

**CITY OF TRAVERSE CITY AND CHARTER TOWNSHIP OF GARFIELD
RECREATIONAL AUTHORITY**

APPLICATION FOR RECREATIONAL AUTHORITY LAND USE

*FORM MUST BE SUBMITTED SIX (6) WEEKS PRIOR TO REQUESTED USE. ALL
REQUESTS MUST BE APPROVED BY RECREATIONAL AUTHORITY BOARD.*

Applicant Name/Association: _____

Contact Person: _____ Daytime Phone: _____

Address: _____
Street City State Zip

Name/description of land to be used: _____

_____ Date: _____ Time: _____ --- _____

Purpose of use: _____
(Please attach a detailed letter with this application)

PERMISSION FOR USAGE granted under this form is limited to the person/organization listed above, the use indicated, and for the time period indicated. Permission may be revoked at any time in the event of a violation of the terms of the permit, policies of the authority, and any other applicable law or regulation.

GENERAL PUBLIC USE: This is public land and use of this land and any fixtures (e.g., grill, tables) within is not exclusive to the applicant and shall remain open to the general public.

IS THIS A NONPROFIT ORGANIZATION: ___YES ___NO, If yes, what is your nonprofit number:

MAP/LOCATION OF LAND: Please attach a map indicating where materials (tent, chairs, PA system, platforms, tables, portable toilets, larger camera equipment, signs or any other items) will be set up for the event. Exact locations are required for flagging sprinkler lines, cables, etc.

TENTS/MEMBRANE STRUCTURES to be used: _____YES _____NO If yes, the membrane material shall be non-combustible, flame resistant, or treated in an approved manner in accordance with the State Building Code. Check with your supplier to make sure all the requirements are met. If in the city, on-site inspection will be conducted by the Traverse City Fire Marshall (call 922-4930). If outside the city, an on-site inspection may be conducted by the Grand Traverse Metro Fire Marshall (call 922-2077). Tents and membrane structures having an area in excess of 200 square feet and canopies in excess of 400 square feet shall not be erected, operated or maintained for any purpose without first obtaining a permit and approved from the code official. Also, actual date(s) tents are placed on the land and then removed from the land are needed.

MISS DIG: Miss Dig MUST be contacted a minimum of five (5) days prior to the staking of any tents, structures, poles, etc. (1-800-482-7171) This will be your responsibility, as the applicant, to see that this is accomplished, and that all staking material is picked up immediately after the event.

ACTIVITY QUESTIONS: Will any selling/fund raising occur? YES NO. Will any equipment (chairs, PA systems, platforms, tables, portable toilets - *MUST BE* ADA accessible, or any other items) be set up by applicant, not the Recreational Authority, at the land? YES NO. If yes, the applicant must provide Insurance Certificate as described below.

INSURANCE CERTIFICATE REQUIRED: The applicant is required to submit a Certificate of Insurance for Comprehensive General Liability in the amount of \$1,000,000 per occurrence naming the City of Traverse City and Charter Township of Garfield Recreational Authority as additional insured. Before final approval is given for use of the Land, said Certificate of Insurance shall be attached to this application and submitted NO LATER THAN four (4) weeks before the date of the event. INSURANCE ATTACHED YES NO.

SPONSORSHIP/BANNERS/SIGNS: Will any sponsorship occur? YES NO. Will any banners be used? YES NO. If yes, same applies as above. Signs on site **MUST** be approved by the Zoning Administration (922-4464 if in the City, 941-1620 if in the Township).

DNR PERMITS: If any water activities are involved DNR Permits must be obtained through the local DNR office. Are DNR permits required: YES NO. DNR permits attached: YES NO. *You must contact Karen at the DNR. 231-775-9727/ 231-922-4476.*

ELECTRICAL USE REQUIRED: YES NO. If yes, specify for how long in number of days _____ *Some land does not offer electricity. If using an extension cord, YOU MUST use a UL listed Commercial grade extension cord.*

TRASH/CLEANUP/DAMAGE: The applicant is responsible for any trash and cleanup during and following this event and any damage done to Recreational Authority Land. Applicant will be billed accordingly for any damages.

ALCOHOLIC BEVERAGES ARE PROHIBITED.

HOW MANY PEOPLE DO YOU EXPECT TO ATTEND? _____ If over 300 people, Garfield Twp. approval is required. Please contact Garfield Twp. Planning & Zoning Dept. at 941-1620 to obtain approval.

IS ANY FOOD GOING TO BE SERVED OR SUPPLIED: YES NO. If yes, what kind of food? _____
(You will need to contact the Environmental Health Office 995-6051 for a permit and supply the City Clerk's Office with a copy of permit)

VIOLATIONS: Any violations may cause future applications to be denied. The undersigned, declares and says he/she wishes to be permitted to perform the operation, service or act stated hereon and that the statements made are true and correct to the best of his/her knowledge and belief, will comply with all laws and ordinances relative to the operation, service or act for which the permit is requested, and agrees to hold the City of Traverse City and Charter Township of Garfield Recreational Authority free and harmless from all liability which may be imposed upon it, to reimburse the City of Traverse City and Charter Township of Garfield Recreational

Authority for all expenses of litigation in connection with the defense of claims as such liability and claims may arise because of negligence in the performance of the operation, service or act for which the permit was issued. All questions must be answered before submitting your application; otherwise, application will not be accepted. This request does not give anyone exclusive use of any Recreational Authority Land or facility.

INDEMNIFICATION: To the fullest extent permitted by law, Applicant shall defend, indemnify and hold harmless the City of Traverse City and Charter Township of Garfield Recreational Authority, the City of Traverse City, and the Charter Township of Garfield (these collective entities are hereafter referred to as “entities”) and their officers, directors, employees, and consultants from and against any costs, liabilities, claims, demands, suits, losses, damages (including but not limited to reasonable fees and charges of attorneys and reasonable court or arbitration or other dispute resolution costs) caused by the acts, error, omissions, or negligence of Applicant, its officers, directors, employees and consultants or by any other person or persons, including but not limited to the entities and their agents, employees, or officers, in connection with the performance of the operation, service, or activity for which this permit is issued. The obligations to defend, indemnify and hold harmless the entities contained herein shall exclude only those matters in which the claims arise out of allegations of the sole negligence of the entities, their officers, agents, or employees. This indemnification agreement shall not be limited by reason of any insurance coverage. This is not intended to waive the defense of governmental immunity that may be asserted by the entities in any action against it.

The applicant acknowledges that the Recreational Authority may be required from time to time to release records in its possession. The applicant hereby gives permission to the Recreational Authority to release any records or materials received by the Recreational Authority from the applicant as it may be requested to do so as permitted by the Freedom of Information Act, MCL 15.231 et seq.

Thank you for your interest in our Natural Amenities!

Return to: Matthew Cowall
Executive Director
324 Munson Avenue
Traverse City, MI 49686

Signature of Applicant

Date

REQUEST APPROVED

INSURANCE APPROVED BY EXECUTIVE DIRECTOR:

Matthew Cowall, Executive Director, or authorized designee

Date

LAND USAGE APPROVED BY BOARD: _____,

(DATE)

(INITIALS)