

**Charter Township of Oakland**

Return To: **Parks and Recreation Commission (PRC), 4393 Collins Road, Rochester, MI 48306**

**Application for Temporary Permit Lost Lake Nature Park**

**Phone 248-651-7810 Fax 248-601-0106**

[www.oaklandtownship.org](http://www.oaklandtownship.org)

Date Application Received \_\_\_\_\_ Permit No. \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Rental includes use of warming shelter, sledding hill and 30 parking spaces.

Rental includes 4 hours of rental time, from 5pm-9pm, please provide date requested: \_\_\_\_\_

Maximum 40 persons. How many participants will be attending? \_\_\_\_\_

**Terms:**

1. This permit is issued for the dates and times listed above and for the purposes authorized and for no others. **THIS PERMIT CAN BE TERMINATED BY REPRESENTATIVES OF THE PARKS AND RECREATION COMMISSION AT ANY TIME WITHOUT NOTICE AND WITHOUT CAUSE.** The permit holder agrees that in the event his/her permit is terminated; he/she and all other participants/attendees shall leave the Park property immediately and will have no claim against the Commission or any of its representatives.
2. The permit holder agrees and understands that this permit is not and shall not create a lease, easement or other rights not specifically identified in this document. No changes are allowed unless in writing. **THE PERMIT HOLDER CANNOT ASSIGN THIS PERMIT TO ANYONE ELSE.**
3. The Commission shall not be liable to the permit holder or anyone authorized above for any loss, injury or damage to persons or property while they are on or around park property. All motor vehicles used must be insured. The permit holder agrees to hold the Commission, Governments and representatives harmless and shall indemnify and defend them from all losses, injury, damage or claims by anyone for any reason caused by or growing out of the use of this permit or activities authorized by this permit.
4. The permit holder must conform with all federal, state, and local laws, ordinances, rules and regulations. The Permit holder may be required to obtain other governmental permits or authorization of neighboring property owners and, if so, must do so at his own expense.
5. Notices, if any are needed, shall be sufficient if mailed by ordinary mail to the permit holder at the address listed on the front of this form.
6. Permit holder or user(s) must show identification if requested to do so by a law enforcement officer, community representative or commission representative.

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**Lost Lake Nature Park Sled Hill & Warming Shelter Reservation Policy**

(Adopted 11/14/12)

**Facility Information**

**Warming Shelter and Sled Hill facility information** **size: 24' x 24'**

- Number of Tables Inside Shelter: Five 8-foot tables
- Number of Tables Outside Shelter: Two picnic tables
- Maximum User Capacity: 40
- Maximum Vehicle Capacity for Adjacent Parking Lot: 30 Vehicles
- Toilet Availability: One unisex handicap-accessible outdoor portable toilet
- Water Availability: Single User Handwash Station 16 gallon
- Electricity Availability: 10 outlets inside shelter
- Grill Availability: None. No outside grills allowed.
- Reservation hours: 5pm-9pm, Monday, Tuesday, Thursday & Friday only
- Non-refundable Reservation Fee per event: \$300.00
- Refundable Deposit per event: \$ 75.00

**Procedure for Reserving Warming Shelter and Sled Hill**

1. After April 1<sup>st</sup>, park users may submit an application for a permit to reserve the Lost Lake Nature Park Warming Shelter for the upcoming winter season. The shelter can be reserved Monday, Tuesday, Thursday or Friday, excluding holidays and is only available from 6pm-10pm on those days.
  - a. Applications must be accompanied with \$375.00 cash or check. No phone reservations or credit cards are accepted.
  - b. Applications will not be accepted less than two weeks prior to the usage date. If the usage requires the written authorization of the Parks and Recreation Commission, the applicant must apply at least one month prior to the usage date to allow enough time for their approval to be heard at a regularly scheduled Parks and Recreation Commission meeting, which occur on the second and fourth Wednesdays of each month.
2. The warming shelter shall be considered “reserved” upon the payment of the prescribed fee and deposit and the issuance of a Park Facilities Permit, to be provided by the Parks and Recreation Department where applicable.

**Rules Governing Lost Lake Nature Park Warming Shelter and Sled Hill Usage**

1. Events can only be scheduled between 5pm and 9pm on specified weekdays, renter **must** arrive 30 minutes prior to event.
2. Vehicles can only be used in authorized areas, such as the driveway or parking lot.
3. Application/Permit must be retained at all times by user group and reserved sign displayed on the door of the warming shelter while the event is occurring.
4. The Permit is only valid for the date shown.
5. Renter and all members of their party must obey **Rules & Regulations for Designated Winter Sledding Areas in Oakland Township Parks** that have been adopted by resolution as additional rules and regulations and incorporated into the Charter Township of Oakland Ordinance Number 38A-1, Article V, Other Rules and Regulations.

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- 6. The group is responsible for leaving the areas clean and orderly.
- 7. **No alcoholic beverages are allowed in any Oakland Township Park per Ordinance 38A-1.**
- 8. No open fires are permitted.
- 9. Cook stoves, microwaves, hot plates, grills or other similar appliances are NOT allowed. Coffee makers, crockpots and hot chocolate makers are allowed.
- 10. No pets.
- 11. No canopies, tents, additional tables, grills or other similar items are allowed without written authorization.
- 12. Plays, speeches, musicals, sales, displays or posting of signs/banners require approval and written permission of the Parks and Recreation Commission at a regularly scheduled meeting.
- 13. Inflatable structures are only allowed in the park when they are provided as part of an Oakland Township sponsored event.
- 14. Required *Adult to Child* ratios – Children age 1-10 years 1:5 (adult to child); Children age 11-15 years 1:10 (adult to child); Children age 16-18 years 1:12 (adult to child).

**Rules Governing Refund of Deposit**

The deposit will be refunded if all of the following apply:

- 1. The user group has not caused damage to any park facilities.
- 2. The user group has left the areas clean and orderly (i.e. shelter/hill/parking lot areas free of debris, tables wiped clean, portable toilet inspected and cleaned as needed).
- 3. The user group has not violated any terms agreed to in the permit application, the rules cited above or Ordinance 38A-1.

**Parking Areas**

Parking is **ONLY** allowed in the 30-space gravel parking lot. Users cannot park along Lost Lake Trail or any nearby adjoining roads or driveways .

**Cancellation and schedule changes by the applicant/permit holder**

No cancellations will be allowed by the applicant/permit holder and will result in forfeiting your deposit and rental fee.

**Cancellation by the Parks & Recreation Director or their designee**

Due to weather conditions, which make the event/activity dangerous or unfeasible, or to any Act of God beyond the control of the applicant/permit holder, 1) a refund may be applied for to the Parks & Recreation Director; or 2) the event may be rescheduled at the earliest available date.

**THE UNDERSIGNED AGREES TO THE TERMS, PROCEDURES AND RULES LISTED IN THIS LOST LAKE NATURE PARK RESERVATION POLICY**

Signature of Applicant/Contact: \_\_\_\_\_

Print or Type Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature for the Parks and Recreation Commission: \_\_\_\_\_

Date Approved/Denied by Parks and Recreation Commission: \_\_\_\_\_

Permit area inspection approved by \_\_\_\_\_ Date \_\_\_\_\_

Deposit refunded by \_\_\_\_\_ Date \_\_\_\_\_

Ordinance 38A-1  Receipt  Cash  Check  Permit Copy  Reserved Sign

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