



STANDARD FACILITIES USE - CHECKLIST

200 North Main Street, Mt. Pleasant, MI 48858 • Phone: 989.317.4083 • Fax: 989.779.9916
Email: parks@isabellacounty.org • Web: www.isabellacounty.org

The following checklist is being provided to assist you with your Special Use Request for Isabella County Parks. Please return (via fax, email, mail or drop off) all checked items to the Parks Main Office. If you have any questions regarding any of these items please contact the Main Office at 989.317.4083. Thank You!

Required Forms

- Special Event Form (Pavilion/Campground/Park Areas)
- Standard Facilities Use Agreement
- Insurance Requirements
 - Proof of Insurance (see Standard Facilities Use Agreement for details)
 - Isabella County named as insured party
 - Waiver of Liability to be provided naming Isabella County

Fees

- Pavilion (_____) \$ _____
- Special Event Fees
 - Camping \$ _____ ○ Park Areas \$ _____ ○ Tables \$ _____ ○ Other \$ _____
- Gate Entrance Fee
 - Guests will pay their own vehicle entrance fee - \$6 per vehicle
 - Host will pay vehicle entrance fee for guests
 - Estimate # of Cars _____ Deposit Amount \$ _____ Deposit Due By _____
 - Balance due at Gate day of event prior to exit
 - Gate Tally: Gate Attendant will count vehicles entering for your event to confirm total Entrance Fee.
- Deposit/Cleaning Fee: _____ \$50 _____ Other Amount: _____
- Letter of Request to Waive Fees (include the following)
 - Letter on Organization letterhead, if applicable
 - Address to: Sue Ann Kopmeyer, Director
Isabella County Parks & Recreation
200 N. Main Street, Mt. Pleasant, MI 48858
 - Organization/Group Name
 - Request for discount and/or waiver of fees (facility fee and/or entrance fee)
 - Non-Profit Organization (501C3), school, etc.
 - Description/Purpose of Event/Educational Benefit/Youth Component
 - Event date and time
 - List any Special Requirements
 - Contact Person (include phone, email or cell phone information)

*Please note: Park fees may be waived for schools and non-profit organizations serving a youth development purpose. Waivers will only be granted if such use does not result in loss of revenues. All requests for waiver of park fees must be approved by the Director. If fees are waived, but a paying customer requests the same date/facility, then payment is required or facility will be given to paying customer.

OFFICE USE ONLY

Date Received _____

Copy to Patron

Checklist Complete

Staff Initials _____

Special Requests

Additional Fees \$ _____
