



Parks and Recreation

Field and Facility Reservation Application

414 East Main Street, DeWitt MI 48820

Ph: 517-669-2441

www.dewittmi.gov

Rental Hours

Every Day 7 am - 10 pm

| Park/Facility | City of DeWitt Resident Fee | Non-Resident Fee |
|--|-----------------------------|---------------------------|
| Memorial Park - Gazebo | \$67.00/4 hours | \$134.00/4 hours |
| | \$92.00/8 hours | \$185.00/8 hours |
| River Trail Park | \$67.00/4 hours | \$134.00/4 hours |
| | \$92.00/8 hours | \$185.00/8 hours |
| Riverside Park (Pavilion) | \$67.00/4 hours | \$134.00/4 hours |
| | \$92.00/8 hours | \$185.00/8 hours |
| McGuire Park | \$67.00/4 hours | \$134.00/4 hours |
| | \$92.00/8 hours | \$185.00/8 hours |
| Sports Park | \$67.00/4 hours | \$134.00/4 hours |
| | \$103.00/8 hours | \$206.00/8 hours |
| Sports Park Soccer Field (Team Game Play Only) | \$35.00/2 hours | \$35.00/2 hours |
| Sports Park Softball Field Two Fields Available | \$35.00 per field/2 hours | \$35.00 per field/2 hours |

Please Print:

Applicant Name: _____ Phone: _____

Address: _____ City: _____ Zip: _____

Email Address: _____

Name of Park/Facility Reserved: _____

Date of Reservation Requested: _____ Activity/Event Type: _____

Event Start Time: _____ Event End Time: _____ Estimated Number in Attendance: _____

How to apply:

Applications may be submitted in person or by email to info@dewittmi.gov. If submitted by email, you will receive an invoice emailed back to you with the amount due. Payments can be paid on-line, in person, mail or drop box.

****Reservation requests for Parks/Fields will be accepted from the general public on a first-come, first-served basis. A reservation may be confirmed, but shall not be considered final until the applicable Fees are paid.****

Online Payment:

To make payment on line please visit <https://www.invoicecloud.com/CityofDewitt> and select Miscellaneous Payment.

1. From the **Payment Type** drop-down choose Park Reservation and select the park under the **Park You are Reserving** drop-down.
2. Complete all required fields marked with a *.
3. The payment amount will be the Balance Due from your invoice.
4. Enter your invoice number from the Park Rental Invoice you received into the Notes field.
5. Review your information, click + Add Selected Invoices button.

****Once payment has been made and received, your reservation will be processed, and you will receive an emailed copy of your**

Rental Contract confirming your reservation. **

The City of DeWitt takes great pride in its park system and is committed to offering the highest quality facilities, programs, and fields for the community’s recreational needs. Please take a moment to read this form entirely to familiarize yourself with the responsibilities shared in reserving part of the City’s assets.

PARK RULES

Chapter 23 – City Code

Violation is a Municipal Civil Infraction, Subject to a Fine

1. Park hours are 7:00 AM to 10:00 PM
2. Permits are necessary to reserve a facility or field at a park. Upon arrival, place your copy of the reservation form in the clip on the reservation post at the park/facility (Riverside, River Trail, and McGuire Parks only).
3. It is unlawful for any person within a public park to erect or place a booth, display, concession stand, or any kind of tent including those that are weighted, have stakes, or any other type of stakes in or on the ground without written consent from the City.
4. No Food Trucks are allowed.
5. Profanity and behavior unbecoming of the nature of a family-oriented environment are not permitted.
6. Camping is permitted only with the approval of the City.
7. Fires are allowed in cooking receptacles only.
8. Motor vehicles are permitted in designated parking areas only.
9. Alcohol is prohibited in the parks.
10. Swimming or wading in the river is not permitted except while fishing.
11. Animals may not run at large in the park, dogs must be leashed, cleaned up after, and are not permitted at organized events.
12. It is unlawful to destroy or deface any property within the park.
13. It is unlawful to damage or destroy any tree, flower, or shrub growing in the park.
14. It is unlawful to swim, bathe, dive, or wade in the Looking Glass River. Fishing is permitted.
15. Use of adhesive tape on pavilion support posts is prohibited.

Cancellation Policy:

Refunds for park reservations require thirty-day written notice. The amount will be granted less a \$10.00 service fee. If the park is closed due to adverse weather conditions or other causes beyond the control of the City (plumbing or electrical failure), a full refund shall be granted, or an attempt will be made to accommodate another date.

ELECTRONIC APPLICATION SUBMISSIONS

By checking the box, I state that I have read and understood the above terms and conditions.

IN-PERSON APPLICATION SUBMISSIONS

By signing below, I state that I have read and understood the above terms and conditions.

Signed: _____