

# VILLAGE OF OXFORD

## PARKS USE REQUEST AND APPROVAL FORM

The Village of Oxford, Michigan grants permission to: \_\_\_\_\_  
(hereinafter referred to as "facility user") to use Centennial Park located on Washington Street or Scriptor  
Park located on Glaspie Street in the Village of Oxford (circle one) for a

\_\_\_\_\_ under the following conditions:

- 1 The event shall take place on \_\_\_\_\_, between the hours of \_\_\_\_\_  
and \_\_\_\_\_ and shall be consistent with the requested use as indicated in the attached  
letter made a part hereto.
- 2 For Centennial Park primary guest parking shall be in the Municipal parking lot west of Hudson  
Street.
- 3 No dogs are permitted except for handicap persons.
- 4 No alcoholic beverages shall be permitted.
- 5 All decorations, vending carts, etc. are to be installed immediately prior to the event and shall be  
removed immediately afterward. No staking is permitted unless prior approval is permitted by  
the Director of The Department of Public Works. The facility shall be clean and free of any debris  
after use.
- 6 The facility user shall be responsible for obtaining all necessary permits and authorizations from  
the County Health Department for food sales, etc.
- 7 The facility user shall provide evidence of personal liability coverage in an amount not less than  
\$100,000.00 prior to the event. A certificate of insurance shall be provided to the Village of  
Oxford and the following additional insured endorsement shall be included on the certificate: ***The  
Village of Oxford, including all elected and appointed officials, all employees and volunteers, all  
boards, commissions and/or authorities and their board members, employees and volunteers.***  
This coverage shall be primary to the additional insureds, and not contributing with any other  
insurance or similar protection available to the additional insureds, whether said available  
coverage be primary, contributing or excess. The certificate shall also contain the following  
endorsement: ***A ten-day advance written notice of cancellation, non-renewal, reduction, and/or  
material change shall be sent to: Village Manager, 22 West Burdick St., Oxford, MI. 48371.***
- 8 The facility user is responsible for full compliance with the Americans with Disabilities Act  
pertaining to the use of the facility.

- 9 A check made out to the Village of Oxford in the amount of \$100.00 shall be submitted upon execution of this agreement. Said deposit shall be returned to the facility user in the event the facilities are left in clean order, which included the removal of all litter, bottles, containers and the like. The facility user understands and agrees that the Village of Oxford shall solely determine conditions of facilities and whether the security deposit will be kept or refunded.
- 10 Facility is not reserved or approved until ALL required documentation is on file and approved by the Village Manager.

Applicant name: \_\_\_\_\_

address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

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

\_\_\_\_\_ Application Completed

\_\_\_\_\_ Insurance certificate on file

\_\_\_\_\_ Deposit on file

Village Manager approval: \_\_\_\_\_ Date: \_\_\_\_\_