

# ROBERT MORRIS PARK PAVILION RESERVATION

Comstock Township Parks and Recreation Department

10am-2pm \$50.00      4pm-8pm \$50.00      All Day \$100  
Security Deposit \$20/4hr period

Group Name: \_\_\_\_\_

Date: \_\_\_\_\_ Number Attending: \_\_\_\_\_ Event Time: (Include Setup-Cleanup) \_\_\_\_\_

Name of Responsible Person: \_\_\_\_\_ Phone #(s): \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Large or Small Pavilion: \_\_\_\_\_

**Responsible Party Information:** The responsible person must be an adult, 18 years of age or older. The responsible person must be in attendance at the event. This reservation is not transferable. In consideration of Comstock Township allowing this applicant to reserve the pavilion, the group named above agrees to assume any and all liability and to hold Comstock Township, its employees, agents, and assigns, harmless against any liability, which may arise, due to use of anything within Robert Morris Park, including the pavilion. We further acknowledge that Comstock Township assumes no responsibility for any loss, damages or injuries, which may occur in the use of this facility. We further agree to abide by all ordinances, laws, and regulations of Comstock Township, Robert Morris Park, and the State of Michigan. This reservation form covers the use of the pavilion and **DOES NOT** include the reservation of other specific park facilities. The security deposit will be returned at the end of the function if pavilion conditions are OK, such as all garbage in containers with no overflow. Vehicle parking fees apply. No outside grills may be brought in. Contact the park manager for large group options.

**The use of alcoholic beverages is expressly forbidden in all Comstock Township parks. Children under the age of 12 must be accompanied by an adult. No dogs or other pets are allowed in the Park.**

**Park Hours: 9am to Sunset**

Signature of Responsible Person: \_\_\_\_\_ Date: \_\_\_\_\_

Complete this form and submit payment (no credit/debit cards accepted) within 14 days of dated signature.

Reservations are accepted on a first-come, first-served basis.

You may want to call ahead to confirm availability.

*Office Location: Comstock Administrative Offices, 6138 King Highway. Office Hours 8am – 5pm (M-F)*

*Comstock Township Parks and Recreation*

*PO Box 449*

*Comstock, MI 49041*

*269.343.8212 or 269.381.2360 or Email [parksadmin@comstockmi.com](mailto:parksadmin@comstockmi.com)*

For Office Use Only

Date Received: \_\_\_\_\_ Payment Received: \_\_\_\_\_ Reservation Confirmed: YES NO

Applicant Notified: \_\_\_\_\_ Comments: \_\_\_\_\_

Date