



CITY OF ALMA
PARK SHELTER RESERVATION
APPLICATION

ALL RESERVATIONS ARE SUBJECT TO THE CONDITIONS LISTED ON THE REVERSE SIDE OF THIS FORM.

(Please print or type)

Name (Applicant): _____ Date: _____

Address: _____ City: _____

State: _____ Zip: _____

Resident/Alma Business Non-Resident

Email Contact (required):
Cell Phone Contact (required):

CHECK FACILITY DESIRED:

- Wright Park - Hicks Picnic Shelter
King Park Picnic Shelter*
Highland Park - Alma Library - south Courtyard**
Wright Park - Tracy Band Shell
Pine River Park - West Picnic Shelter*

Date desired: ___/___/___ Time desired: ___
Approximate Number in Party: ___

Describe type of occasion/event: _____

Reservation Fee Enclosed (Nonrefundable): _____
Make checks payable to City of Alma

AGREEMENT

I have received, read and agree to abide by City rules, regulations, ordinances and conditions contained herein.

Applicant Signature: _____ Phone #: () _____

TO BE COMPLETED BY CITY

Reservation Confirmed: _____ Date: _____ By: _____

Reservation Declined**: _____ **Reason: _____

*Electricity not available.
** No Restroom Facilities; No Grills
cc: Applicant
Public Works Superintendent
Posted at site one working day prior to event

CITY OF ALMA
PARK SHELTER RESERVATION
POLICY

1. To **reserve** a park shelter, requests must be submitted on a City of Alma application form and sent to the City of Alma Cashier, 525 E. Superior St., Alma, MI 48801 along with the applicable reservation fee.
2. Shelter reservations shall be provided on a first-come-first-serve basis. City of Alma residents will be given preference when reservation requests are received simultaneously.
3. Reservation may be requested for the year anytime on or after January 1st.
4. The daily shelter reservation fees are as follows. Reservation fees are **non-refundable**.

	Resident	Non-Resident
1. Wright Park - Hicks Picnic Shelter (2 tables)	\$ 25.00	\$35.00
2. Wright Park - Tracy Band Shell (6 tables)	\$ 40.00	\$50.00
3. King Park Picnic Shelter (4 tables)	\$ 20.00	\$30.00
4. Pine River Park West Picnic Shelter (5 tables)	\$ 20.00	\$30.00
5. Highland Park Shelter-Alma Library (5 tables)	\$ 25.00	\$35.00

Reservation fees shall be waived for all City of Alma sanctioned events.

5. To confirm the reservation, all applications must be submitted at least seven (7) days prior to the intended use date. Written confirmation (or denial) will be **emailed** to the reservation applicant.
6. Applicants must be 18 years of age and provide adult supervision at all times while using the park facilities.
7. Alcohol Policy: Pursuant to City Ordinance; Alcoholic beverages may be consumed in City parks, provided, however, that such consumption shall be subject to and governed by all applicable state laws.
8. Park shelters are restricted to use by established park hours. City parks are closed from 11:00 p.m. to 5:00 a.m. Park restrooms are open from 8:00 a.m. to dusk. ***Paper and soap products are NOT provided -- prepare to bring your own!*** Porta Johns may be rented by the applicant at their cost with approval by staff on location and duration.
9. Patrons are requested to leave the facility and surrounding area free of litter and debris.
10. Amplified music is strictly prohibited unless otherwise authorized.
11. The City of Alma reserves the right to revoke and/or decline reservations as it may appear to be in the best interest of the City of Alma.
12. Patrons are directed to call the City of Alma Public Works Division at 463-8901 during working hours or Gratiot County Central Dispatch at 875-4128, if problems occur during the use date.

February 2007
Revised: January 2009
June 2009
November 2009
July 2020
January 2023