



**CITY OF KINGSFORD**

Phone: (906) 774-3526

305 S. Carpenter Avenue  
Kingsford, MI 49802  
[www.cityofkingsford.com](http://www.cityofkingsford.com)

Fax: (906) 774-7093

**APPLICATION TO USE PUBLIC PARK, RECREATION AREAS & RECREATION FACILITIES**

EFFECTIVE JAN 2022: January is reserved for Kingsford resident requests only.  
Non-resident reservation requests will be accepted beginning February 1<sup>st</sup>.

1. Name \_\_\_\_\_ Kingsford Resident? \_\_\_ yes / \_\_\_ no  
 Address \_\_\_\_\_ City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone No. \_\_\_\_\_ Email \_\_\_\_\_

<b>Fee Schedule effective January 1st, 2022</b>	
Fees are non-refundable & proof of residency will be required.	
Kingsford Resident	no charge
Dickinson County Resident	\$50.00
All other Non-Resident	\$75.00

2. Date(s) requested: \_\_\_\_\_  
 Time requested: \_\_\_\_\_  
 Purpose: \_\_\_\_\_

**Please check the box of the area requested:**

- Menominee River Pavilion – 800 Sterling Street, Kingsford, MI 49802 (access to restrooms)
- Menominee River Field – 800 Sterling Street, Kingsford, MI 49802 (access to restrooms)
- Cowboy Lake Pavilion – 201 Cowboy Lake Road, Kingsford, MI 49802 (access to water, electricity & restrooms)
- Gazebo – 1045 Woodward Avenue, Kingsford, MI 49802 (access to water & electricity)
- Balzola Field – 2000 Woodward Avenue, Kingsford, MI 49802 (access to water)
- Lodal Park – 1800 W. Breitung Avenue, Kingsford, MI 49802 (access to water, electricity & restrooms)

Specify field \_\_\_\_\_

*\*\*\*Please note there will be a \$350.00 fee to reserve the Lodal Park facility for any business or organization which is not based within the Kingsford city limits and also requires City Council approval.*

*Any rental request for the Lodal Park facility cannot exceed a two-day timeframe.*

3. Is anyone sponsoring the event? \_\_\_ yes / \_\_\_ no

If yes, provide name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_

Phone No. \_\_\_\_\_ Email \_\_\_\_\_

**LIABILITY INSURANCE**

(This is only required if outside equipment will be used or services provided.)

4. Name of provider \_\_\_\_\_ Policy Number \_\_\_\_\_

*Please attach a copy of the Certificate of Insurance listing the City of Kingsford as an additional insured.*

5. Other relevant information \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**VERIFICATION**

I, the undersigned applicant, hereby acknowledge that I am aware that the City of Kingsford Code of Ordinances Sec. 26-41 has terms and conditions for the use of parks in the City of Kingsford. Further, I understand and agree that I will abide by all of the terms and conditions noted in said ordinances.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

**AUTHORIZATION AND PERMIT**

I, the undersigned, on behalf of the City of Kingsford based upon the information contained in this application, hereby authorize the requested activity and issue a permit, subject to the conditions set forth in the City of Kingsford Code of Ordinances Sec. 26-41, and the following:

Signature of City Manager or Designee: \_\_\_\_\_ Date: \_\_\_\_\_

Internal use only:

Date Received: \_\_\_\_\_

Fee (circle one): N/C – \$50.00 – \$75.00

Method of Payment: cash / check / card

Date Approved: \_\_\_\_\_

Reserved on Calendar: yes / no

Notified KPS & DPW: yes / no

Misc Notes: \_\_\_\_\_