

APPLICATION TO USE CITY OF WAYLAND ASSETS: STREETS, SIDEWALKS, PARKS AND BUILDINGS

A. APPLICATION:

1. If you (business, organization, or other entity) wish to use City of Wayland property and assets for your event or activity this application form must be completed prior to the event. City Council approval is required. The Wayland City Council meets the first and third Monday of each month, unless otherwise scheduled. You are advised to make your request at least 30 days in advance of your event or activity.
2. This application is necessary for those wanting to use City streets, sidewalks, or other assets of the City. This may be a parade, a festival, a day or days of collections for a charitable cause, or other similar event or activity.
3. By submitting this application you and your business, organization or other entity are responsible for the conduct and happenings related to your event or activity.
4. Complete the application form herein below.
5. There is no application fee. However, should the event or activity cause unreasonable or unexpected City services from the Police department or the Department of Public Works, the City will advise of any costs you may be expected to incur prior to your event..

B. Applicant Info: (*print or type*)

1. Event/Activity Name: _____

2. Event/Activity Sponsor: _____

Circle which applies to the applicant: We are a...

Church School Service or Social Club/Organization/Association

Business Other _____

3. Contact Name for Event/Activity:

(*First*) (*Middle Initial*) (*Last*)

4. Contact's Address:

(*Street and number*)

5. Contact's telephone number:

(*Work #*) (*Home #*) (*Mobil#*)

6. Contact's email address: _____

7. Please describe the use for which you seek permission: Feel free attach additional sheets with the application instead of filling in the blanks.

A) Park – Park name, hours of use beginning with set up time and clean up time.

B) Streets and Sidewalks: Street names or route of parade. Include staging or set-up time, event time, estimated ending time, and other pertinent information.

C) Pavilion, Shelter/Building: Name or location of the structure.

8. Describe any other needs your event or activity may need of the City of Wayland and its Departments.

C. Assurances: Please review and sign the list of assurances.

Yes, I understand our organization is responsible for the conduct of the event or activity for which we are requesting use of City streets, sidewalks, parks and other assets.

The undersigned, declares and say he/she wishes to be permitted to perform the operation, service, or act stated hereon and that the statements made above are true and correct to the

best of his/her knowledge and belief. Further, the undersigned says that he/she will comply with all provisions of the ordinances of the City of Wayland and the laws of the State of Michigan relative to the use of streets and sidewalks and public property for which this application is made.

Yes, we the undersigned further agrees to hold the City of Wayland free and harmless from all liability which may be imposed upon it, to reimburse the City of Wayland for all expenses of litigation in connection with the defense or act for which the license was issued.

The applicant acknowledges that the City may be required from time to time to release records in its possession. The applicant hereby grants permission to the City to release any records or materials received by the City from the applicant as it may be requested to do so as permitted by the Freedom of Information Act, MCL 15.231 et seq.

I assure the City of Wayland that I have authority to sign this application on behalf of the entity identified in Question # 2.

Applicant's Signature

Date