



**Ottawa County Parks &
Recreation Commission**
12220 Fillmore St. West Olive, MI 49460
(616)738-4810 www.miottawa.org/parks

SPECIAL USE PERMIT

COMMERCIAL, NON-PROFIT ORGANIZATION, SPECIAL EVENT, OR LARGE GROUP USE

A permit is required if:

A company, organization, or group is inviting customers, clients, members, participants, or the public to the park to participate in a specific activity or event, and one or more of the following apply:

- You are using any portion of the park property or other park resources for the benefit of your business or non-profit organization.
- You are charging a fee to participate in an activity or event at the Park.
- You are hosting an event of any kind at the park with over 100 people expected to attend.
- You would like to sell anything or advertise within the park.
- You are asking for a waiver of any park rule (hours, signs, tents, etc.)
- Your group's presence will require security or EMS onsite, overflow parking, additional restroom facilities or cleanings, additional trash pickups, or any other need for increased staff time.

A permit is not required for:

- Family get-togethers under 100 people.
- Loosely organized "meet up groups"
- Groups who are pre-registered for an activity led by park staff or volunteers
- Events where Ottawa County Parks have agreed to be a partner.
- Babysitters, caregivers, or dog sitters bringing no more than 3 clients at a time to the park.
- Members of the news media on official business
- Schools, senior centers, or daycare centers who are using the park for typical educational or recreational purposes only and their presence will in no way negatively affect the park experience of others through overcrowding, noise, or by limiting the access of others to park facilities.

Free Permit

There is no charge to obtain a special use permit. Permits will be revoked for failure to provide required documents or failure to obey park rules, and a Civil Infraction Citation may be issued to those operating a commercial business on county property without a permit.

Motor Vehicle Permit

A valid Motor Vehicle Permit is required Memorial Day weekend through Labor Day weekend at the following parks: North Beach Park, Olive Shores, Kirk Park, Rosy Mound Natural Area, and Tunnel Park.

Reservation Fees:

Permit holders who wish to reserve a specific park area or feature must go about the same reservation process and pay the same reservation fees as other park guests. Visit www.miottawa.org/parks for details. If your use would prevent others from using a rentable facility, you will be required to rent that facility in order to receive a permit

Certificate of Insurance:

Permit holders must file a Certificate of Insurance in the amount of \$1 million for general liability with Ottawa County Parks Commission named as the additionally insured.

Regulations for Special Use Permits

- Permits are nontransferable, and you should have either a printed or digital copy of your permit with you on Park Commission property.
- All Ottawa County Parks and/or Open Space Rules and Regulations must be followed.
- The holder of the permit is liable for any damage to park property they may cause.
- No vehicles are permitted on grass, sidewalks or other park areas not designated as vehicle parking areas, unless authorized by the Parks Commission in writing prior to the event.
- No wheeled equipment, carts, wagons, etc. are permitted on any trails or surface that bicycles are not permitted on.
- Any misuse of park property or failure to comply with Ottawa County Parks regulations will result in revocation of permit and expulsion from the property. Your permit may be revoked at any time by any Park staff person if he or she feels you have a significant negative impact on other park users' experience.
- No signs, banners, directional arrows, distribution of printed material to the general public, or other forms of advertising are permitted unless permission is granted in writing prior to the event.
- Park visitors are not to be prevented from using park facilities, spaces, trails, bridges, boardwalks, overlooks, amenities, etc., and park employees are not to be prevented from completing their work as a result of the event.
- Nothing in your materials should imply a partnership between the parks and your company or organization. It should be clearly understood that Ottawa County Parks in no way endorses any product or service connected with the event.
- To start the process of obtaining a Special Use permit, please fill out the Special Use Permit application and forward it to jboerger@miottawa.org.
- Commercial Photographers may fill out the more simplified Commercial Photography Permit form in lieu of the Special use form.

To the fullest extent permitted by law, I agree to defend, pay in behalf of, and hold harmless Ottawa County Parks Commission and Ottawa County, against any and all claims, demands, suits, losses, including all costs connected therewith, for any damage which may be asserted, claimed or recovered against or from and employees, by reason of personal injury and death; and property damage, including loss of use thereof, which arises out of the alleged negligence of the Ottawa County Parks and Recreation Commission and, or in any way connected or associated with this agreement. Ottawa County Parks and Recreation Commission will be named as additional insured on the permit holder's liability insurance policy and provide proof of insurance of at least one million dollars prior to the event. It is understood and agreed that the following shall be additional insured; Ottawa County Parks and Recreation Commission, Ottawa County, all employees and volunteers. My signature below indicates that I am 18 years of age or older and have read the above information concerning shooting or filming on County Park or Open space property and agree to the conditions and regulations stated.

Applicant's Name and Title (please print) _____

Company / Organization Name: _____

Applicant's Signature _____ Date _____

Email completed agreement and insurance certificate to jboerger@miottawa.org OR

Mail to: Ottawa County Parks, 12220 Fillmore St. West Olive, MI 49460.

Please submit to: Ottawa County Parks
12220 Fillmore Street
West Olive, MI 49460
Or ocparks@miottawa.org



Ottawa County Parks & Recreation Commission

SPECIAL USE REQUEST

Attach additional sheets if necessary for further explanation.

Organization Name:		Representative:	
Address, City, State, Zip:			
Phone #1:		Phone #2:	
Fax #:		E-mail:	
Park or Open Space where event will be held:			
Event Name:		Event Date: Time:	
Event Type:		Expected Attendees:	
Specific Buildings/facilities needed:		Location(s) within Park:	
Event Activities:			
Beneficiary of Event:		Non-Profit : <input type="checkbox"/> YES <input type="checkbox"/> NO	
Are participants or spectators being charged a fee or asked for a donation: <input type="checkbox"/> YES <input type="checkbox"/> NO			How much:
Do you expect visitors or participants to have exclusive use of any portion of the Park during the event? <input type="checkbox"/> YES <input type="checkbox"/> NO			
Collected funds are being used for:			
Will goods or services be sold: <input type="checkbox"/> YES <input type="checkbox"/> NO If so, what?			
Do you need running water?		Will the current onsite restrooms be adequate?	
Will you have EMS or First Aid trained personal on site?		Electrical Needs:	
Will you require overflow Parking?		Will you be setting up a tent? Size? Location?	
Will you have personnel or Police directing traffic?		When do you plan to Set-up/Tear-down?	
Will Food/Beverage be sold or given away? By whom?		How do you plan to promote the event?	
PLEASE NOTE THE FOLLOWING REQUIREMENTS:			
<ul style="list-style-type: none"> Once the above information is received, reviewed, and it is deemed that Ottawa County Parks is able to accommodate your request; an agreement will be issued that must be signed by a Park representative and by your organization representative. Special Use Requests must be submitted at least 60 days prior to event. An indemnification form and a Certificate of Liability Insurance must be furnished naming Ottawa County Parks as additional insured in the amount of no less than \$1,000,000. The Park Management may require higher amounts as it deems necessary for certain activities. All sales of goods or service by organizations and/or outside vendors not named on this permit must be approved by Ottawa County Parks and a separate sales permit issued. If this event will involve alcoholic beverages, firearms, fireworks, explosives, rockets, camping, fires, tents, off-road vehicles, aviation, or animals, please explain in detail on back of this form. 			

Do not write below this line: for Parks Commission use only

- Special Use Approved as written
- Special Use Approved with changes as noted above
- Special Use Request Denied
- Changes required (edit and resubmit)

An approved and signed copy of this document is required to hold a special event in an Ottawa County Park or Open Space.

Date _____

Jason M. Boerger
Coordinator of Park Maintenance and Operations