

**SPONSORSHIP APPLICATION AND AGREEMENT
CITY OF MICHIGAN CITY, INDIANA - DEPARTMENT OF PARKS AND RECREATION**



PROGRAM SPONSORSHIP APPLICATION



Date: _____

Organization Applying for Sponsorship: _____

Contact Person: _____ Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: () _____ Work: () _____ Cell: () _____

Email: _____

Date Program is set to Begin: _____

Reasons for Partnering with the Park Department: _____

APPLICATIONS and FEES

Any organization or individual desiring to use Michigan City Parks & Recreation and/or Michigan City Area Schools facilities shall submit a complete written "Acknowledgement Form for Sponsorship by the Michigan City Parks & Recreation Department" AND request for "Sponsorship" to the Park & Recreation Department for approval.

- A. The Recreation Director, Superintendent, and/or Board shall clear each request with respect to date, time, and other arrangements and will provisionally approve or deny sponsorship on the basis of Park Board policy.
- B. The Park Board reserves the right to demand sufficient time for full investigation, notice and arrangements of all requests for sponsorship. In the case of new applicants whose activities would require the use of Michigan City Area Schools facilities, such requests for sponsorships will be submitted to MCAS with facility requests three months in advance for approval by MCAS. Cancellations may be issued by the Recreation Director, Superintendent and/or Board with or without due notice, and where applicable, refunds may be provided. All approvals are to be granted with this understanding.
- C. The Michigan City Parks & Recreation Department reserves the right to charge an admission, parking, or other fees to Patriot Park. (The Park Department will give notice to any league, group, or organization if fees will be charged as part of the usage agreement.) No outside group is allowed to charge any admission, parking, or any other fee without consent and approval by the Recreation Director, Superintendent, and/or Park Board.
- D. Any group or individual renting or using any property or facility of the Park & Recreation Department hereby agrees to hold harmless the City of Michigan City, the Department of Parks & Recreation, its Board, employees, and agents from any and all liability arising from or related to in any way the use of the property or facility including costs of defense, judgments, settlements, and attorney's fees.
- E. The Park Board reserves the right and requires that a **Certificate of Liability Insurance** be provided along with facility usage requests. **Applications can not be approved without an insurance certificate naming 1) City of Michigan City 2) Department of Parks & Recreation, 3) Michigan City Park Board, and where your program involves use of MCAS facilities, (4) Michigan City Area Schools as additionally insured.** The *Board Attorney* and/or Park Board will make the final decision concerning the insurance coverage and certificate.

- F. Any group who wishes concessions be offered during the activity must make this request at the time reservation is made for utilization of the facility. The sale of all concessions shall be in the control of the Parks & Recreation Department and their facilities or the Michigan City Area Schools at their facilities. No rental or sponsored group shall be allowed to bring its own concessions for sale without authorization from the M.C. Parks & Recreation Department and approval of the Michigan City Area Schools.
- G. The Michigan City Parks & Recreation Department reserves the right to determine when a staff member or an employee of the City must be utilized for supervision, security or custodial services. The person or group must pay for such service when required in accordance with this policy. A Park Department supervisor, staff member or City employee shall be on duty whenever deemed necessary by the Recreation Director, Superintendent and/or Park Board. The staff member/employee's hourly rate (or overtime rate if so required) will be charged to the sponsored organization.
- H. Groups or persons will not be granted rental approval when the request is for activities that are in conflict with Park Department programs, Michigan City Area Schools programs, contracts, affiliations, or not authorized by Park Board policy.

Persons, Leagues, Groups, or Organizations may be allowed usage ONLY upon completion and submitting the following forms to:

**Michigan City Parks & Recreation Department
Attn.: Jeremy Kienitz
Six on the Lake
Michigan City, IN 46360**

ACKNOWLEDGMENT FORM FOR USE OF PARKS & RECREATION FACILITIES

- Approval is not valid until this form is completed, signed, and returned to the Parks Lakefront Office in Washington Park.
- Make sure you submit an insurance certificate. Applications cannot be approved without an insurance certificate naming 1) City of Michigan City 2) Department of Parks & Recreation, and 3) Michigan City Park Board and, where your program involves use of MCAS facilities, (4) Michigan City Area Schools as additionally insured.**

I _____, as representative of the organization known as
PRINT NAME

_____, agree to follow and enforce all rules and policies of the Michigan City Parks & Recreation Department as per the guidelines and rules I have received on this date of _____, and I accept all legal responsibilities on my part described therein. Further, I understand that failure to meet all terms of the guidelines and rules may result in termination of sponsorship. I understand that I am responsible for the supervision of activities and of the Parks and/or Michigan City Area Schools facilities we are using. Additional responsible person(s) may also be submitted in writing to the Michigan City Parks & Recreation Department to include complete name, complete address, email address, home, work, and cell phone numbers.

Representative Signature: _____

FOR OFFICE USE ONLY

Approved: _____ Not Approved: _____

Received By: _____ Date Received: _____

Signature: _____ Date: _____