



**PARK AND RECREATION DEPARTMENT**

**REQUEST FOR USE**

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**WATKINS PARK**

Name of Requesting Party: \_\_\_\_\_

Address & Telephone #: \_\_\_\_\_

Date and Time of Event: \_\_\_\_\_

Brief Description of Event: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Park Fees: Three Oaks Residents - \$100.00 Deposit with \$ 50.00 refund\*\*

Non-Residents - \$200.00 Deposit with \$ 50.00 refund\*\*

\*\*as long as Park is clean, free of litter, and keys are returned.

Date Paid: \_\_\_\_\_ \$ Deposit: \_\_\_\_\_ \$ Refunded: \_\_\_\_\_

(This Request for Use must be accompanied by the Special Events Indemnification Agreement)

**SPECIAL EVENT**  
**INDEMNIFICATION AGREEMENT**

For good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, the undersigned agree(s) to indemnify, defend, and hold harmless the Village of Three Oaks, Berrien county, Michigan, a Michigan Municipal Corporation, its agents, employees, officers, assigns, and officials, from and against any and all actions, claims, liabilities, assertions of liability, losses, costs, and expenses including, but not limited to, attorney fees, reasonable investigative and discovery costs, and court costs, which in any manner may arise or be alleged to have arisen, or resulted or alleged to have resulted from the presence, activities, and promotions of any nature or otherwise of the undersigned, his agents, employees or invitee on or adjacent to the premises known as Watkins Park, and located within the Village of Three Oaks. Including, but not limited to, claim or claims for bodily injury or death of persons, and for loss of or damage to property, including claims or loss by the Village of Three Oaks, its agents, officials, assigns, and employees.

The undersigned represents and warrants to the Village of Three Oaks that the execution, delivery, and performance of this agreement has been duly authorized by all necessary corporate action or other action of the responsible parties to this agreement.

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The undersigned has executed this agreement on the \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_.

Responsible Organization, Corporation or Parties: \_\_\_\_\_

Address/Telephone number: \_\_\_\_\_

**CLOSING PROCEDURES FOR WATKINS PAVILLION**

1. CLEAN ALL TABLES.
2. CLEAN ALL FLOORS – EITHER MOP OR HOSE DOWN. (*A hose can be connected to the faucet in the room between the bathrooms.*)
3. CLEAN THE GRILLS.
4. CLEAN THE SINK AND ALL COUNTERS, INCLUDING THE SERVICE WINDOW.
5. CLEAN THE REFRIGERATOR.
6. PICK UP ANY SURROUNDING GARBAGE.
7. EMPTY GARBAGE CANS.
8. CHECK, CLEAN, AND LOCK UP BOTH BATHROOMS.
9. TURN OFF ALL LIGHTS.
10. LOCK ALL THE DOORS.

\*\*\*\*PLEASE NOTE\*\*\*\*

There is NO alcohol allowed in the park and there is NO smoking allowed in the Kitchen.

*Failure to perform the above listed tasks may result in forfeiture of your deposit. You may also be found financially responsible for any damage to park property.*

You must bring your own:

**PAPER TOWELS**

**TOILET PAPER**

**DISH SOAP**

**HAND SOAP**

**TRASH BAGS**