- Park Hours are from 8 a.m. to 10 p.m.
- Pick up any trash and containers when leaving the park and be sure to dispose of all trash properly.
- Restroom usage must be monitored, and the restrooms left in good condition.
- No alcoholic beverages or illegal substances permitted.
- No fighting, threatening, or harming of persons or property, violent behavior, offensive gestures, or unreasonable noise will be tolerated.
- No fireworks allowed.
- If picnic tables are moved to accommodate the event, they must be replaced to the original locations.
- **If assistance is needed or vandalism/destruction has occurred, please call the Ottawa County Sheriff's Department immediately at 911.**

*Signature _____ Date _____