

FACILITY RENTAL POLICY



**St. Clair County
Parks & Recreation**

8254 County Park Drive • Goodells, MI 48027
(810) 989-6960 • www.stclaircountyparks.org



St. Clair County Parks and Recreation – Facility Rental Policy

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SECTION 1: RENTAL CONTRACTS

1. All rental contracts must be created by the St. Clair County Parks and Recreation Office - 8254 County Park Drive, Goodells, MI 48027, (810) 989-6960.
2. Rental contracts can be initiated in person or over the phone. Emails and phone messages are not accepted for creating reservations. Office hours are Monday through Friday, 8:00 am – 4:30 pm. The office closes between noon and 1:00 pm for lunch each day and on all major holidays.
3. Reservations are made on a first come, first served basis. No facilities will be held without a rental contract being initiated.
4. No verbal agreements will be considered binding.
5. In order to guarantee exclusive use of a facility, a rental contract must be created at least 7 days prior to the event date. Any changes to the contract must also be made at least 7 days prior to the event date.
6. Reservations may be made one year from the date of the event.
7. Payment in full (including all rental fees and security deposits) is due within two weeks of a rental contract being created. Rentals not paid after two weeks are subject to cancelation.
8. Accepted forms of payment are: cash, check, credit/debit card, or money order. Checks or money orders should be made out to SCC Parks. A processing fee (approximately 3%) is charged on credit/debit card payments.
9. Checks or credit/debit cards must match the name of the person listed on the rental contract.
10. Payments can only be processed through the Parks Office.
11. A signed rental contract must be received by the Parks Office before a payment can be processed.
12. The person who signs the rental contract accepts liability for any damages as well as making sure Park Rules and Regulations are followed during their event.
13. It is recommended (but not required) that the renter bring a copy of their confirmed rental contract on the day of their scheduled event.
14. A Reservation Change Fee will be charged if changes are made to an existing rental contract (as listed on the Facility Fees).
15. St. Clair County Parks and Recreation has the right to deny rental requests from previous renters who have violated the Park Rules and Regulations or the Facility Rental Policy.

SECTION 2: GENERAL RENTAL RULES FOR ALL PARKS

1. Park grounds (including restroom facilities) remain open to the public during your rental time. No area of the park may be blocked off or restricted from use by the public unless it is reserved and indicated on the rental contract.
2. Facilities are only reserved for the date and time indicated on the confirmed rental contract. No early entry is permitted without prior written approval from the Parks Office.

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3. All set-up, decorating and clean-up must be done during the times listed on the rental contract. Nothing is allowed to be stored in facilities overnight unless it is rented by the same renter the following day.
4. Each facility is only allowed to be rented once per day. The only exception is meetings that are three hours or less.
5. Pavilions that are not reserved for the day are available on a first come, first served basis.
6. All enclosed and indoor spaces are locked unless rented. Park staff will unlock the facility at the start of the rental time indicated on the rental contract. If the facility was rented the previous day by the same renter, the renter must call Park staff to unlock the facility.
7. Facilities will only be unlocked/locked once per day by Park staff. If the renter needs to leave and come back, County Parks will not be held responsible for items left unattended in facilities.
8. Park staff will only lock/unlock the rented facility and empty the trash periodically throughout the event. Everything else must be done by the renter.
9. Park staff will not move tables and chairs (including picnic tables). It is the responsibility of the renter to move them as well as put them back at the end of the rental. At Goodells County Park, a picnic table mover is available for the renter to use if desired. If the tables and chairs are not placed back in their place, then a clean-up/restoration fee will be charged (see section 6).
10. Facilities are rentable as is. Park staff are not required to alter the building or grounds to meet the needs of the renter. It is the renter's responsibility to inspect the facilities upon arrival and ensure that the facility is cleaned upon departure. Clean-up includes all trash and debris being placed in a trash can (including any outdoor areas).
11. Open lawn areas or parking lots (only at Goodells County Park) may be rented, but a physical facility (pavilion, exhibit building, etc.) must be rented in addition to the open area or parking lot.
12. Food trucks are allowed to cater private events with no additional fee. However, they are only allowed to serve the guests at the private event. They are not allowed to sell to the public. Food trucks are allowed at public events, but must follow the guidelines for Vendors (see section 6).
13. Renters may schedule a time to tour facilities at any park. However, this must be scheduled with the Parks Office at least 24 in advance of the desired time. Park staff will meet the renter at the facility at the pre-arranged time.
14. Any items left in the rented facility will be kept in lost and found for 30 days. It is the responsibility of the renter to contact County Parks to arrange a pick-up time for lost and found items. After 30 days, the items will be considered unclaimed, and County Parks will dispose or donate them.

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SECTION 3: RENTAL HOURS

1. Rental times begin at 10:00 am year-round. The end time for rentals may vary based on park location and seasonal hours. End times will be listed on the rental contract and will be strictly enforced.
2. Early entry (as early as 8:00 am) may be allowed for specific events that are open to the public. Early entry for private events is never allowed.
3. At Goodells County Park, for an additional fee, public events may be allowed to enter as early as 7:30 am. Any early entry has to be approved by the Parks Office and indicated on the rental contract.
4. All rentals must end by the time indicated on the rental contract (including clean-up). No exceptions.
5. Rentals are accepted year-round at Goodells County Park and Columbus County Park (some facilities may not be available in winter months). Rentals are accepted from Memorial Day weekend through the end of September at Fort Gratiot County Park.
6. Rentals are not allowed on Thanksgiving Day, Christmas Day or New Year's Day. On Christmas Eve and New Year's Eve, rentals must end by 5:00 pm.

SECTION 4: RENTAL FEES

1. Facility rental fees are set by the St. Clair County Board of Commissioners. Fees are subject to change. Current fees are listed on the County Parks website.
2. Rental fees may vary depending on residency status, day of the week, or type of event. To confirm rental rates, contact the Parks Office.
3. Refunds will be given in accordance with the refund policy as stated in the St. Clair County Parks and Recreation Commission Rules and Regulations: "A refund of 75% of the rental fee will be refunded if the reservation is cancelled more than 30 days prior to the rental date, but if cancelled less than 30 days prior to rental date, no refund is given unless the facility is re-rented."
4. No refunds will be given for inclement weather or if areas of the park are closed for maintenance or safety reasons (Splashpad, playground, beach, etc.).

SECTION 5: SECURITY DEPOSITS

1. Security deposits are paid up front, along with the rental fee, and they are only refundable if there is no damage, everything is put back in place, and everyone is out by the end time indicated on the rental contract.
2. A portion of the security deposit may be withheld if Park staff spends excessive time restoring the facility to the previous condition (see section 6).
3. Security deposits are charged for various facilities and events including, but not limited to: any indoor facility, Ceremony Plaza, Columbus Bible Church, reception (regardless of location), animal shows or large special events.
4. Security deposits are refunded in the form of a check and will be sent to the name and address listed on the confirmed rental contract. Processing may take up to four weeks.

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SECTION 6: UNIQUE FEES

CAMPING

Camping is only allowed at Goodells County Park during special events with approval from the County Parks Office. The renter agrees to pay a fee (as listed on the Facility Fees) per campsite, per day. Camping fees will be billed to the renter following the event. The renter is responsible to contact the Parks Office within one week following their event to verify how many campers were present during the event. The Parks Office will send an invoice once the camper count is received from the renter and verified by County Parks staff. The balance of the invoice must be paid before future rentals can be made. See Camping Policy for specific rules regarding camping.

CLEAN-UP / RESTORATION

Following their rental, the renter is responsible to clean the premises to meet County Parks standards which means the property must be left in as good condition as it was before the event. If the property is not left in this condition, the renter will be responsible for all cleaning charges at overtime rates of \$100.00 per hour. Additionally, the renter will be required to pay the actual cost of repairing any property damage caused during their use. Any charges owed by the renter will first be deducted from their security deposit (if applicable). The renter will be required to pay for any charges in excess of the deposit as determined by County Parks. Final inspections will be done by staff the morning following the rental date.

PARKING

If a public event is charging for parking, the parking lot must be rented and included on the rental contract. Parking is only allowed in designated areas. The renter must provide parking lot attendants to ensure that parking no one parks in restricted areas. County Parks has the right to ask individuals to remove their vehicles from areas where parking is restricted. If the vehicle is not removed promptly, the vehicle may be towed at the owner's expense.

PARTICIPANT

Participant fees are charged for special events where individuals have to pay a registration or entrance fee. The renter is responsible to track the number of people who register for or attend their event. The renter will pay for the first 50 registrants up front (as listed on the Facility Fees). The renter is responsible to contact the Parks Office within one week following their event to notify them how many participants were present for the event. The Parks Office will send an invoice once the participant count is received.

VENDORS

Food vendors are allowed to sell during public events. However, approval must be obtained from the County Parks Office prior to the event. Vendors are only allowed to set up in areas approved by Park staff. Park staff may ask vendors to move if they are in an unauthorized area. The renter agrees to pay a fee (as listed on the Facility Fees) per

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vendor, per day. Vendor fees will be billed to the renter following the event. The renter is responsible to contact the Parks Office within one week following their event to verify how many vendors were present during the event. The Parks Office will send an invoice once the vendor count is received from the renter and verified by County Parks staff.

SECTION 7: ALLOWABLE AND PROHIBITED ITEMS

If the item is listed below as allowed, the renter must supply the item(s). County Parks will not provide assistance with set up or removal of these items. All set up and removal of these items must occur during the rental times listed on the confirmed rental contract. The renter assumes all liability for use or damages these items may cause. If something is not listed below, please contact the Parks Office to verify whether or not it is allowed. Items listed with an asterisk (*) are allowed with restrictions.

- **Alcohol*** – Allowed. State guidelines must be followed. If the alcohol is being sold, special permits must be obtained from the State, and a copy must be provided to the Parks Office.
- **Bounce houses*** – Allowed at Columbus and Goodells for private events. The company must also have liability insurance, and a copy must be provided to the Parks Office.
- **Confetti** – Not allowed.
- **Extension cords** – Allowed.
- **Fireworks of any kind, including sparklers** – Not allowed.
- **Floating lanterns** – Not allowed.
- **Food trucks*** – Allowed. For private events, they are only allowed to serve event attendees. For public events, the vendor fee will be charged following the event (see section 6).
- **Golf carts** – Not allowed.
- **Grills*** – Allowed. Guests are encouraged to use the charcoal grills on site. Personal grills are not allowed to be inside or underneath facilities or on tables. Any charcoal used should be left inside of the facility grill for Park staff to empty.
- **Heaters or fans** – Allowed.
- **Horseshoes** – Not allowed.
- **Ladders** – Allowed.
- **Nails, screws, staples, tacks or heavy-duty adhesive tape** – Not allowed.
- **Open flames*** – Tea light candles (as part of a table decoration) or chafing fuel canisters are allowed. No other open flames are permitted.
- **Portable toilets*** - Allowed. Should be placed near the rented facility.
- **Sidewalk chalk** – Not allowed.
- **Smoking** – Not allowed. All St. Clair County Parks are smoke free. See Park Rules and Regulations for more information.
- **Tables and chairs (extra)*** – Allowed. Must be delivered/picked up during the rental times listed on the rental contract.
- **Tents*** – Only pop-up (largest 12'x12') are allowed.

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- **Volleyball nets** – Allowed. May be placed in an open area near the rented facility.
- **Water balloons** – Not allowed.

SECTION 8: SPECIFIC RULES FOR INDIVIDUAL PARKS

BLUE WATER RIVER WALK

- The electricity is only turned on during rentals.
- There are no public restrooms on-site.
- On-site parking is extremely limited.

COLUMBUS

- If the Inner Lobby is rented for a reception, rentals can go to 10:00 pm (9:00 pm in the winter).

FORT GRATIOT

- On-site parking is limited and is available on a first come, first served basis.
- Non-residents of St. Clair County may be required to pay a parking fee.

GOODELLS

- The Splashpad (or Splashpad awning area) cannot be rented for exclusive use.

WADHAMS TO AVOCA TRAIL

- The Wadhams to Avoca Trail can only be rented for athletic events (5K, marathons, etc.).
- The renter is required to pay Participant Fees (see section 6) as well as secure a rental contact with the Parks Office.

SECTION 9: SPECIFIC RULES FOR UNIQUE EVENTS

CROSS COUNTRY MEETS

- The renter must rent the facilities in the area surrounding where the meet will take place as well as an open area.
- Portable toilets must be rented and placed near the reserved area.
- Parking is only allowed in designated areas. Parking lot attendants must be provided by the renter. A parking fee cannot be charged unless the parking lot is rented and included on the rental contract.
- The renter must design and mark the course. The park grounds are available as is. No alteration will be done to the grounds to meet the needs of the event unless it is a safety issue. If desired, the Park Manager can meet with the school ahead of time to answer questions. This must be scheduled at least one week prior to the event.

DISC GOLF TOURNAMENTS

- The disc golf course is rentable for tournaments and special events. A facility (Pavilion, Inner Lobby or Tent) must be rented in addition to the disc golf course.
- The renter will be required to pay Participant Fees (see section 6).

HORSE SHOWS

- If the Concession Stand is used, the renter must clean it after their rental, or they will be charged a clean-up/restoration fee. Nothing may be left or stored in the Concession Stand after the rental.

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- See “Rules Regarding Horses” on the County Parks website for more information.

WEDDINGS AND RECEPTIONS

- All wedding receptions will be charged a security deposit regardless of the facility rented.
- County Parks staff will only lock/unlock the rented facility and empty the trash periodically throughout the event. Everything else must be done by the renter.
- All set-up, decorating and clean-up must be done during the rental times indicated on the rental contract. If needed, facilities can be rented the day before or after if additional set-up or clean-up time is needed (see Facility Fees for pricing).
- The end time on the rental contract will be strictly enforced.
- Music should be played at a level that will not disturb other park guests.
- No changing facilities are available on site.

SECTION 10: PARK ADDRESSES AND PHONE NUMBERS

<p><u>COUNTY PARKS OFFICE</u> 8254 County Park Drive Goodells, MI 48027 (810) 989-6960 countyparks@stclaircounty.org</p>	<p><u>COLUMBUS COUNTY PARK</u> 1670 Bauman Road Columbus, MI 48063 (810) 334-7533 (Park Staff - Cell)</p>
<p><u>FORT GRATIOT COUNTY PARK</u> 3325 Metcalf Road Fort Gratiot, MI 48059 (810) 385-3019 (Park Staff - Landline) (810) 363-1502 (Park Staff - Cell)</p>	<p><u>GOODELLS COUNTY PARK</u> 8325 Lapeer Road (North Entrance) 8326 County Park Drive (Middle Entrance) 8345 County Park Drive (South Entrance) Goodells, MI 48027 (810) 334-7157 (Park Staff - Cell)</p>

SECTION 11: ADDITIONAL RULES, REGULATIONS, POLICIES AND PROCEDURES

All rules, regulations, policies and procedures are subject to change. It is the responsibility of the renter to read and understand the rules, regulations, policies and procedures that are in place. Current documents can be found on the County Parks website for:

1. **St. Clair County Parks and Recreation Commission Rules and Regulations**
2. **Facility Rental Policy**
3. **Facility Fees**
4. **Bleacher Policy**
5. **Camping Policy (Goodells County Park)**
6. **Ceremony Plaza Policies and Fees (Fort Gratiot County Park)**
7. **Columbus Bible Church Polices and Fees (Goodells County Park)**
8. **Portable Stage Policy**
9. **Rules Regarding Horses (Goodells County Park)**

Adopted: January 10, 2025