



# CITY PROPERTY RENTAL

Revised – May 18, 2021

## Welcome to Our Parks

The City of Mason maintains several public parks totaling almost ninety-one acres. The parks are open daily to the public during the hours of 8:00 AM to 10:00 PM, during the months of April through September and 8:00 AM to one-half hour after sunset, October through March.

**Griffin Park** is located at 700 S. Jefferson St. between E. South St. and E. Cherry St. The park is triangular shaped. It has a small gazebo, gravel parking lot, and a picnic table for smaller picnics. This park would also be a beautiful location for an intimate outdoor wedding. The total size of the park is 0.65 acres.



**Hayes Park** is located east of US-127 at 827 W. Columbia St. This community park has a lighted softball field on the north end which includes public restrooms. South of the softball field is a soccer field, sledding hill, large play structure, and an accessible picnic pavilion with picnic tables and grill. The south end of the park features a basketball court and two tennis courts which are regularly used for pickleball. It is one of the larger City parks with 9.22 acres of park land.



**Laylin Park** is located at 611 E. Maple St between Lawton St. and Steele St. It is a 7.2-acre park located on the east side of the City. The park has two stocked and aerated fishing ponds with 2 fishing docks each. Fishing is available on a "catch and release only" basis. The park is used predominately for small group and family picnics and has a shelter with restrooms, picnic tables, grills, benches, and playground equipment.





**Rayner Park** is located at 738 E. Ash St. and covers 60 acres. The south half of the park includes a wooded area with numerous nature trails and an educational tree identification system. Other amenities available at the park include soccer fields, a sand volleyball court, a little league baseball field, a giant wooden playground and sand play area, a 9-hole Frisbee golf course, horseshoes pits, picnic and BBQ areas and grills. A large, 200-person, pavilion is at the south end of the park and a stage area that can host numerous events. Rayner Park also boasts three ponds where you can enjoy the wildlife and catch-and-release fishing.



Within Rayner Park is **Rayner Stage**, built in approximately 2013 in coordination with Mason Rotary Club and local donors. The Stage Front Doors slide open to allow for additional space and the building is equipped with electricity.



**Resources:** More Questions? Please Contact our Customer Service Desk at 517.676.9155 or [info@mason.mi.us](mailto:info@mason.mi.us).



# RENTAL APPLICATION/AGREEMENT CITY PROPERTY

## Applicant (Individual Completing Form/Responsible Party):

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

## Event Description:

Type/Purpose of Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Hours of event: \_\_\_\_\_ to \_\_\_\_\_

Contact Person During Event: \_\_\_\_\_ Phone: \_\_\_\_\_

Are Handicap doors needed? (Sycamore Room): \_\_\_\_\_ to \_\_\_\_\_

## Requested Rental:

- Playgrounds and fishing docks must remain accessible to everyone.
- Property is considered rented when payment has been received by Customer Service.
- Sports fields are available on a first come, first serve basis unless a game is scheduled.

Property Requested:	Park/City Property	Resident Fee	Non-Resident Fee
	Griffin Park – Whole Park	\$50.00	\$75.00
	Hayes Park – Pavilion	\$50.00	\$75.00
	Laylin Park – Pavilion	Currently Not Renting due to planned maintenance	Currently Not Renting due to planned maintenance
	Rayner Park – Pavilion	\$50.00	\$75.00
	Rayner Park – Stage	\$50.00	\$75.00
	Open Space – Any (i.e. City Hall Foyer or 224 N. Jefferson St.)	\$50.00	\$75.00
	Sycamore Room, City Hall	Currently Not Renting due to COVID-19 Restrictions	Currently Not Renting due to COVID-19 Restrictions

This Agreement, made on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, between the CITY OF MASON, a Michigan municipal corporation, herein referred to as "CITY", and: \_\_\_\_\_  
\_\_\_\_\_ herein referred to as "RENTER".

## The parties agree as follows:

1. CITY agrees to provide above noted City property to the RENTER for the date and time stated in the application. (Note: Hayes Park Pavilion or Rayner Park reservation **does not** include reservation of ball diamond. Ball diamond is for public use on a first come, first serve basis unless a game is scheduled.)
2. The RENTER agrees to pay the full sum listed in the fee schedule at the time of reservation (this also includes deposit and rental fee).
3. RENTER agrees to assume all supervisory responsibility for all persons present at facility during rental.
4. RENTER agrees that only the front entrance of City Hall is to be used for access to/from the rented Sycamore Room. This is used as not to interrupt City personnel. The renter is responsible for requesting the ADA door to be operable if needed and agrees to make sure all doors are locked when activity is completed. **PARKING IS PROHIBITED BETWEEN THE CITY HALL AND THE FIRE STATION, RED OUTLINED PARKING SPACES.** The

renter is to lock City Hall entrance doors if used when activity is completed. Renter agrees to remain at City Hall until the time that the automatic door locks.

5. RENTER agrees to **bag and remove all refuse** created by their use of the facility. RENTER agrees to clean the facility, if necessary, and to return the facility in the same condition as it was prior to rental period. This includes returning tables and chairs to their proper places, which can be found in the diagram that is provided at the time of scheduling and payment.
6. RENTER agrees to reimburse CITY for any and all costs which result from any damage done to facility during rental period. The CITY will provide an itemized cost of repairing damage, or the cost to replace CITY property.
7. RENTER agrees that **no alcoholic beverages** may be served or consumed on premises, nor will there be any gambling unless such gambling has been licensed by the Michigan Bureau of Lottery.
8. RENTER agrees that no tape, staples, tacks, or any other fastening devices shall be secured to the walls of the premises.
9. RENTER shall indemnify and hold the CITY harmless from all loss, liability, cost, or damages that may occur or be claimed with respect to any person or property on, in or about the leased premises, or to the leased premises themselves, resulting from any act done or omission by or through RENTER, its agents, employees, invitees, or any person on the premises by reason of RENTER's use or occupancy or resulting from RENTER's non-use or possession of such property, any and all loss, costs, liability, or expense resulting there from; and further agrees at all times to maintain such premises in a safe and careful manner.
10. RENTER may reserve the facility for specific days during a period of six (6) months in advance. Upon ninety (90) days of RENTER's rental period, RENTER may reserve the premises for an additional three (3) month period. At no time may there be more than six (6) months of advance rental.
11. The CITY reserves the right to cancel RENTER'S reservations upon providing the RENTER a written notice mailed to RENTER by ordinary mail, seven (7) days prior to the date to be canceled. The CITY may cancel this Agreement immediately if RENTER is in violation of any of the terms of this Agreement.
12. RENTER agrees to report any problems with the facility to City Hall. If mechanical problems occur during rental period, and it is other than normal business hours, **RENTER shall call 517.676.2458.**
13. RENTER agrees not to violate any Federal, State, or local laws.
14. Failure to provide at least seven (7) days' notice of cancellation will result in a forfeit of RENTER'S fees.

#### **COVID Agreements (Park Rentals)**

1. RENTER agrees to limit the number of attendees to no more than a 100 people.
2. RENTER is responsible for knowing and following all current Federal, State, and local COVID-19 protocols.
3. RENTER agrees that if the CITY is fined for violations of COVID-19 protocols that the RENTER will be responsible for paying such fees.

**I hereby certify that all the statements made in this application are true, complete, and correct, to the best of my knowledge and belief and are made in good faith. I agree to abide by the laws, ordinances and regulations pertaining to the issuance of this agreement. I understand the agreement may be revoked by the City of Mason at the time of the event if any condition placed is violated.**

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

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