

**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 \_\_\_\_\_

**Fees Schedule Effective January 1<sup>st</sup>, 2022 – Fees are non-refundable & proof of residency is required.**

**Kingsford Residents – No Charge | Dickinson County Residents - \$50.00 | All other Non-Residents - \$75.00**

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

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

- Balzola Field – 2000 Woodward Avenue, Kingsford, MI 49802 (access to water)
- Cowboy Lake Pavilion – 201 Cowboy Lake Road, Kingsford, MI 49802 (access to water, electricity & restrooms)
- Ford Addition Park Pavilion
- Gazebo – 1045 Woodward Avenue, Kingsford, MI 49802 (access to water & electricity)
- 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 requires City Council approval. Any rental request for the Lodal Park facility cannot exceed a two-day timeframe.

- Menominee River Pavilion – 800 Sterling Street, Kingsford, MI 49802 (access to restrooms)
- Menominee River Field – 800 Sterling Street, Kingsford, MI 49802 (access to restrooms)

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 is 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 the terms and conditions noted in said ordinances.

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

**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