

VILLAGE OF SEBEWAING GROUNDS USE RULES AND PROCEDURES POLICY

Policy: The grounds (excludes the Main Park All-Purpose Building) of the Village of Sebewaing may be used for public gatherings and activities that are deemed a public benefit by the Village Council, and which do not negatively affect the health, safety, and welfare of the people of the Village. First priority for use of the Village grounds shall be restricted to a first come first serve basis. However, a Village sponsored function will take precedent over requests from other organizations.

Procedures: Village personnel will not be expected to erect or dismantle equipment unless it is the property of the Village. The Village is not responsible for waste receptacles or providing porta johns. All applicants are expected to abide by the following procedures:

- a. Applications must be submitted to the Village Office and approved by Council prior to use of the grounds for gatherings. A request shall be submitted at least 30 days in advance of the intended use.
- b. Once permission is granted, there MUST be pre-event communication between the DPW Superintendent or designated staff and the party responsible for the event, to review different needs and requirements of the event and to answer any questions.**
- c. Applicants are responsible for restoring the site and grounds to their condition before use and for cleaning the premises after the use. Applicants must make appropriate provisions for trash removal.**
- d. If staff time, equipment and/or a contractor is used for the event and/or restoration of the site and grounds to its original condition, the applicant will be billed for the staff time and the applicant will be denied usage until the bill is paid in full. This includes DPW & Police.
- e. All activities must cease no later than the ending time of the event as stated on the application.
- f. The Village Council reserves the right to revoke permission for use of facilities and ground.
- g. Grounds may not be used for any activity nor by any group other than the name of the group on the written request.
- h. No vehicles are allowed on the lawn or sidewalk.
- i. There are to be no barriers or placement of equipment that will impede the business of the Village during the regular workweek.
- j. If utilities are needed, that shall be stated in the application submitted to the Village Office and may be allowed on a limited use.
- k. Liability insurance is required in the amount of \$1 million and must be submitted to the Village Office prior to the date of the event. Documentation submission encouraged at the time of application.
- l. Requests for any exception from these rules and requirements must be made to the Village Council.

GROUNDS USE APPLICATION
For Use of Village of Sebewaing Grounds.

Please return completed application to:

Village of Sebewaing, 222 N. Center Street, Sebewaing, MI 48759
[Email: Office@sebewaingmi.gov](mailto:Office@sebewaingmi.gov) Phone: 989.883.2150 Fax: 989.883.93687

Date(s) / Time Start & End: _____

Name of Event: _____

Type of Event: _____

Group & Name of Person Responsible: _____

Address: _____

Phone Number: _____ Email: _____

Specific areas of Village grounds using: _____

Street needs (directions, barriers, signs, etc.)/Why? ^d _____

Police needs /Why? ^d _____

Is event open to the general public? Yes No Number of participants expected: _____

What equipment will be brought on the grounds (porta john facilities, chairs, tables, electrical equipment, etc.)?

When will equipment be set up? _____

Will food to be served for a fee? Yes No Has a Health Department permit been obtained? Yes No

Has this group used Village facilities/grounds for other events, if so, please list functions and dates? _____

Does this group have liability insurance to cover this event? ^k Yes No
Liability insurance is required in the amount of \$1 million. Proof of insurance is required prior to date of event. See item k above

Hold Harmless/Indemnification:

To the fullest extent permitted by law I agree to defend, pay on behalf of, indemnify, and hold harmless Village of Sebewaing, its elected and appointed officials, employees and volunteers, and others working on behalf of the Village of Sebewaing against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed, or recovered against or from The Village of Sebewaing, by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of my use of The Village of Sebewaing grounds.

I have read and agree to the above hold harmless/indemnification clause as well as the Grounds Use Rules and Procedures Policy and I understand that Village grounds will be left in a clean and neat condition after use and I agree to pay for any damage to the facility/grounds which may incur as a result of this scheduled function.

Signature of Responsible Person

Date

Grounds Use Approval date by Council: _____