

Springfield Park & Recreation Area

3983 Lund Road - Fife Lake, Michigan 49633



Pavilion Rental Agreement

Name: _____

Mailing Address: _____ City/State/Zip: _____

Phone: _____ Email: _____

Pavilion Rental Date: _____ Type of Event: _____

Start Time at (includes set-up): _____ AM/PM End Time at (Includes clean-up/tear down): _____ AM/PM

Rental Fee:

Springfield Township Residents \$50.00 + \$100.00 deposit
All others outside of Springfield Township \$75.00 + \$100.00 Deposit

The signed agreement, fee and deposit must be received a minimum of 4 weeks prior to the date requested for reservation of the pavilion. Failure to do so results in the pavilion reverting to first come, first serve basis for the time in question. Deposit will be refunded within 30 days of usage, if rules and regulations are not violated.

Renter agrees to the following terms for renting the Pavilion:

1. All person(s), if given permission to use the pavilion and park area, assume all responsibility with regard to injury and/or accident and all liabilities.
2. Renter agrees to be held responsible for any damage done to the pavilion or park area while this contract is in effect.
3. Set-up and clean-up are the responsibility of the renter. ***Renter will be given a check list of tasks to complete and if all items on the check list are not completed to the satisfaction of the park director and/or park maintenance the deposit will be forfeited.**
4. The Renter must leave the Pavilion and park area in the same condition in which it was found. In the event that Springfield Recreation Area must clean up the Pavilion and park area following the event, the Renter(s) will be charged for that service. Springfield Park and Recreation Area will determine "same condition" and the decision of Springfield Park & Recreation Area is final.
5. Responsible adult supervision must be maintained at all times during use of the pavilion and park area.
6. Renter agrees to be in attendance for the entire event.
7. Only foot traffic is allowed on Carly's Hill.
8. The gate will be open from 9:00 AM until 7:00 PM, unless other arrangements have been made. Vehicles left inside the gated area after 7:00 PM will be locked inside until a later date and time unknown.
9. No alcohol or pets are allowed in the Pavilion.
10. **Use of confetti (of any kind) and/or glitter is prohibited.** Confetti & glitter are litter.
11. Pavilion renter does not have exclusive use of playground, basketball area, bathrooms or Carly's Hill.
12. **All checks or money orders are to be made out to Springfield Township Parks and Rec. / Memo: Pavilion Rental.**

I have carefully read this agreement, fully understand its contents and agree to comply with all terms and conditions. Springfield Park & Recreation Area shall not be liable for any personal injury or property damage to Renter(s) or to Renter's agents, employees, relatives, or guests, which may arise out of the use of the Pavilion and Park Area. I agree to be responsible for the cost of all damage to persons or property caused by persons attending my event. **Renter** acknowledges he/she is 18 years of age or older and can legally enter into this agreement on behalf of the organization or persons named above.

Signature of Renter

Date

Return to: Springfield Township Park, P.O. Box 171, Fife Lake, MI 49633
For questions, please contact Tammie at (231) 384-0406

***Note:** Springfield Park & Recreation Area has the right to revoke any contract upon the finding of any violation of policies. We are not responsible for accidents, loss, or damage to personal property; or the occurrence of any other unfortunate events that may transpire during your rental.

01/01/2026