

**ORONOKO CHARTER TOWNSHIP**

4583 East Snow Road  
Berrien Springs, Michigan 49103  
Phone: (269) 471-2824

**APPLICATION FOR PERMIT USE OF CHARTER TOWNSHIP PARK PROPERTY**

**FOR CLERK USE ONLY:**

- 1. **Date application received** \_\_\_\_\_
- 2. **Date application approved** \_\_\_\_\_
- 3. **Date application denied** \_\_\_\_\_

**I. THE APPLICATION**

Any person, group, or gathering of persons that is a resident of Oronoko Charter Township may rent the Oronoko Charter Township Open Pavilion, Closed Pavilion, or one of the Oronoko Charter Township Parks in whole or in part, to the exclusion of others by filling out this application in accordance with Section 7 of Oronoko Charter Township Ordinance Number 25 and being granted a permit by the Oronoko Charter Township Clerk or its designated representative. No person, firm, partnership, limited liability company, corporation, association, club, society, or other organization shall be issued a permit for use of Oronoko Charter Township Park Property until the information required by this application is provided and compliance with the requirements of the Park Ordinance is demonstrated. Please provide the following information:

1. Name of Applicant: \_\_\_\_\_

2. Permanent Residential Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Telephone Number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

4. Please indicate the portion of park property that you are applying to use by marking the appropriate box below:

- The "Open Pavilion" as defined by Section 10 of Ordinance Number 25;
- The "Closed Pavilion" as defined by Section 10 of Ordinance Number 25;
- Other (please describe in detail, attach additional sheets as necessary) \_\_\_\_\_

5. Description of Use. Please provide a brief description of the nature of the intended use of the park property and any proposed activities associated therewith (attach additional sheets as necessary).  
\_\_\_\_\_

6. Date(s) of Use. Please provide the date(s) of the intended use of the park property (attach additional sheets as necessary).  
\_\_\_\_\_

**NOTE: RENTAL OF PARK PROPERTY SHALL BE PERMITTED ON A FIRST COME, FIRST SERVE BASIS IN ACCORDANCE WITH THE PROCEDURES SET FORTH IN ORONOKO CHARTER TOWNSHIP ORDINANCE NO. 25.**

7. Scope of Use. Please provide the beginning and end time for each date that you have indicated that you intend to use the park property as indicated above (attach additional sheets as necessary). \_\_\_\_\_

8. Please provide an estimate of the number of persons expected to be drawn to Oronoko Charter Township Park Property for the event:  
\_\_\_\_\_

9. Have you (the applicant) ever had any permits or licenses required by Oronoko Charter Township or any other state or municipal authority revoked, suspended, or denied in the last three (3) years? If so, please provide a detailed explanation in the space provided (attach additional sheets as necessary).

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## **II. ADDITIONAL REQUIRED INFORMATION**

In addition to the information provided above, Oronoko Charter Township Ordinance Number 25 requires that you also enclose with your application certain documents and payment of the applicable deposits and rental fees. A copy of all applicable deposits and rental fees is attached to this application for your information and review. The following is a checklist to insure your compliance with the additional requirements of Oronoko Charter Ordinance Number 25. Please check each box upon your attachment of the specified item to this application:

- An executed copy of the “Agreement for Use of Charter Township Parks Property” provided with this application.
- The rental deposit and rental fee required in accordance with the park property specified for rental and the duration of the event. Please see the “Applicable Deposits and Rental Fees for Oronoko Charter Township Park Property” provided with this application. **ALL CHECKS SHALL BE MADE PAYABLE TO ORONOKO CHARTER TOWNSHIP.**

## **III. APPLICATION APPROVAL PROCEDURE**

Section 7 of Oronoko Charter Township Ordinance Number 25 sets forth in detail the criteria that the Oronoko Township Clerk or his/her designated representative must base his/her decision upon in approving or denying your application. In addition, if your application is denied, you have the right to appeal to the Oronoko Charter Township Board of Trustees, provided that you comply with the requirements set forth in the Ordinance. A copy of the Ordinance will be made available for your review upon request made to the Oronoko Charter Township Clerk or his or her designated representative.

## **IV. SIGNATURE OF APPLICANT**

I hereby certify that I have read this application in its entirety and have provided all of the required information and fees. Further, I certify that I have read the Agreement for Use of Charter Township Parks Property in its entirety and agree to be bound by all of its terms and conditions. I further understand that my use of Oronoko Charter Township Park Property is subject to the rules and regulations set forth in Oronoko Charter Township Ordinance Number 25 and any other rules or regulations promulgated by the Oronoko Charter Township Board of Trustees.

By signing this agreement, I also certify that the statements contained in this application and any other information provided is true to the best of my knowledge and ability.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant