Recreation Advisory Board

MEETING AGENDA

September 8, 2015, at 6:00pm

Members:
Jonathan Harris, Chairman
Randy Kleiman, Vice Chairperson
Joe Kaplan, Board Member
Todd Maki, Board Member
Maggie Murphy-Pomeroy, Board Member

Kim Peterson, Recreation Director
Brooks Bougie, Recreation Assistant
James V. O'Toole, City Manager
Ralph Blasier, Council Liaison

Meeting Location: City Hall, Council Room, 410 Ludington Street, Escanaba, MI 49829

Recreation Advisory Board

Tuesday, September 8, 2015; 6:00pm

CALL TO ORDER
ANNOUNCEMENTS
ROLL CALL
APPROVAL/CORRECTION(S) TO MINUTES: Regular meeting minutes of June 9, 2015
APPROVAL/ADJUSTMENTS TO THE AGENDA
CONFLICT OF INTEREST DECLARATION
UNFINISHED BUSINESS
None.

PUBLIC HEARINGS
None

NEW BUSINESS

1. **Review and Approval of Civic Center Facilities and Various Park Fees.**
   Administration will review the Civic Center Facilities and Various Park Fees, to include meeting rooms, gameroom, gym, range, kitchen and various parks. Administration is recommending no fee changes.

2. **Tee Box for the Ludington Park Disc Golf.**
   Administration will discuss the possibility of utilizing paving bricks from the Ludington Street trees for tee box placement at the Ludington Park Disc Golf (nine baskets).

3. **Civic Center Activity Report/Upcoming Events.**
   August Activity Report, Civic Center Open House (opening for season on September 14th) and Fall Brochure Review.

MISCELLANEOUS
GENERAL PUBLIC COMMENT
ADJOURNMENT

The City of Escanaba will provide all necessary, reasonable aids and services, such as signers for the hearing impaired and audiotapes of printed materials being considered at the meeting to individuals with disabilities at the meeting/hearing upon five days notice to the City of Escanaba. Individuals with disabilities requiring auxiliary aids or services should contact the City of Escanaba by writing or calling at (906) 786-9402.

Respectfully Submitted
Kpeterson
Kim Peterson, Recreation Director

ESCANABA RECREATION ADVISORY BOARD
June Meeting Minutes
Tuesday, June 9, 2015

The Escanaba Recreation Advisory Board met in regular session on Tuesday, June 9, 2015. Meeting was called to order at 6:00 pm in the Council Chambers of City Hall.

BOARD MEMBERS PRESENT:	Jonathan Harris, Joe Kaplan, Todd Maki, Maggie Murphy-Pomeroy
BOARD MEMBERS ABSENT:	Randy Kleiman
OTHERS PRESENT:	Kim Peterson, Recreation Director Cheryl Syers, Recreation Office Assistant Tom Penegor
PUBLIC PRESENT:	Steve Soderman

Approval/Correction of the April 14, 2015 Regular Meeting Minutes

The Recreation Advisory Board reviewed the regular meeting minutes from Tuesday, April 14, 2015. Todd Maki motioned to approve the minutes as written, seconded by Jonathan Harris, unanimous.

Adjustments to the Agenda
Motion to approve the agenda as written by Todd Maki, seconded by Maggie Murphy-Pomeroy, unanimous.

Conflict of Interest Declarations
None.

UNFINISHED BUSINESS
None.

PUBLIC HEARING
None

NEW BUSINESS

1. **Nomination of Chair and Vice Chair.** Motion by Todd Maki nominating Jonathan Harris as Chairperson, seconded by Maggie Murphy-Pomeroy, unanimous. Motion by Todd Maki nominating Randy Kleiman as Vice Chairperson, seconded by Maggie Murphy-Pomeroy, unanimous.
2. **Bid Opening for Veteran's Park Tennis Court Resurfacing.** Kim Peterson informed a bid opening was held today for the Veteran's Park tennis court resurfacing. Six invitations were sent with three (3) received. American Systems Corporation came in with the low bid of $9,700; Tennis Courts Unlimited at a bid of $12,250; and Fahrner Asphalt at a bid of $17,627.85. The project budget is $12,000. Motion by Todd Maki to accept the bid proposal of $9,700 by American Systems Corporation pending reference check, seconded by Jonathan Harris, unanimous.

3. **Triathlon Proposal.** Mr. Steve Soderman informed he is seeking board approval for an individual triathlon on August 22, 2015 consisting of a .5 mile swim, 12 mile bike, and 3 mile run. Registration would take place at 8am in the area southwest of the Escanaba Municipal Beach house. Mr. Soderman presented a proposed course map; however, he indicated that consideration was being given to an alternate bike route utilizing Old State Road rather than Portage Point Road, due to poor road conditions. Holy Name Catholic School will provide the insurance for this event and all proceeds will go to the Holy Name Athletic Department. Motion by Todd Maki in support of this event, seconded by Jonathan Harris, unanimous.

4. **Civic Center Activity Report/Upcoming Events.** Tom Penegor informed the Civic Center roof project is continuing. There has been some delay of work due to rainy weather. It is possible with good weather that the project will be completed by the anticipated date of June 30, 2015.

Kim Peterson advised the Ludington Park Recreation Passport Grant project is nearly complete.

A donation was received to purchase a drinking fountain for Tapani Field. The ADA fountain is on order and expected to be received within two weeks.

Replacement foul ball netting for Tapani Field and additional netting for Dickson Field has been ordered. Funding for the netting was received through donations from Community Foundation for Delta County, Great Lakes First Federal Credit Union, and Escanaba Little League with a 50% match received from Michigan Municipal Risk Management Authority. City Electric will perform the installation which is anticipated to be completed by the end of June.

ANNOUNCEMENTS

None.

MISCELLANEOUS

Mish Watersports opened last weekend at the Escanaba Municipal Beach house with a grand opening planned for Saturday, June 20, 2015.

Adjournment. With no further business, Todd Maki motioned to adjourn the meeting and Jonathan Harris seconded the motion. The motion carried unanimously. The meeting adjourned at 6:23 pm.

Respectfully submitted,

Kim Peterson
Recreation Director

_____
Jonathan Harris, Chairperson

_____
Date

CITY OF ESCANABA RECREATION DEPARTMENT

Application for Use of Civic Center Facilities

Effective: September 1, 2015 through August 31, 2016

Date of Application: _____

Name of Organization: _____

Contact Person: _____ Phone #: _____

Address: _____ City/State/Zip: _____

Room/Facility Requested: Room 121 Room 114 Main Room Senior Activity Room
(circle one)
Kitchen Gym Gameroom Range Club Room

Date of Program or Meeting: _____

Time: _____

Special Equipment/Furniture/Set-up Needed: _____

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1. Complete necessary information and return with fee payment to:

   ESCANABA RECREATION DEPARTMENT
   ATTN: CC RESERVATIONS
   P. O. BOX 948
   ESCANABA, MI 49829-0948
   Fax: (906) 789-3798 Phone: (906) 786-4141

2. See payment schedule on back.
3. Adult supervision required for youth functions.
4. Gym & Gameroom activities reserved for students in grades 4th & up.
5. The Civic Center is a non-smoking campus. No smoking anywhere on the premises.
6. Questions? Call the Recreation Department at 786-4141 (M-F, 9:30 am - 4:00 pm)

It is understood that persons and/or organizations utilizing Civic Center meeting room facilities are familiar with the Reservation Policy which outlines reservation fees and participant's responsibilities. *(copies of the policy are available upon request)*

THE CITY OF ESCANABA AND/OR ITS AGENTS WILL NOT BE RESPONSIBLE FOR INJURIES OR LOSSES SUFFERED AS A RESULT OF THE PROGRAM DESCRIBED ABOVE.

****

Amt. received:_____ Cash/Check #:_____ Rec. By:_____ Date:_____

Set-up/inspection Attendant Initials:_____ Clean-up/inspection Attendant Initials:_____

Comments:_____

CIVIC CENTER RESERVATION FEES

(Fees Revised 8/18/11)

Room	Reservation Fee	
Meeting Room 114/Club	$15.00 p/hour/resident	$20 p/hour/non-resident
Main Meeting Room (carpeted)	$20.00 p/hour/resident	$25 p/hour/non-resident
Senior Activity Room (after 4:00 p.m. M-F)	$15.00 p/hour/resident	$20 p/hour/non-resident
Meeting Room 121	$15.00 p/hour/resident	$20 p/hour/non-resident
Kitchen	$5.00 p/2 hours	
Pistol/Archery Range	$20.00 p/hour	
Game Room	$20.00 p/hour	
Gym	$40.00 p/hour/resident	$50 p/hour/non-resident
Gym ½ Court	$25.00 p/hour/resident	$30 p/hour/non-resident
Failure to Cancel *	base rate x number of hours reserved	

* 48 Hour Notice required to cancel reservation

→ Please make all checks payable to: **CITY OF ESCANABA**

→ City Hall meeting rooms reserved only for City Government functions, Library meetings and other special functions. Community groups and private organizations may reserve meeting facilities at the Civic Center.

Forms/Reservform

CIVIC CENTER BIRTHDAY PARTY
(4th – 12th Grade)
RESERVATION FORM

NAME: _____

ADDRESS: _____

CITY: _____ PHONE #: _____

GRADE LEVEL: 4 5 6 7 8 9 10 11 12 (circle one) FEE: $40/Resident $50/Non-resident

DATE OF BIRTHDAY PARTY: _____ TIME OF BIRTHDAY PARTY: _____

OF CHILDREN ATTENDING: _____ (max of 30) Collect:$_____

SPECIAL REQUESTS: _____

_____

****

GUIDELINES FOR BIRTHDAY PARTIES

- ☐ Time allowance per birthday party: ½ hour setup, 2 hour party, ½ hour cleanup
- ☐ Maximum number of children per birthday party is 30 with parental supervision required with a minimum of two (2) adults.
- ☐ The Civic Center is a **non-smoking** campus. No smoking anywhere on the premises.
- ☐ Room must be cleaned up before leaving and party is responsible for set-up and removal of their own decorations.
- ☐ Table covers (Dollar Store type) are recommended for easy clean-up.
- ☐ Building will be shared with normal activities.

Amt. received:_____ Cash/Check #:_____ Rec. By:_____ Date:_____

****

TO BE COMPLETED BY ATTENDANT(S)

Set-up/inspection Admin/Attendant Initials:_____

Clean-up/inspection Attendant Initials:_____

Comments:_____

_____

CIVIC CENTER BIRTHDAY PARTY
(Younger than 4th Grade)
RESERVATION FORM

NAME: _____

ADDRESS: _____

CITY: _____ PHONE #: _____

AGE: _____ FEE: $15/hour Resident $20/hr Non-resident

DATE OF BIRTHDAY PARTY: _____ TIME OF BIRTHDAY PARTY: _____

OF CHILDREN ATTENDING: _____ (max of 30) Collect: $_____

SPECIAL REQUESTS: _____

****

GUIDELINES FOR BIRTHDAY PARTIES

- ☐ Maximum number of children per birthday party is 30 with parental supervision required with a minimum of two (2) adults.
- ☐ The Civic Center is a **non-smoking** campus. No smoking anywhere on the premises.
- ☐ Room must be cleaned up before leaving and party is responsible for set-up and removal of their own decorations.
- ☐ Table covers (Dollar Store type) are recommended for easy clean-up.
- ☐ Building will be shared with normal activities.
- ☐ Only children ages 4th grade and older are allowed use of the pool tables.

Amt. received:_____ Cash/Check #:_____ Rec. By:_____ Date:_____

TO BE COMPLETED BY ATTENDANT(S)

Set-up/inspection Admin/Attendant Initials:_____

Clean-up/inspection Attendant Initials:_____

Comments:_____

_____

RESERVATION POLICY
CATHERINE BONIFAS CIVIC CENTER
(September 1, 2015 through August 31, 2016)

1. POLICY

The Catherine Bonifas Civic Center meeting rooms, recreation and social facilities owned by the City of Escanaba are maintained and equipped for public use for the purpose of recreational, cultural, governmental and social activity.

2. AUTHORITY

The Recreation Department shall schedule the use of the Civic Center recreation facilities and meeting rooms. Any groups wishing to appeal any decision made by the Recreation Department, and if dissatisfied, may appeal the ruling to the Recreation Advisory Board.

3. FACILITY USE

A. Civic Center meeting room facilities will be available as determined by the Recreation Department.

B. Regular hours at the Civic Center will be in effect September 14, 2015 through April 29, 2016. Hours are 7:30 a.m. to 9:00 p.m., Monday - Friday and on Saturdays as activities and reservations warrant use.

C. Summer hours at the Civic Center will be in effect May 2, 2016 through September 12, 2016. Regular summer hours will be 7:30 a.m. to 4:00 p.m., Monday - Friday. Evening meetings, recreation and social activities will be scheduled at the discretion of the Recreation Director.

D. Organizations and individuals will be permitted to reserve recreation or meeting room facilities on a regular basis at the Civic Center (weekly, bi-weekly, monthly or bi-monthly) if space is available with applicable fees, as determined by the Recreation Director.

E. Priorities for facility use shall be as follows:

1. City sponsored activities or meetings;
2. City recreation sponsored activities;
3. Resident group sponsored recreation, civic, fraternal, social and activities or meetings;
4. Resident groups for private parties;
5. School, State, County or Federal governmental activities or meetings;
6. Non-resident activities or meetings.

F. All requests for meeting room reservations will be considered. The Recreation Department will assign meeting room reservations at the Civic Center based upon appropriate facilities for the planned activities, staffing requirements, and priority requirements set forth in this policy.

Priority list will be utilized if conflicts exist with meetings or activities. Most requests will be taken on a first come, first serve basis.

4. RESPONSIBILITY

Groups or individuals reserving the facility shall abide by the following regulations:

A. Each individual or group using the facility shall be responsible for any damage to or loss of City-owned equipment or facilities.

B. Damage charges shall be invoiced by the City and will be due and payable before the individual or group may be granted facilities in the future.

C. Proper supervision, in some cases, must be provided and be approved by the Recreation Department.

5. BUILDING OPERATING REGULATIONS

A. Sale, distribution or consumption of alcoholic beverages and activity involving gambling is prohibited.

B. Unnecessary noise, profanity, disorderly or improper conduct shall not be permitted.

C. No partisan political material may be posted or distributed in the building or upon the grounds.

D. Smoking is prohibited on the Civic Center campus.

6. APPLICATION

A. Requests for the use of facilities or rooms are recommended to be made through the Civic Center Office Assistant **at least two weeks** prior to intended use. Availability of facilities or rooms will be evaluated according to Section 3, paragraph (e) of this policy statement if a conflict exists.

B. Application forms may be obtained at the Civic Center, 225 North 21st Street.

C. All applications must be completed with proper information requirements satisfied.

D. RESERVATION FEES MUST BE SUBMITTED WITH COMPLETED APPLICATION FORM. Application, with enclosed payment of reservation fee, will act as a room confirmation. Failure to submit payment of reservation fee with the application will nullify room reservation.

Mail completed application form and reservation to:

ESCANABA RECREATION DEPARTMENT
P O BOX 948
ESCANABA MI 49829-0948
Fax: (906) 789-3798
Phone: (906) 786-4141
e-mail: recreation@escanaba.org

(Make checks payable to the City of Escanaba)

7. SOLICITATION OF FUNDS

Solicitation of funds is not permitted in City buildings and no admission fees may be charged by individuals or private groups except in the case of events held for the benefit of the residents of the City of Escanaba and/or specifically approved by the Recreation Director.

8. PREPARATION FOR MEETINGS

A. Group should arrange to prepare their own set-up of equipment, tables, chairs, etc., unless otherwise arranged for through the Recreation Department.

B. Room and facilities must be left as they were found. Arrangements should be made if additional equipment is needed for clean-up process.

C. Individuals or groups wishing the Recreation Department to set-up equipment for meetings, etc., shall pay a minimum charge of $10.00. Any "other than normal" clean-up required by the Department shall be charged to the group at a rate of $15.00 per hour.

9. LIABILITY AND INSURANCE

The City of Escanaba is not liable for theft, damage of personal property or personal injury that may occur to any member(s) of any group(s) or individuals while on the premises.

Groups and organizations renting, leasing, or utilizing Civic Center facilities on a long-term basis or for special activities may be required to purchase and maintain minimum personal injury and property damage liability insurance as follows:

A. Maintain liability insurance for personal injuries in the amount of $300,000 per person and $500,000 per group;

B. Maintain liability insurance for property damage in the amount of $50,000;

C. The City of Escanaba must be named as "additional insured" to all policies;

D. The City of Escanaba must be provided with proof certifying that the minimum insurance requirements are being maintained;

E. Insurance policies provide that the City of Escanaba be given at least fifteen (15) days notice prior to their cancellation.

10. RESERVATION FEES

Reservation Fee Rates shall be as follows:

CIVIC CENTER	2015/2016	
Meeting room 114	$15 p/hr/resident	$20 p/hr/non-resident
Meeting room 121	$15 p/hr/resident	$20 p/hr/non-resident
Club room	$15 p/hr/resident	$20 p/hr/non-resident
Senior Activity Room (after 4:00pm M-F)	$15 p/hr/resident	$20 p/hr/non-resident
Main Meeting room	$20 p/hr/resident	$25 p/hr/non-resident
Kitchen	$5 p/2 hrs	
Pistol/Archery Range	$20 p/hr	
Game Room	$20 p/hr	
Gym	$40 p/hr/resident	$50 p/hr/non-resident
Gym ½ Court	$25 p/½hr/res	$30 p/½hr/non-resident

Failure to Cancel * base rate of room x number of hours reserved
* 48 Hour Notice required to cancel a reservation

C. Reservation Fee Special Rates - Civic Center

1. Selected groups have made special arrangements and will be assessed a flat fee for the reservation of facilities as outlined in their agreements. These groups will be assessed a special fee because of admission charges, tuition charges, or high costs of utilities or supervision to carry out the activity.

   Groups in this classification and charges are:

Group/Classification	2015/2016
CAA Senior Citizens Center	$9,148.00 per year

2. The Recreation Department will retain the right to place individuals or groups in the Special Fee Classification if the Department feels an excess of supervision, utility, or clean-up costs warrant such a charge.

D. Individual Use Fees - Civic Center

Group	Activity	2014/2015 Fee	2015/2016 Fee
Adult Annual Fee	Use of Gymnasium, Gameroom, Pistol/Archery Range	$35 per year-res $40 per year/non	$35 per year-res $40 per year/non
Adult Daily Pass	Use of Gymnasium, Gameroom, Pistol/Archery Range	$5.00 per day	$5.00 per day
College Daily Pass	Use of Gymnasium, Gameroom, Pistol/Archery Range	$3.00 per day	$3.00 per day

CITY OF Escanaba

RECREATION DEPARTMENT

P.O. Box 948 • Escanaba, MI 49829-0948
906-786-4141 • Fax 906-789-3798 • email: recreation@escanaba.org

Dear Sir/Madam:

Please find attached the Reservation Application you requested. Please read the application and the *Procedures and Policies,* also enclosed, before completing. Review of the *Procedures and Policies* should provide answers to most questions you may have.

Three items are further clarified:

INSURANCE: Large organizations such as companies, church groups, social organizations, etc., may be requested to provide insurance certifications for their use of park facilities. Higher risk activities such as sporting events or athletic tournaments may also be required to obtain public liability insurance certification. Informal groups such as family reunions, block parties, birthday celebrations, etc., will not be required to provide insurance certification; and

RESERVATION FEES: Fees apply to all groups and organizations regardless of their profit or non-profit status.

VOLUNTARY "TRASH IN - TRASH OUT" POLICY: Where practical, groups and organizations reserving the Pavilion, Gazebo or other picnic areas are requested to voluntarily remove trash from the park generated by their activity.

Return the completed Reservation Application within (2) weeks of making your reservation, signed and dated with the appropriate Reservation Fee payment to the appropriate address below. If your event is to be held within less than (2) weeks of making your reservation, your completed Reservation Application and payment must be received within twenty-four (24) hours. If reservation and payment is not made within the above time frame, your reservation request may not be honored.

(by mail)

ESCANABA RECREATION DEPARTMENT
ATTN: PARK RESERVATIONS
P.O. BOX 948
ESCANABA, MI 49829-0949

(in person)

ESCANABA RECREATION DEPARTMENT OFFICE
CATHERINE BONIFAS CIVIC CENTER
225 NORTH 21ST STREET
ESCANABA, MI 49829

Please make checks payable to the: ***CITY OF ESCANABA***

Upon receipt of your Reservation Application and Fee Payment, the Recreation Department will mail your confirmation letter promptly.

If you have any questions/concerns regarding your reservation, please call the Recreation Department Office.

Sincerely,

Kim Peterson

Kim Peterson
Recreation Director

City of Escanaba
RESERVATION APPLICATION
LUDINGTON PARK PAVILION and OTHER PARK FACILITIES

Facility Requested:

☐ Ludington Pavilion ☐ Besse Pavilion ☐ Bandshell ☐ Gazebo

☐ Soccer Field ☐ Ballfield ☐ Lemerand Pavilion ☐ Lemerand Complex

☐ Courts—(specify _____)

☐ Other Picnic or Gathering Areas—(specify _____)

Date(s) of Requested Reservation:

_____ / _____

Day of Week: Month Date Year Time of Day: From To

Name of Individual, Organization, or Group Requesting Reservation:

Name: _____ Phone #: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Purpose of the Event: *i.e.*, block party, company picnic, family reunion, etc.

_____

Approximate # of people expected to attend: _____

If applicable, can your organization/group provide for liability insurance coverage?

☐ **Yes** ☐ **No**

Important: Each organization / group is required to clean-up all trash / litter at the conclusion of your activity. Can your organization / group voluntarily remove from the park trash and litter generated by your activity?

☐ **Yes** ☐ **No**

Note: Some organizations or groups may be requested to provide certification of liability insurance for their event. If required, the group will be asked to provide a CERTIFICATE OF INSURANCE stating minimum coverage of $300,000 single limit, $500,000 combined and $50,000 property damage. The City of Escanaba shall be named as "additional insured" upon the certificate. Reservation rates effective August 14, 2012.

Reservation Fees ***(check applicable box):***

Ludington Park Pavilion 1/2 day	☐ $75 (resident)	☐ $100 (non-resident)
Ludington Park Pavilion full day	☐ $100 (resident)	☐ $125 (non-resident)
Ludington Park Bandshell 1/2 day	☐ $75 (resident)	☐ $100 (non-resident)
Ludington Park Bandshell full day	☐ $100 (resident)	☐ $125 (non-resident)
Ludington Park Gazebo	☐ $50 p/2 hour block (res)	☐ $75 p/2 hour block (non-resident)
Other Picnic or Gathering Areas	☐ $35 p/day	
John D. Besse Park Pavilion 1/2 day	☐ $75 (resident)	☐ $100 (non-resident)
John D. Besse Park Pavilion full day	☐ $100 (resident)	☐ $125 (non-resident)
Lemerand Pavilion 1/2 day	☐ $75 (resident)	☐ $100 (non-resident)
Lemerand Pavilion full day	☐ $100 (resident)	☐ $125 (non-resident)
Lemerand Complex	☐ $250 per day	

Half Day Reservation: Cut-off time is 4:00 pm. Half-day reservations can be made before or after 4:00 pm.

I (we) the undersigned have read and understand the *PROCEDURES AND POLICIES for the reservation and use of the Ludington Park /Besse Pavilion/Other Park Facilities/Bandshell* and agree to abide by the Policies and Procedures and all other local and state laws and ordinances.

_____

Signature

_____

Date

(Recreation Department Use)

*Date Received:*_____ *Amount Received:*_____ *Received By:*_____

*Check #:*_____ *Cash:*_____ *Receipt Given:*_____ *Reservation Number:*_____

*Date Confirmation Letter Sent:*_____ *Insurance Required:*_____

*Approved/Disapproved:*_____ *Date:*_____

Recreation Director

Revised 7/18/13

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 8th Avenue South and 30th 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 barbeque 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.

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Search within 5 miles.

Dealer Search
Zip Code Go
Search within 10 miles.

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Tee Installation

Proper Tee Design and Construction

Tees should always be as level as possible, not sloping more than 1/2 inch per linear foot, or no more than 6" from front to back of a 12 foot tee. Tees should also be level from side to side, and should not slope off sharply in front of the pad. Ideally, the pad is on flat level ground with 3 feet of flat level space in front and to the sides, and 6 feet to the rear for those who like to approach the pad with some momentum. Edges of the pad should not drop off sharply, especially on long open holes which may require a follow through. One of the most common injuries results from falling or tripping while on the tee. Proper design will dramatically reduce the potential for injury.

Concrete Tees with a coarse finish provide the best throwing surface for all types of disc golf drives. A firm, slip-free surface must be provided for long power drives. Also, a reasonably level surface should be created for finesse drives demanding accuracy.

Tee Length and Width

Tee size is greatly affected by several factors: mainly cost, hole length, and remoteness to access roads. For longer courses that will see tournament play, a minimum of 4 feet by 8 feet allows most everyone with an acceptable zone to begin throws. Longer tees may be considered for wide open longer holes, while smaller pads may be strategically placed on tight wooded holes to eliminate options. The width of the pad affects the angle of comfortable run up, not as important on wide open holes, but tees for holes with center mounted obstacles may benefit from a trapezoidal tee that allows for a wider range of shots while utilizing minimal concrete. Tournament courses may have teepads as large as 6' by 12' or larger.

Considerations:

1. Concrete tees are virtually maintenance free.
2. Concrete tees with a coarse finish will help to prevent slipping during wet conditions.
3. Concrete tees will improve the user's/public's overall impression of the disc golf facility.
4. Erosion is easily controlled.

Create a very coarse finish!

Most broom finishes will wear smooth within one year and will be ineffective during wet conditions. To achieve an excellent finish, affix a weighted Astroturf® mat (see photos) to a broom and drag the mat across the wet concrete.

Timing is essential to the finish. Drag the grass-like blades across the wet surface shortly after floating but before a broom finish would normally be applied.

Safety dictates that forms should be dug into the ground. A concrete tee that is not dug into the ground is a potential trip hazard.

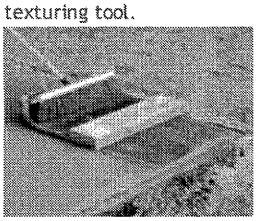
Key Tip

Astroturf® affixed to a

Concrete Specifications:

1. 4" Minimum Thickness
2. 3000+ PSI Minimum
3. 4" slump (recommended)
4. Approximately 1 cubic yard for a 12' by 6' by 4" tee.
5. Use rebar or wire when building on unstable soil or in areas that may receive heavy vehicular traffic.
6. The tee should be essentially level from side to side.
7. To allow for drainage, the pad should never be perfectly level or have low areas that will harbor water.
8. Pad elevation should not interfere with mowing and other maintenance operations.

broom, and weighted down with a piece of 2 by 6, makes an excellent tee texturing tool.



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CIVIC CENTER
MONTHLY ACTIVITY REPORT
AUGUST 2015

MEETING ROOM USAGE	8:00 TO 4:00	4:00 TO CLOSE
Club	65	0
Room 114	0	0
Main Room	56	0
Room 121	67	0
Pistol and Archery Range	11	0
Senior Activities Room	0	0
Subtotals	**188**	**0**
SUB TOTAL		**188**

GYMNASIUM AND GAMEROOM
-Adult Activity Usage-

Women's Volleyball	71
Men's Basketball	88
Pickleball	60
Adult Open Game Room	111
Adult Open Gym/Walk and Exercise	6
Senior Citizen's Center (not counting meals)	338
Aerobics	30

SUB TOTAL	**892**

MONTHLY TOTAL	**892**
# OF DAYS	**22**
DAILY USAGE AVERAGE	**40**