

**PROCEDURES AND POLICIES**  
**for the**  
**RESERVATION AND USE**  
**of the**  
**LUDINGTON PARK AND JOHN D. BESSE PAVILION,**  
**GAZEBO**  
**and other**  
**PARK FACILITIES**  
*(Revised 3/20/14)*

**I. DESCRIPTION OF FACILITIES**

**A. LUDINGTON PARK PAVILION**

The Pavilion within Ludington Park is maintained for the use and enjoyment of Escanaba residents and visitors in our area. The Pavilion is a 30' x 50' sheltered structure capable of accommodating family picnics, reunions, company outings, and other group activities and picnics.

The Pavilion is located near the south end of the 120 acre Ludington Park. The facility is capable of accommodating 10 eight person picnic tables with ample green space in the surrounding area to facilitate additional tables/persons. Decorations for events may be put up utilizing only tape and must be removed at the end of the event. **Nailing and/or stapling of signs or poster board to the pavilion is strictly prohibited.** Pavilion support facilities include 110 volt electric service, potable water for cooking/cleaning and a large capacity barbecue grill. Restroom facilities are located conveniently close to the Pavilion. Parking accommodations are close by at the tennis court lot, Jenkin's Drive or the Bandshell parking lot.

First rate recreation facilities surround the Pavilion area. Recreation facilities include four (4) tennis courts, one (1) basketball court, two (2) beach sand volleyball courts and a children's playground, Harbor Hideout. Other playground equipment is nearby with a ballfield, soccer field and bathing beach (with lifeguards) also available.

**B. LUDINGTON PARK BAND SHELL**

The Band Shell is a multi-use facility capable of accommodating performances, plays, concerts, religious functions, and other ceremonies and social events. Located on the south end of Ludington park, the facility is capable of seating 300 persons with a large expanse of green area and hills to accommodate hundreds of other spectators. Support facilities for the Band Shell include parking for approximately 100 vehicles and restroom facilities immediately north of the Band Shell area.

**C. LUDINGTON PARK GAZEBO**

The Gazebo is located across from the Sand Point Lighthouse near the east end of Ludington Park. The 20' x 20' Gazebo structure is equipped with internal and external electrical outlets and external lighting for subtle nighttime illumination. This facility is an excellent setting for wedding ceremonies and wedding and family reunion pictures. The Gazebo provides beautiful views of the Ludington Park Fountain and the Harbor. On-street parking is available. Restrooms are nearby at the Municipal Marina.

**D. OTHER FACILITIES**

Other park and recreation facilities may be reserved by groups and organizations. Other facilities that may be reserved include the:

- soccer field;
- tennis courts;
- basketball court;
- volleyball courts;
- ballfield; and
- other picnic or gathering areas of the park.

Every attempt will be made to accommodate reservation requests. Requested sites must have adequate and close-by parking and sanitation facilities, if not located at the Band Shell or Pavilion areas. Electric service away from the Band Shell, Pavilion and Harbor Hideout areas is limited or not available.

#### **E. JOHN D. BESSE PARK PAVILION**

The Pavilion with the John D. Besse Park is maintained for the use and enjoyment of Escanaba residents and visitors to our area. The Pavilion is a 1,728 square foot sheltered structure capable of accommodating family picnics, reunions, company outings, and other group activities and picnics. The Pavilion may be reserved by more than one group at the discretion of the Recreation Department and dependent upon the number of persons utilizing the facility. Decorations for events may be put up utilizing only tape and must be removed at the end of the event.

The Pavilion is located on 8<sup>th</sup> Avenue South and 30<sup>th</sup> Street and is capable of accommodating nine (9) eight person picnic tables, including handicapped accessibility. Pavilion support facilities include 110 volt electric service, potable water for cooking/cleaning and one large and two small capacity barbecue grills. Parking accommodations of 22 spaces, including handicapped accessibility.

First rate recreation facilities surround the Pavilion area. Recreation facilities include volleyball court, disc golf course, and children's playground.

#### **II. APPROVED ACTIVITIES**

The Ludington Park Pavilion, John D. Besse Pavilion, Karas Band Shell, Ludington Park Gazebo and other park facilities may be utilized/reserved for gatherings, activities and programs that are:

- A. Deemed appropriate by community norms, standards and tastes;
- B. An appropriate use of a public park; and
- C. The gathering, activity or program does not exceed the physical capabilities of the Pavilion, Band Shell, Gazebo or other park and recreation facilities.

#### **III. RESERVATION PROCEDURE**

Community groups and organizations are encouraged to use the Pavilion, Band Shell, Gazebo and other park and recreation facilities for events appropriate for a community park setting. Groups/persons desiring use of the pavilion, band shell, gazebo or other park and recreation facilities within the park may:

- A. Contact the Recreation Department at (906) 786-4141, (906) 789-3798 (fax) or drop in at the Catherine Bonifas Civic Center, 225 North 21st Street. The applicant will be asked to provide a description of:
  1. Nature of request/type of use;
  2. Name of sponsoring organization/group and individual responsible;
  3. Return address of individual in charge;

4. Date(s) and time(s) of the requested activity;
  5. Purpose of the event;
  6. Approximate number of people expected to attend;
  7. Commitment from group or organization to provide cleaning at the conclusion of the activity; and
  8. Commitment by sponsoring organization to provide liability insurance in minimum amounts as specified by City policy, if applicable.
- B. The request for use of the Pavilion, Band Shell, Gazebo and other park and recreation facilities may be:
1. Approved by the Recreation Department and/or the Public Works Department;
  2. Submitted to the Recreation Advisory Board for their advice and counsel;
  3. May require formal approval by the City Council, and or
  4. May be denied by the Recreation Department and/or the Public Works Department.
- C. If the request is denied by the Recreation Department and/or the Public Works Department, the sponsoring groups or person(s) may appeal this decision to the Recreation Advisory Board. The appeal will be scheduled at the next regularly scheduled Recreation Advisory Board meeting.

#### **IV. RESERVATION FEE**

- A. Eligible groups, organizations or individuals will be requested to submit a PAVILION RESERVATION FEE of:
- One-half day \$75 resident/\$100 non-resident. Full day \$100 resident/\$125 non-resident. Cut off time for half day reservations is 4:00 pm. Half day reservations can be made before or after 4:00 pm.
- Confirmation of the Pavilion reservation will be made upon the approval of the application and receipt of the reservation fee. Confirmation of the reservation will be mailed to the group's representative. The group or organization name, date and time of reservation will be posted within the Pavilion on the day of the activity.
- B. BAND SHELL RESERVATION FEE:
- One-half day \$75 resident/\$100 non-resident. Full day \$100 resident/\$125 non-resident. Cut off time for half day reservations is 4:00 pm. Half day reservations can be made before or after 4:00 pm.
- C. The GAZEBO RESERVATION FEE will be:
- \$50 p/2 hour block (resident) \$75 p/2 hour block (non-resident).
- D. The RESERVATION FEE FOR ALL OTHER AREAS OF LUDINGTON PARK, except the Band Shell, Pavilion and Gazebo, SHALL BE \$35.00 per day/event. The same reservation and confirmation procedure applies as above.
- E. Groups or organizations receiving approval for the use of the Pavilion, Band Shell, Gazebo and other park and recreation facilities may be assessed other fees and charges contingent upon other City services requested by the group.

- F. City sponsored/co-sponsored activities at the Pavilion and other park and recreation facilities may be exempt from the Reservation Fee.
- G. **Reservations that are paid but then cancelled, must be cancelled at least three (3) weeks prior to the reserved date to receive a refund for the cancelled reservation. No refunds will be issued for inclement weather.**

**V. "TRASH IN - TRASH OUT" POLICY**

The City of Escanaba's goal is to provide well maintained, clean and orderly park and recreation facilities for all to enjoy at the least possible cost. An inexpensive Reservation Fee has been established to partially offset the costs involved with the reservation process and maintenance costs. Where practical, groups and organizations reserving the PAVILION, BAND SHELL, GAZEBO and/or other areas, are requested to voluntarily remove trash generated by their activity from the park at the conclusion of their function.

Voluntary compliance with the "Trash In - Trash Out" policy will make our parks more enjoyable for the group or activity to follow and will reduce City trash collection costs.

**VI. OTHER**

- A. Sponsoring groups and organizations reserving City of Escanaba park facilities shall agree to abide by all local and state laws and ordinances.
- B. Groups and organizations sponsoring activities at reserved park facilities must pre-register commercial or non-profit vendors with the City Clerk's Office and receive permission from the Recreation Department prior to vendors participating in activities in the park.
- C. The sale and distribution of alcohol in Ludington Park is prohibited. Individuals may bring their own alcoholic beverages for their own consumption. Alcohol may be consumed between the hours of 7:30 a.m. to 10:00 p.m.
- D. Groups and organizations requiring other temporary structures or facilities must receive permission from the Recreation Department prior to placement. Any and all tents must also receive prior approval and permission as to not interfere with underground utilities in the area.
- E. Reservations shall not interfere with other scheduled activities or general use of Ludington and John D. Besse Park.
- F. Ludington and John D. Besse Park is open to the public from 7:30 a.m. until 11:00 p.m.