



## CITY OF PLEASANT RIDGE DEPARTMENT OF RECREATION

### PAVILION RESERVATIONS AND POLICIES

#### Procedures for reserving Gainsboro & Pool Pavilions:

- Reservations must be made in person at Pleasant Ridge Community Center during regular office hours. No phone reservations are accepted.
- Reservations for the summer season will be accepted beginning the first Monday in April.
  - Rentals are available April 1st- October 31st at Gainsboro (outside of those dates, availability is first-come first served)
  - Rentals are available Memorial Day thru Labor Day at the Pool.
- Proof of Pleasant Ridge residency is required for all rentals.
- A COPY OF THE APPLICANT'S HOMEOWNER'S/RENTERS INSURANCE policy with a minimum of \$300,000 liability coverage is required for all park rentals along with the application. This policy will also serve as proof of residency.

#### General rules for pavilion usage:

- Gainsboro Pavilion rental hours are 12pm until dusk. Pool Pavilion rental hours will be during open pool hours.
- Vehicles must be confined to legal parking spots/legal street parking, including for loading/unloading.
- The renting resident must remain at rental for the duration of the event.
- Application/Permit must be retained at all times by user group and presented to Pleasant Ridge Police or staff upon request.
- The permit is good only for date shown. (There are no rain dates.)
- Cancellations:
  - Pavilion reservations canceled fourteen (14) or more days before the reservation will result in a \$25 administrative fee being deducted from the refund.
  - No refunds will be given fewer than fourteen (14) days before the reservation date.

- The group is responsible for leaving the shelter area clean, orderly, and in the condition you found it in when you arrived. Tables must be wiped down and returned to original location (if moved), all trash must be bagged and left in appropriate containers, and party decorations must be taken down and disposed of.
  - If City Staff must clean up after your group, you will lose your security deposit.
- NO additional tents, tables, grills, or canopies are allowed.
- NO rental equipment or vendors allowed.
- NO amplified sound systems or DJ's allowed.
- Alcohol and drugs are prohibited in all Pleasant Ridge parks and pool.
- Dogs and other pets must be on leashes at Gainsboro Park. Documented service animals only are allowed at the Pool Pavilion.
- No signs or advertisements are allowed to be placed on city property. Decorations and signage are allowed at rented pavilion space.
- Rental fees do not include exclusive use of any other park amenities including soccer fields, ball field, and parking lots.
- Reservations are non-transferable.
- Refunds will not be given for weather conditions. \*Unless otherwise noted by the Recreation Department.
- Groups holding a reservation must share the rest of the park with general park users.
- Renters do not have exclusive use of the restroom facilities.
- City Park and Pool rules must be followed during all rentals.
- No tape, tacks, glue, nails, or other fasteners should be used when decorating.
- No gambling.
- No smoking, vaping or e-cigarette use in Pleasant Ridge parks or facilities.
- No glass bottles.
- Guest passes must be used for all nonresidents in attendance at Pool pavilion rentals.
- No open fire at the Pool Pavilion.
- No refrigerator or food storage is available at Gainsboro or Pool Pavilion.

**Gainsboro fireplace rules:**

- Rental groups must provide your own firewood. No wood may be collected/used from Gainsboro Park.
- Fires must be completely extinguished, and ashes/debris placed in proper receptacle prior to any group leaving the pavilion. Equipment is provided.
- Fire must never be left unattended.
- Fireplace screens must be always in place while not actively tending to the fire or cleaning up.
- No burning of anything other than wood is allowed in the fireplace.
- No cooking is to be done in the fireplace.
- Fire accelerants are strictly prohibited. This includes lighter fluid, gasoline, quick start logs, etc.
- Fireplace screen must be locked at the end of the rental period.
- Fire extinguishers are located inside the shelter building.
- Fireplace is not to be used if wind speeds are more than 10 mph.
- Fireplace will be locked with a combination lock. The lock code will be emailed the week of your party.

**Pavilion information:**

- BBQ grills at Gainsboro Pavilion
- Electricity at Gainsboro Pavilion and Pool Pavilion
- Pavilion lighting at Gainsboro Pavilion



**Pool Pavilion Amenities  
20' x 30'**

- 2-6ft. Rectangle Tables (seats 6 each)
- 4-Octagon Tables (seats 6 each)
- Swimming Pool/Water Features
- Diving Board
- Locker rooms with showers
- Staffed facility
- Bike racks
- Playground
- Sand Volleyball Court



**Gainsboro Pavilion Amenities**  
**26' x 35'**

2-6ft. Rectangle Tables (seats 6 each)

2-8ft. Rectangle Tables (seats 8 each)

Men's and Women's Restrooms

Drinking Fountain

BBQ Grills

Fireplace

Tennis Courts

Basketball Court

Soccer Field

Baseball Diamond

Playground

Bike racks

**Pavilion Location:**

Gainsboro Pavilion, 104 Wellesley, Pleasant Ridge, MI 48069

Pool Pavilion, 8 Ridge Road, Pleasant Ridge, MI 48069

Better map



**Pavilion available is available at:**  
[https://pleasantrydge.activityreg.com/selectfacility\\_t2.wcs](https://pleasantrydge.activityreg.com/selectfacility_t2.wcs)

Rentals must be paid with cash or check only at the Community Center

Check made payable to: City of Pleasant Ridge



City of Pleasant Ridge-Dept of Recreation  
4 Ridge Rd., Pleasant Ridge, MI 48069  
Office 248-541-2902  
www.cityofpleasantridge.org

## OUTDOOR FACILITY RENTAL AGREEMENT

DATE OF USE \_\_\_\_\_ Arrival Time \_\_\_\_\_ am/pm Departure Time \_\_\_\_\_ am/pm

### PAVILION RENTER INFORMATION

Resident Name \_\_\_\_\_ Name of Group \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

### FACILITY INFORMATION

Rental entitles group to exclusive use of the Pavilion only, only for the time designated.

Please check the appropriate facility:

\_\_\_\_\_ **Pool Pavilion** (Seating Capacity is approximately 30 people/rentable Memorial Day-Labor Day only)

\_\_\_\_\_ Saturday 12:30-3:30 or 4:00-7:00 **\$150 per three hour time block**

\_\_\_\_\_ Sunday 12:30-3:30 or 4:00-7:00 **\$150 per three hour time block**

\_\_\_\_\_ **Gainsboro Pavilion** (Seating Capacity is approx. 24 people/rentable May 1-Sept 30) 10am-10pm

**\$300 Rental Fee**

**\$300 security deposit check must accompany application for any additional clean up that may be required.**

Application and full payment are due at the same time to guarantee reservation.

### Emergency Contact for Gainsboro Park: 248-541-2900

The undersigned further understands that failure to comply with all agreements herein stated rules and/or falsification of any information called for in this application will be grounds for this or any future rental permits.

*To the fullest extent permitted by law the undersigned agrees to (A) Waive, Release, and Discharge the City of Pleasant Ridge ("City"), its elected and appointed officials, employees and volunteers, and others working on behalf of the City from any and all liability for death, disability, personal injury, property damage, property theft, or actions of any kind which may hereafter accrue to me which arises out of, or is in any way connected or associated with the use of the Pavilion and/or this rental agreement, and (B) defend, pay on behalf of, indemnify, and hold harmless the City, its elected and appointed officials, employees and volunteers, and others working on behalf of the City 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 City, by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of, or is in any way connected or associated with the use of the Pavilion and/or this rental agreement.*

Resident's Signature: \_\_\_\_\_ Date \_\_\_\_\_

For office use:

For Gainsboro Rental: Is Homeowner's Insurance Policy on file? Yes \_\_\_\_\_ No \_\_\_\_\_

Attach a copy to this rental contract.

**ALCOHOL AND DRUG USE IS PROHIBITED IN ALL PLEASANT RIDGE PARKS**