



**Parks and Recreation:** *Enhancing community and quality of life through people, parks, and programs.*  
**Senior Center Network:** *Making longer lives, better lives.*

**Rules Committee of the Grand Traverse County Parks and Recreation Commission**

**Tuesday, March 16, 2021, 4 p.m.**

**Remote (Virtual) Meeting**

**AGENDA**

*Remote meetings are permitted pursuant to MCL 15.263a.*

**Public Access to Meeting and Public Comment:** Anyone wishing to listen to the meeting and/or to give public comment may call the telephone number and enter the pin number provided below.

***Instructions for Public to Listen to Meeting and to Make Public Comment***

1. Dial: 530-424-9697

2. Enter Pin: 964 804 718# (Enter this number followed by the pound [#] sign.)

Mute/Unmute: Once on the call, please mute the line using the "Mute" button on the telephone keypad until called upon by the President or the meeting facilitator. When calling from a land line or a cell phone with no "Mute" button, dial \*6 (Star 6) on the keypad to mute AND again to unmute, as directed by the President or the meeting facilitator.

Persons with disabilities, which the foregoing opportunities for participation will not address, may contact Ryan Walsh at 231-922-4818 or send an e-mail to [rwalsh@grandtraverse.org](mailto:rwalsh@grandtraverse.org) with questions or concerns.

**MEMBERS:** Jalen Provo (Chair), Rod Kivell (Vice Chair), and William Mouser

**A. Call to Order**

**B. Pledge of Allegiance**

**C. Roll Call**

**D. First Public Comment**

Rules: Any person shall be permitted to address the Parks and Recreation Commission, which is required to be open to the public under the provision of the Michigan Open Meetings Act, as amended (MCLA 15.261, et. seq.).

Public comment shall be carried out in accordance with the following Board Rules and Procedures.

1. Any person wishing to address the Commission may state his or her name and address.

2. No person shall be allowed to speak more than once on the same matter, excluding Commissioners' questions. The President shall control the amount of time each person shall be allowed to speak, which shall not exceed three (3) minutes. The President may, at his or her discretion, extend the amount of time any person is allowed to speak. No member of the Commission or staff shall respond to public comment. All commenters must refrain from any personal or political attacks on any member of the public, staff, or board. No profanity, harassment, or bullying will be tolerated, and will provide just cause to be removed from the meeting.

**E. Approvals**

1. Agenda

2. Draft Rules Committee Meeting Minutes of June 22, 2020

**F. Park Rules and Policies Related to Use of Alcohol at Civic Center Park** (Review and Discussion;

Attachments: *Grand Traverse County Parks and Recreation Commission Rules* [Park Rules] with Pertinent Rule 18 Highlighted, Parks and Recreation Alcohol Policy, Guide for Reserving Grand Traverse County Parks-Civic Center, and Rules/Policies from Other Municipalities for Alcohol Use in Parks)

**G. Enforcement of Park Rule Prohibiting Unauthorized Business in Parks** (Discussion; Attachments: *Grand Traverse County Parks and Recreation Commission Rules* [Park Rules] with Pertinent Rule 9 Highlighted, March 5, 2020 E-mail with Legal Opinion about Conducting Business in Medalie Park without Permission)

**F. Second Public Comment**

Please refer to rules and procedures under C. First Public Comment, above.

**H. Adjournment**



**Grand Traverse County Parks and Recreation Rules Committee Meeting**

**Thursday, June 25, 2020, 4:30 p.m.**

Howe Arena

Grand Traverse County Civic Center

1213 W. Civic Center Drive, Traverse City, Michigan 49686

**MINUTES**

Social distancing was enforced and masks were required for this meeting.

**A. Call to Order**

Meeting was called to order at 4:30 p.m.

**B. Roll Call**

**Members Present:** Betsy Coffia, David Grams (Chair), Andy Marek, Shirley Zerafa

**Others Present:** Kristine Erickson, Director, Grand Traverse County Parks and Recreation

**C. First Public Comment**

There was no public comment.

**D. Approvals**

1. Agenda

MOTION by Grams, second by Marek, to approve the agenda, as presented. Motion carried.

2. Rules Committee Minutes of July 9, 2019

MOTION by Zerafa, second by Grams, to approve the minutes, as presented. Motion carried.

**E. Proposed Park Rules Amendment**

Amend Grand Traverse County Park Rules to Prohibit Smoking in All County Parks (Discussion; Proposed Amendment and Correspondence with Civil Counsel Included in Packet)

MOTION by Coffia, second by Grams, to refer proposed Park Rules amendment to the Grand Traverse County Parks and Recreation Commission for its consideration.

**F. Second Public Comment**

There was no public comment.

**G. Adjournment**

Meeting adjourned at 5:25 p.m.



**Grand Traverse County Parks and Recreation Commission Rules**  
**Amended September 14, 2017**  
**Amended June 13, 2019**  
**Amended July 9, 2020**

The following rules are promulgated by the Grand Traverse County Parks and Recreation Commission by authority conferred on the Commission by Act 261 of the Public Acts of the State of Michigan of 1965, MCL § 46.364, as amended, for the protection, regulation and control of its facilities and areas, and with the approval of the Grand Traverse County Board of Commissioners.

**Section 1. Definitions.**

- a. "Commission" shall mean the Grand Traverse County Parks and Recreation Commission.
- b. "County Park Property" shall mean all lands, waters and property administered by or under the jurisdiction of the Grand Traverse County Parks and Recreation Commission.
- c. "Director" shall mean the Grand Traverse County Parks and Recreation Director.
- d. "Person" or "persons" shall mean individuals, firms, corporations, or any group or gathering of individuals.
- e. "Camping" means the overnight lodging or sleeping of a person or persons in a tent, trailer-coach, vehicle camper, motor vehicle, or in any other conveyance erected, parked or placed on the premises.

**Section 2. Unlawful acts generally.** On lands owned or under the control of the department, it is unlawful for a person or persons to do any of the following:

- 1. To enter, use, or occupy County Park Property for any purpose when they are posted against entry, use, or occupancy, as ordered by the commission.
- 2. To dispose of refuse, rubbish, trash, or garbage not resulting from the use of county-owned lands in receptacles provided on Commission property.
- 3. To ignite any fire except within fireplaces, receptacles or open spaces designated and approved for such purposes by the Director.
- 4. To place or burn garbage within a designated fireplace, receptacle or open space designated and approved for the building of fires by the Director, or bury refuse, rubbish, trash, or garbage, regardless of its origin.
- 5. To use tobacco or smoke at the Grand Traverse County Civic Center, Maple Bay Park and Natural Area, Medalie Park, Meyer Property, Keystone Soccer Complex, Natural Education

Reserve, Power Island, and the VASA Trailhead. This rule applies to prohibit the use and smoking of tobacco both within structures as well as outside of structures on the listed properties. As used in this rule, the word “smoke” means any of the following:

- a. using a cigarette, e-cigarette, cigar, pipe or vapors-tanks-mods or related product that contains tobacco, nicotine or any other related product that is lighted, burning or heated;
- b. lighting a cigarette, e-cigarette, cigar, pipe or vapors-tanks-mods or related product that contains tobacco, nicotine or any other related product;
- c. exhaling smoke or vapor from burning or heating tobacco, nicotine, or any other related product that is contained in a cigarette, e-cigarette, cigar, pipe or vapors-tanks-mods or related product.

6. To intentionally smoke, ingest, consume, or otherwise use marihuana, or cannabis, or liquids or solids containing any type of tetrahydrocannabinol on County Park Property. “Smoke” means to inhale the vapor of a solid or liquid substance that has been heated. “Ingest” means to swallow a solid or liquid substance. “Consume” means to take a substance into the body which was previously outside the body.

7. To cause a noise disturbance, which is defined as sound created by human activity with or without the use of any device, which by reason of its volume, intensity, location, or time of day impairs the health, welfare, or peace of another person of normal human sensibilities. The following acts and activities are declared to be noise disturbances and are prohibited. This enumeration shall not be deemed exclusive.

- a. The playing of any radio, television, phonograph, other sound reproduction device, or musical instrument in such a manner or at such a volume as to be sufficiently audible to annoy or disturb the quiet, comfort, or repose of persons in the vicinity.
- b. The keeping of any animal or bird which, by causing frequent or long continued noise, shall disturb the comfort and repose of any person in the vicinity.
- c. The use of any motor vehicle, in such a manner as to create a disturbing noise, including, but not limited to, the screeching of tires and the discharge into the open air of exhaust from the engine without a sufficient muffler.
- d. Shouting or other raucous or boisterous behavior for an unreasonable length of time.
- e. The use of a loudspeaker, public address system without a permit issued by the Director.
- f. On the Meadows Trail at the VASA Trailhead Property, on lands owned and under the control of the department it is unlawful for a person or persons to do any of the following:

- 1. To operate an off-the-road motor-driven vehicle such as a minibike, motorcycle, dunemobile, snowmobile, converted snowmobile, amphibious

vehicle, or any other motorized device, except on designated roads, trails, or areas posted for such use without proper written permission.

8. To place or erect a fence or barrier, to construct or occupy improvements, or to enclose the lands or obstruct the passage of another person or persons in any way from entering, exiting or using County Park Property without permission of the Director.

9. To peddle or systematically solicit business of any nature; distribute or post any handbills or other advertising matter or post signs without permission from the Director.

10. To paint, mark, or otherwise apply any chemical or **harmful** substance on any tree, rock, or any other land, water, structure or property without the permission from the Director.

11. To park vehicles of any type in areas posted as no parking; or, where designated parking areas exist, to park vehicles of any type in an area other than the designated parking area. If a motor vehicle is found parked on County Park Property, then the license plate displayed on the motor vehicle shall constitute prima facie evidence that the person who parked it there is the owner of the vehicle.

12. To camp on County Park Property unless approved and designated for such purposes by the Director and with an approved permit issued by the Director.

13. To store or leave property on county lands for more than 24 hours without written permission of the Director. This subdivision does not apply to lawfully occupied, designated camping sites when camping with a permit authorized by the Director.

14. To ride or lead a horse, pack animal, or other riding animal, or any animal driven vehicle on any area, except on roads that are open to the use of motor vehicles, trails, bridle paths, and campgrounds designated for such use by the Director.

15. To possess a dog without a leash or on a leash greater than six-foot in length except upon County Park Property open to hunting.

16. To enter or remain on County Park Property between the hours of 11 p.m. and 6 a.m. unless the property is open for events between these hours.

17. To possess a bow and arrow, crossbow, trap or other instrument used for hunting or trapping of animals; or to hunt or trap on any County Park Property unless that property is open to hunting and/or trapping by Rule of the Commission.

18. To possess, consume, or offer for sale alcoholic beverages except for events as authorized by the Director, and in locations approved for such by the Parks and Recreation Commission.

19. To refuse to comply with the above rules upon the demand of an authorized local enforcement officer; or to interfere with the officer's enforcement of the ordinance; or to retaliate against another who has made complaint of a violation of a park rule; or to interfere with an employee or agent of the Grand Traverse County Parks and Recreation Department while performing his or her official duties.

Section 3. Enforcement Officers. The Grand Traverse County Sheriff and deputies are authorized as local enforcement officers of this ordinance.

Section 4. Fines and Imprisonment. Any person violating any provision of the foregoing rules shall be deemed guilty of a misdemeanor and upon conviction thereof shall be fined not more than \$100 and costs of prosecution, or imprisoned in the Grand Traverse County Jail for a period not exceeding 90 days or both, for each offense.

Section 5. Compliance with Other Laws. Nothing in this ordinance impairs or precludes a separate cause of action provided by statute or common law for conduct prohibited herein.

Section 6. Severability. The provisions of this ordinance are severable and if any part is declared void or unenforceable by a court of competent jurisdiction, the remaining parts shall remain in force.



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www.grandtraverse.org/parks

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**Policy 2017-10: Grand Traverse County Parks and Recreation Alcohol Policy**  
**Effective October 12, 2017**

Grand Traverse County Parks and Recreation (GTPR) maintains several facilities that are vital to enhancing quality of life in our community. The purpose of this policy is to ensure that the consumption and sale of alcohol at facilities in parks where it is permitted by the Parks Commission is available to and safe for events within that facility, relative to Section 2. Unlawful acts generally, 17. of the *Grand Traverse County Parks and Recreation Commission Rules, Amended October 20, 2016*, which state: "It is unlawful . . . To possess, consume, or offer for sale alcoholic beverages except in locations approved for such by the parks and recreation commission."

1. A person who possesses or consumes alcoholic beverages within a Grand Traverse County park where alcohol is permitted must comply with all applicable federal, state, and local rules and regulations pertaining to the sale, possession, and consumption of alcoholic beverages.
2. No person shall sell or distribute alcoholic beverages in any facility at a county park without approval from the Parks and Recreation Director or their designee.
3. Possession and/or use of alcoholic beverages near any body of water (such as a river or lake) in the park or along parkland is prohibited.
4. No person, firm, or corporation shall sell, possess, or consume alcoholic beverages at a county park unless the person, firm, or corporation receives written authorization from the Director (or his or her designee) to sell, possess, or consume alcoholic beverages at that specific park.
5. No alcoholic beverages may be sold, possessed, or consumed at a county park, except in connection with an approved "private party" or "special event" permit and with permission from the Director. For purposes of this section, a private party includes, but is not limited to, a wedding reception, retirement party, family reunion, or other similar activity that has a specified list of attendees. A special event is a festival, conference, concert, or other gathering that does not have a specified list of attendees, one for which admission is charged or ticket are sold.
6. The Director shall not grant written authorization to any person, firm, or corporation to sell, possess, or consume alcoholic beverages at a county park, unless such person, firm, or corporation agrees to comply with the following rules and regulations:
  - a. The sale and consumption of alcohol must take place only in a specific location, as approved by the Director.

b. To the fullest extent permitted by law, the person intending to dispense or sell alcohol agrees to defend, pay on behalf of, indemnify, and hold harmless Grand Traverse County, its elected and appointed officials, employees, agents, and volunteers and others working on behalf of Grand Traverse County against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed, or recovered against or from Grand Traverse County, by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with the person's dispensation or sale of alcohol.

c. In addition to any other insurance requirements imposed by the Parks and Recreation Commission, a person intending to dispense or sell alcohol shall provide to the Director, at least thirty (30) days before the first rental date, a certificate of insurance providing for liquor liability of not less than three million dollars (\$3,000,000) for a large event with a full and open bar, or not less than one million dollars (\$1,000,000) for a smaller group serving a smaller volume of alcohol. The amount of required insurance, either \$3,000,000 or \$1,000,000, will be determined by the Director. The certificate of insurance must also identify the County, Parks and Recreation Commission and their respective agents, employees, officers and representatives as additional insured under the policy. The certificate of insurance shall contain the following language, VERBATIM:

*It is understood and agreed that the following shall be Additional Insured: Grand Traverse County, including all elected and appointed officials, all employees and volunteers, all boards, commissions, and/or authorities and their board members, employees, and volunteers.*

*It is understood and agreed by naming Grand Traverse County as additional insured, coverage afforded is considered to be PRIMARY and any other insurance that Grand Traverse County may have in effect shall be considered secondary and/or excess.*

The policy must provide that it cannot be canceled unless ten (10) days' written notice of the cancellation is provided to the County and Parks and Recreation Department. Any language in the cancellation clause of the insurance policy which states, "endeavor to;" "failure to mail such notice shall impose no obligation or liability of any kinds upon the company;" or similar language, shall be stricken from the policy.

d. A person intending to dispense or sell alcohol shall provide to the Director the following information at least sixty (60) days before the first rental date:

- estimated number of people who will attend the event
- method used to invite people to the event, such as an open invitation to the public, restricted invitations, etc.
- written proof that the person has obtained the necessary license or permit to sell alcohol from the Michigan Liquor Control Commission
- method of controlling the dispensing of alcohol during the event (such as tickets)

- any other information requested by the Director required by the Parks and Recreation Commission, County Board or Director to determine if the event meets the provisions of these rules and can be conducted in a safe manner

7. **Special events:** A person(s) responsible for dispensing, providing, or supplying alcohol during a special event, as defined previously, shall arrange for the following security measures during the entire length of the special event.

- a. There shall be at least two (2) uniformed professional security officers in any room where alcohol is served or consumed.
- b. There shall be at least one (1) uniformed professional security officer stationed at each entrance used during the special event, and at least one (1) uniformed professional security officer patrolling the event.
- c. The County Board, Parks and Recreation Commission, or Director can require the person(s) responsible for dispensing, providing or supplying alcohol during the special event to arrange for the presence and deployment of uniformed professional security officers in excess of the minimum standards set forth above whenever the County Board, Parks and Recreation Commission or Director has reason to believe that the minimum standards are inadequate for the size or nature of a special event.
- d. Customer must provide the Director with written documentation at least forty-five (45) days prior to the first date of the special event, demonstrating that the person(s) has made arrangements for providing the uniformed professional security officers required by these Rules.
- e. Uniformed professional security officers will be responsible for assuring that only appropriate guests attend the special event; that the persons attending the special event comply with federal, state, and local liquor control laws; to ensure that alcohol is consumed only in approved areas; and to serve as crowd control.
- f. A person responsible for conducting a special event that includes the consumption, possession, or sale of alcohol, shall also provide the Director with references and locations of where they have held similar events.
- f. The County Board, Parks and Recreation Commission, or Director may impose additional conditions upon the special event which the County Board, Parks and Recreation Commission, or Director determine are necessary to protect the health, safety or welfare of persons using the Facility.

# Guide for Reserving Grand Traverse County Parks

## Civic Center Park Reservations

### Low-Impact Event

**Step One:** Complete an online [Low-Impact Application](#) and wait for approval by the Parks and Recreation Department (an email will be sent to you as confirmation). Check with the Parks and Recreation [Website](#) to see if the facility(s) and the date(s) you are interested in are available.

**Step Two:** Return the following deliverables:

Due:

- |                                                                           |                             |
|---------------------------------------------------------------------------|-----------------------------|
| ✓ 25% Non-Refundable Deposit                                              | Time of Reservation         |
| ✓ Full Balance of Fees                                                    | Thirty (30) Days in Advance |
| ✓ Logistics Form or Schedule (via <a href="#">Application Amendment</a> ) | Thirty (30) Days in Advance |
| ✓ Copy of Certification of Insurance                                      | Thirty (30) Days in Advance |

*If Request for Approval of Alcohol for Closed to the Public Event:*

- |                                |                             |
|--------------------------------|-----------------------------|
| ✓ Special Liquor License       | Thirty (30) Days in Advance |
| ✓ Hired Vendor(s) Insurance(s) | Thirty (30) Days in Advance |
| ✓ TIPS Certification           | Thirty (30) Days in Advance |
| ✓ Refundable Damage Deposit    | Thirty (30) Days in Advance |
| ✓ Alcohol Containment Plan     | Thirty (30) Days in Advance |

**Step Three:** Once the above deliverables have been turned in, Parks staff will generate your agreement and send it to you via DocuSign. You can sign and return electronically, unless requested otherwise.

*Multi-Event Reservations: Once the agreement is executed, the following deliverables will be required throughout the “term” of the agreement:*

- |                                                 |                           |
|-------------------------------------------------|---------------------------|
| ✓ Schedule of New Dates (based on availability) | Seven (7) Days in Advance |
|-------------------------------------------------|---------------------------|
- Note: Agreements for “Multi-Event” Reservations will have one (1) year terms ending on December 31 of the year of execution.*

*Additional Requirements for Athletic Fields:*

- |                                                    |                            |
|----------------------------------------------------|----------------------------|
| ✓ Field Orientation with Grounds Coordinator       | Ten (10) Days in Advance   |
| ✓ (If Applicable) Key Sign-Out Form                | Ten (10) Days in Advance   |
| ✓ Return Signed Waivers and Key                    | Three (3) Days Following   |
| ✓ (For Leagues Only) Evaluation Program Assessment | Thirty (30) Days Following |
| ✓ (For Leagues Only) Invoice Paid                  | Thirty (30) Days Following |

View the [Civic Center Athletic Field User Policy \(Eff Jan 2019\)](#) for more information on reserving Athletic Fields for Leagues, Tournaments, and individual dates.

## High-Impact Events

**Step One:** Complete an online [High-Impact Application](#) and wait for approval by the Parks and Recreation Department (an email will be sent to you as confirmation). Check with the Parks and Recreation [Website](#) to see if the facility(s) and the date(s) you are interested in are available.

**Step Two:** Return the following deliverables:

Due:

- |                                                                        |                             |
|------------------------------------------------------------------------|-----------------------------|
| ✓ 25% Non-Refundable Deposit                                           | Time of Reservation         |
| ✓ Full Balance of Fees                                                 | Thirty (30) Days in Advance |
| ✓ Logistics Form and Maps (via <a href="#">Application Amendment</a> ) | Thirty (30) Days in Advance |
| ✓ Special Requirements for Insurance                                   | Thirty (30) Days in Advance |

*If Request for Approval of Alcohol for "Open to the Public" Event:*

- |                                |                             |
|--------------------------------|-----------------------------|
| ✓ Special Liquor License       | Thirty (30) Days in Advance |
| ✓ Hired Vendor(s) Insurance(s) | Thirty (30) Days in Advance |
| ✓ TIPS Certification           | Thirty (30) Days in Advance |
| ✓ Refundable Damage Deposit    | Thirty (30) Days in Advance |
| ✓ Alcohol Containment Plan     | Thirty (30) Days in Advance |

**Step Three:** Once the above deliverables have been turned in, Parks staff will generate your agreement and send it to you via DocuSign. You can sign and return electronically, unless requested otherwise.

## Howe Arena

**Step One:** Complete an online [Low-Impact Application](#) or [High-Impact Application](#) and wait for approval by the Parks and Recreation Department (an email will be sent to you as confirmation). Check with the Parks and Recreation [Website](#) to see if the facility(s) and the date(s) you are interested in are available.

**Step Two:** Return the following deliverables:

Due:

- |                                                                           |                            |
|---------------------------------------------------------------------------|----------------------------|
| ✓ Deposit of \$500 to Hold                                                | Time of Reservation        |
| ✓ Logistics Changes and Maps (via <a href="#">Application Amendment</a> ) | Sixty (60) Days in Advance |

**Step Three:** Once the above deliverables have been turned in, Parks staff will generate your agreement and send it to you via DocuSign. You can sign and return electronically, unless requested otherwise.

**Step Four:** Return the following deliverables:

Due:

- |                              |                                     |
|------------------------------|-------------------------------------|
| ✓ Grounds/Parking Map        | Two (2) Weeks in Advance            |
| ✓ Electrical Map             | Two (2) Weeks in Advance            |
| ✓ Floor Plan                 | Two (2) Weeks in Advance            |
| ✓ Fire/Electrical Inspection | Twenty-four (24) Hours in - Advance |

*If Request for Approval of Alcohol for "Open to the Public" Event:*

- |                                |                             |
|--------------------------------|-----------------------------|
| ✓ Special Liquor License       | Thirty (30) Days in Advance |
| ✓ Hired Vendor(s) Insurance(s) | Thirty (30) Days in Advance |

- ✓ TIPS Certification
- ✓ Refundable Damage Deposit
- ✓ Alcohol Containment Plan

Thirty (30) Days in Advance  
 Thirty (30) Days in Advance  
 Thirty (30) Days in Advance

**Step Five:** Following your event, you will be issued an invoice from the Grand Traverse County Finance Department. Invoices must be paid within thirty (30) days of receipt.

## Athletic Field Advertising

**Step One:** Check with the Parks and Recreation staff to see if there is available spots for banners on either the Outfield Fence or the Scoreboard by filling out an online inquiry form [here](#), or call the office at 231-922-4818.

**Step Two:** Submit payment.

**Step Three:** Sign and return agreement via DocuSign, unless requested otherwise.

## Food Trucks

**Step One:** Check with the Parks and Recreation staff to see if there is available spots for the dates which you would like to be in the park by filling out an online inquiry form [here](#), or call the office at 231-922-4818.

**Step Two:** Submit the following deliverables no later than three (3) days prior to your arrival.

- ✓ Completed Application with Proposed Trash and Grey Water Disposal Plan
- ✓ Copy of Health Department Certification
- ✓ Special Requirements for Insurance
- ✓ Full Payment

Please view the [2020 GTCPR Food Truck Permit Application](#).

## Definitions

**Agreement:** In order to reserve space within the Grand Traverse County Parks, customers will need to execute an agreement with the department, prior to the event date.

**Application Amendment Form:** Each reservation will have a unique logistics form, based on type of event, size of event, and special requests. In this Application Amendment, you will be able to notify the Parks Department of changes to your reservation and/or upload documents.

**Certificate of Insurance:** An active certificate of insurance, that covers the exact dates of your rental with personal liability for at least one hundred thousand dollars (\$100,000) is required (a copy of homeowner's or company's insurance will suffice). The insurance must cover the exact dates of rental.

**Damage Deposit (If the event has 100 attendees or more or serving alcohol):** Depending on the size of the event and if alcoholic beverages will be served, a refundable damage deposit of (half the rental fee/ \$500.00 for a rental fee over \$1000) may be required. The deposit must be paid thirty (30) days prior to the event date, but you will receive it back roughly seven (7) to fourteen (14) business days after your event.

**DocuSign:** The Parks Department will send all documents need to be returned, via DocuSign, unless requested otherwise. DocuSign allows customers to fill out and sign their documents electronically with no mailing, dropping off, printing, or scanning necessary.

**Electrical Plan:** Electrical plans will describe where customers need additional electrical services, outside of the established 20-amp outlets, whether that be electricity ran outside or transformers inside of the Howe Arena for Grand Traverse County Electricians to setup.

**Field Orientation with Grounds Coordinator:** For Athletic Field reservations who require access to field grooming equipment must schedule a meeting with the Facilities Department Grounds Coordinator no later than ten (10) days prior to the first reserved date.

**Fire/Electrical Inspection:** For reservations in the Howe Arena, customer must contact the City of Traverse City Fire Department and fill out an application to have the TCFD conduct an inspection of the Arena twenty-four (24) hours prior to the event date. Fees for the application can be paid to the City of Traverse City's Clerk.

**Floor Plan:** Floor plans will be used for reservations of the Howe Arena. This will show how equipment, stations, etc. will be placed and staged.

**Grounds/Parking Map:** Grounds and parking maps are required for high-impact events. These maps will help establish designated parking areas for vendors, any outdoor tents or vehicles, or anything to be placed on the lawn will require the customer to include proposed placement on outdoor maps of the reserved park.

**Health Department Certification:** In order to reserve space for your Food Truck on the Parks properties, customers must supply to the Parks Department a copy of their State of Michigan License, issued by the Health Department.

**High-Impact Event:** Examples of High-Impact reservations are as follows.

1. Events Open to the Public
2. Events with Alcohol Sales
3. Events with Admission Sales
4. Shows, Expos, or Fairs

**Invoice:** Invoices will be issued by the Grand Traverse County Finance Department, which must be paid within thirty (30) days of receipt.

**Key Sign-Out Form:** For any keys being issued out to customers for access to Park's facilities must sign a Key Sign-Out Form. These forms will describe the dates in which the keys are in the customers possession and when they must be returned. Keys that are not returned on time are subject to a fee.

**Low-Impact Events:** Examples of Low-Impact events are as follows.

1. Celebratory Parties/Gatherings (Anniversary, Birthday, Baby/Bridal Showers, Dances, Graduations, Etc.)
2. Church Services
3. Classes (Athletic, Dance, Recitals, Rehearsals, Training, Etc.)
4. Events Restricted by Invitation
5. Group Events (Meetings, Conferences, Etc.)
6. Lodging (Camps, Individual Lodging, Retreats, Etc.)
7. Picnics (Company, Family, Friends, Etc.)
8. Weddings (Ceremonies and Receptions)

**Payment (Deposits and Full Balances):** please be sure to check the due date for payments, based on the park and type of event.

1. Credit Card – you can make your payment with your credit card [here](#). Please note that by paying with a credit card, there will be an Enhanced Access Fee that differs from the amount being paid.
2. In Person – currently acceptance of in person payments are done by appointment only. You may make your payment using credit card, exact cash, or check.
3. Mail – the parks department accepts checks or exact cash through the mail.

**TIPS Certification:** For Twin Lakes events requesting approval for alcohol and expect guests to exceed 100 people will be required to have alcohol served by a TIPS Certified individual. Parks and Recreation require a copy of this certification.

**Special Liquor License:** Please review the following in order to obtain a Special Liquor License.

1. Apply through the Michigan Department of Licensing and Regulatory Affairs for a Bond of Special License for Sale of Beer, Wine, and/or Spirits for Consumption on the Premises. For more information about this, the number I have is 866-813-0011.
2. The State of Michigan Liquor Control Commission (MLCC) will then need to issue you a Special License.
  - a. The State of Michigan requires barriers to enclose the outdoor areas where alcohol will be served and will request you to submit the type and height of the barriers, along with a diagram, along with your application.

- b. Security is also required by both the State of Michigan and the Parks Department in order to secure and monitor to prevent sales to minors and visibly intoxicated persons.
  - c. Keep in mind, groups may only request up to twelve (12) Special Licenses total from the State of Michigan in a calendar year.
- 3. You would need to contact your insurer and get a separate certificate of insurance called that sets personal liability to \$1,000,000, list Grand Traverse County as additional insured (specifically as mentioned under "Liability and Insurance") this insurance would also need to be qualified as "liquor liability insurance". Note: Customers may allow use of hired bartenders liquor liability insurance and provide their own special event insurance that does not include the liquor liability.
- 4. For events that are considered "open to the public" must also include assigned staff for security along with proper fencing (required by the State of Michigan) to enclose the venue space.
- 5. Lastly, you would need to put all your logistics in writing and have them approved by the Parks and Recreation Director.

**Special Requirements for Insurance:** If the event is over one hundred (100) attendees or to serve alcohol, you will need approval from the County Parks and Recreation Director and shall maintain Commercial General Liability Insurance of one million dollars (\$1,000,000) combined single limit for Bodily Injury and Property Damage. Such insurance shall name the Grand Traverse County Parks and Recreation as additional insured, and a certificate of insurance with an endorsement must be provided thirty (30) days prior to the event. Alcohol may not be served to any minors. Compliance with the GTCPR Alcohol Policy is mandatory. All bartenders are required to be TIPS (Training for Intervention Procedures) certified.

Liability and Insurance. Customer shall maintain, at own expense, liability insurance of at least one million dollars (\$1,000,000). The customer must provide the Parks Department a certificate of insurance with this agreement. The certificate of insurance shall contain the following two (2) paragraphs, **VERBATIM:**

It is understood and agreed that the following shall be Additional Insured: Grand Traverse County, including all elected and appointed officials, all employees and volunteers, all boards, commissions, and/or authorities and their board members, employees, and volunteers.

It is understood and agreed by naming Grand Traverse County as additional insured, coverage afforded is considered to be PRIMARY and any other insurance that Grand Traverse County may have in effect shall be considered secondary and/or excess.

**Vendors:** Vendors for events are companies who are hired out to conduct services for the customer's event. Examples of this would be portable restroom services, trash/recycling services, caterers, bounce house companies, etc.

**Waivers:** depending on the facility reserved, Parks staff will send the customer the applicable waivers for their events to be signed by their participants. If requested, customer can send Parks staff a list of emails for Parks to send DocuSign versions of the waivers. It is still the customers responsibility to assure that all participants submit their signed waivers.

## Examples of Rules and Policies Regarding Alcohol Use from Other Municipalities

Antrim County: <http://www.antrimcounty.org/ordinances.asp>

Grass River Natural Area Park Ordinance No. 1 of 1988. Section 7. Alcohol Prohibited. No person shall possess and/or use any alcoholic beverages in the Grass River Natural Area. Section 8. Drunk and Disorderly. No person shall be intoxicated in the Grass River Natural Area and endangering directly the safety of another person or of property.

Antrim Creek Natural Area Park Rules: Prohibited Uses: Visitors May Not: Bring glass containers onto Natural Area

Other County Parks: Nothing is listed or mentioned regarding alcohol consumption in the parks.

Benzie County: Betsie Valley Trailway (<https://betsievalleytrail.org/trail-ordinance/>); Point Betsie Lighthouse (<https://www.pointbetsie.org/userfiles/filemanager/v0sru5bu0fvnthxpjf2x/>)

The Betsie Valley Trailway Ordinance. Section 6.07. Drunkenness-Intoxicating Liquors. No drunk or intoxicated person or individual under the influence of alcohol, drugs, or narcotics will be permitted entry to Trail areas and if discovered therein will be subject to arrest and/or immediate expulsion. The sale or consumption of alcoholic liquors, beer, wine, or illegal drugs or narcotics is prohibited.

The Point Betsie Lighthouse and grounds is a 100% non-alcoholic public event facility.

Ingham County: <http://www.ingham.org/bc/Ordinances/Parks%20Rules%20and%20Regulations.pdf>

Article II. Conduct on Park Property. Section 2. 7 Alcoholic Beverages. a. No person shall have in their possession within the park boundaries any alcoholic beverages stronger than beer and wine; b. All allowed alcoholic beverages as defined shall be confined to the picnic and ball field area within the parks and unless written permission has been granted by the Board of Ingham County Park Trustees or the area is otherwise posted. Section 2. 8 Disorderly Conduct. a. No person shall be intoxicated or shall engage in any violent, abusive, loud, boisterous, vulgar, obscene or otherwise disorderly conduct tending to create a breach of the peace, or to disturb or annoy others.

Kent County: [https://www.kentcountyparks.org/info/rules\\_and\\_regs.php](https://www.kentcountyparks.org/info/rules_and_regs.php)

Beer and Wine are allowed in all parks during Memorial Day weekend and from June 15 through October 31. Beer and wine are only allowed prior to that with a paid reservation. Beer and wine are also permissible for reserved events inside the Douglas Walker shelter house year round.

[https://www.accesskent.com/Departments/CountyClerk/pdfs/Ordinances/Parks\\_Ordinance.pdf](https://www.accesskent.com/Departments/CountyClerk/pdfs/Ordinances/Parks_Ordinance.pdf)

Section 30: Alcoholic Beverages and Controlled Substances. d. It shall be unlawful for any person who is intoxicated, and who is either endangering directly the safety of another person or of property or is acting in a manner that causes a public disturbance, to remain within a County park; e. Kent County may prohibit or regulate by ordinance the possession or consumption of alcoholic liquor in a public park. It shall be unlawful for any person to serve, possess, consume, sell, barter, furnish, purchase, attempt to purchase, or transport within any County park any alcoholic liquor without written approval of the County Parks Director except that a person may possess and consume beer or wine (as those terms are defined by within a County park from June 15 to October 31 of each year, possess and consume beer or wine before June 15 of each year with a picnic or campground permit, possess and consume beer or

wine on the three days of the Memorial Day weekend in each year, and possess and consume beer or wine in the enclosed shelter in Douglas Walker Park at any time with a picnic permit.); f. It shall be unlawful for any person under the age of twenty-one (21) to purchase, consume, or possess, or attempt to purchase, consume or possess, any alcoholic beverage within a County park. Violators of this Section shall be prosecuted in accordance with the laws of the State of Michigan; g. It shall be unlawful for any person to possess or consume any alcoholic beverage on an athletic field or playground within a County park or on the beach at Millennium Park within the fenced area, or to consume any alcoholic beverage in a motor vehicle or parking area within a County park.

Leelanau County Park Regulation Ordinance: [https://www.leelanau.gov/downloads/ord\\_park.pdf](https://www.leelanau.gov/downloads/ord_park.pdf)

Section 3. Liquor Prohibition. No beer, wine, or intoxicating liquors, of whatsoever nature, shall be consumed within or about the County parks, picnic grounds, bathing beaches, and places of recreation.

Muskegon County: [https://muskegoncountyparks.org/wp-content/uploads/2019/11/Park\\_rules\\_regs\\_8-2014.pdf](https://muskegoncountyparks.org/wp-content/uploads/2019/11/Park_rules_regs_8-2014.pdf)

15. Alcoholic beverages, or drugs, possession or use, shall not be permitted in the campground or any other area of the county park.

Oakland County: <https://www.oakgov.com/parks/Resources/OCPR%20Rules%20and%20Regulations.pdf>

Section 38. Consumption and Sale of Alcoholic Beverages. 1. Consumption of Alcoholic Beverages on Commission Property. Alcoholic beverages may be brought into and consumed on Commission property by park patrons subject to the following: a. Individuals who bring and consume alcoholic beverages on Commission property are responsible for their own actions as a result of consuming alcoholic beverages and must be in compliance with all laws and Park Rules.; b. No person under the age of 21 may consume or purchase alcoholic beverages on Commission property. In the event that any underage drinking is suspected, the Oakland County Sheriff's Office and/or the local police department will be immediately notified.; c. No alcoholic beverages are permitted at park beaches, dog parks, waterparks, waterpark parking lots, and concession areas.; d. Park patrons shall not bring alcoholic beverages to Park golf courses (except for Red Oaks Golf Course), and Park banquet facilities, including the parking lots for these areas, where a license from the Michigan Liquor Control Commission to sell alcoholic beverages is in place.; e. Keg beer is not allowed at or on Commission property, unless served by a caterer or entity approved in writing by the Park Supervisor.; f. When a person or entity reserves and uses Commission property, the consumption of alcoholic beverages at such facility or property shall also be governed by the written agreement, which provides for the use of the Commission property. 2. Sale of Alcoholic Beverages on Commission Property. The sale of alcoholic beverages within or on Commission property is prohibited, subject to the following exceptions: a. At formally established concession and banquet facilities operated by, or under contract with, the Commission. The contract with the Commission shall address all aspects of the sale of alcoholic beverages, including licenses, liability and insurance.; b. At events that meet all of the following requirements: i. An application for such purpose shall have been submitted to and approved by the Commission and ii. The applicant must be an established non-profit, charitable entity which meets the following requirements: 1. Has actively functioned in Oakland County for at least two years; 2. Is recognized as having provided substantial benefit in the interest of the public

in Oakland County, and; 3. The Commission has determined in the exercise of its reasonable discretion, based on the available evidence, that the proceeds from the approved sale of alcohol will be used primarily to serve the interests of the public in Oakland County; and 4. The applicant has secured licensure from the Michigan Liquor Control Commission and has provided written evidence of such licensure; and 5. The applicant has secured all insurance for the event as required by the Oakland County Department of Risk Management; and 6. The event will be short term; and 7. The event is primarily expected to be attended by adults, and any minors expected to attend will, for the most part, be in the presence of their parents or affiliated adults.

Ottawa County: <https://www.miottawa.org/parks/rules.htm>

No alcohol is allowed in any Ottawa County Park or property. Call the parks office to ask about alcohol permits for special events at the Pine Bend Park Weaver House and Connor Bayou Woodland Cabin. Alcohol permits are not available for other locations.

[https://www.miottawa.org/Parks/pdf/park\\_rules.pdf](https://www.miottawa.org/Parks/pdf/park_rules.pdf)

Section 8. Alcoholic Beverages. 8.1. No person, while on Commission Park Property, shall possess any alcoholic beverage of any kind except at specific locations and at specific times by making application per established Commission procedures; and being granted a permit by the Commission or its Agent.

Saginaw County: <https://saginawcounty.com/media/rgbp3r0b/saginaw-county-parks-and-recreation-commission-park-rules.pdf>

Chapter VII: Trespass. Section G. Alcoholic Beverages, Illegal Substances. No person or persons shall, at anytime, bring into or upon the Commission Property alcoholic beverages, illegal drugs, or other substances where such property is publicly posted to prohibit the possession, use or transport of alcoholic beverages, illegal drugs, or other substances without written permission from the Commission.

### GTC City/Township Parks

City of Traverse City Parks Alcohol and Tobacco Use:

[https://www.traversecitymi.gov/downloads/2018\\_city\\_parks\\_alcohol\\_smoking\\_areas\\_rev10192018.pdf](https://www.traversecitymi.gov/downloads/2018_city_parks_alcohol_smoking_areas_rev10192018.pdf)

Beer and wine are the ONLY alcoholic beverages allowed in City Parks, with the following exceptions: Beer and wine are not allowed in American Legion Park, Clinch Park Beach, F & M Park, Hannah Park, Hickory Hills, J. Smith Walkway and Lay Park. Glass Containers of any kind, regardless of contents, are prohibited within any water area or land area used as a swimming or bathing beach area.

Acme Township:

[https://www.acmetownship.org/uploads/2/4/3/0/24300134/parks\\_ordinance\\_50\\_of\\_2019\\_adopted\\_070319\\_r.pdf](https://www.acmetownship.org/uploads/2/4/3/0/24300134/parks_ordinance_50_of_2019_adopted_070319_r.pdf) No person may be intoxicated in any park.

Blair Township: [http://users.neo.registeredsite.com/7/1/0/18067017/assets/-112\\_Blair\\_Township\\_Park\\_Ordinance\\_winter\\_2016.pdf](http://users.neo.registeredsite.com/7/1/0/18067017/assets/-112_Blair_Township_Park_Ordinance_winter_2016.pdf)

No person shall have in their possession any intoxicating beverage while in or upon Township property. No person shall sell, use or have in his/her possession any drug or narcotic; the sale, use or possession of which is prohibited by state law.

East Bay Township: Nothing listed.

Fife Lake Township: [http://fifelaketwp.com/images/docs/Fife\\_Lake\\_General\\_Law\\_Ordinances\\_2016.pdf](http://fifelaketwp.com/images/docs/Fife_Lake_General_Law_Ordinances_2016.pdf)  
Chapter 205 Racetracks. 205.016 Alcohol. The proprietors for the racetrack shall not knowingly allow any person to enter or remain in the spectator area in possession of alcohol other than beer and wine. Beer and wine shall be permitted in the spectator area only in containers of a size twelve inches by twelve inches or smaller. No alcohol of any kind shall be permitted in the pit area. Signage shall be located expressing these prohibitions at the entrances to the spectator area and the pit area. The proprietor shall cause inspections to be conducted at the entrance to the spectator area to prevent violations of this Article.

Garfield Township Ordinance No. 50 Parkland Ordinance: [http://www.garfield-twp.com/downloads/draft\\_amend\\_2\\_to\\_ord\\_50.pdf](http://www.garfield-twp.com/downloads/draft_amend_2_to_ord_50.pdf)

Section IV. Prohibited Activities, L. To possess or consume beer, wine or any intoxicating liquors on Township Parkland.

Green Lake Township: <https://www.gogreenlake.org/parks-recreation> Nothing regarding alcohol.

Long Lake Township: <http://www.longlaketownship.com/Township-Parks> or  
<http://www.longlaketownship.com/Portals/1040/parks%20and%20rec/natural-areas-ordinance-105-108-2012.pdf>

Alcoholic Beverages not allowed.

Mayfield Township:

[https://www.paradisetwp.org/services/zoning\\_and\\_planning/docs/doc00949520191220085743.pdf](https://www.paradisetwp.org/services/zoning_and_planning/docs/doc00949520191220085743.pdf)  
See the ordinance for Kingsley, Michigan (Paradise Township)

Paradise Township:

[https://www.paradisetwp.org/services/zoning\\_and\\_planning/docs/doc00949520191220085743.pdf](https://www.paradisetwp.org/services/zoning_and_planning/docs/doc00949520191220085743.pdf)  
Section 2. Public Use and Hours. F. Alcoholic Beverages, Drugs. No person shall have in their possession any intoxicating beverage while in or upon Paradise Township Park Property. No person shall sell, use or have in their possession any drug or narcotic; the sale, use or possession of which is prohibited by State Law.

Peninsula Township: <https://www.peninsulatownship.com/parks.html> Ordinance only mentions wineries.

Whitewater Township: <https://whitewatertownship.org/rules-whitewater-township-park/>  
No mention of alcoholic beverages in Whitewater Township Parks.



Ryan Walsh <rwalsh@grandtraverse.org>

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## Fwd: Legal Question Regarding Medalie Park

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Alisa Kroupa <alisakroupa@gmail.com>  
To: Ryan Walsh <rwalsh@grandtraverse.org>

Thu, Mar 5, 2020 at 11:36 AM

----- Forwarded message -----

From: **Kit Tholen** <ktholen@grandtraverse.org>  
Date: Thu, Mar 5, 2020 at 9:36 AM  
Subject: Re: Legal Question Regarding Medalie Park  
To: Kristine Erickson <kerickson@grandtraverse.org>  
Cc: Christopher Forsyth <cforsyth@grandtraverse.org>, Alisa Kroupa <alisakroupa@gmail.com>

Good morning Kris,

Enacted Parks and Recreation Commission Rule 9 of Section 2 establishes that "it is unlawful" to "peddle or systematically solicit business of any nature . . . without permission from the Director." Section 2, Rule 1 states that "it is unlawful" to "enter, use, or occupy County Park Property for any purpose when they are posted against entry, use, or occupancy, as ordered by the commission."

My understanding of your question is whether you must allow access to the lake to businesses. I do not believe you are required to allow such a use of Medalie, but I do believe you must post that "use" of the park for commercial activity, such as launching into the lake for commercial purposes, is prohibited.

Respectfully,  
Kit

Christopher D. Tholen  
Assistant Prosecuting Attorney  
Deputy Civil Counsel  
Grand Traverse County  
(231) 922-4600

On Tue, Feb 25, 2020 at 5:21 PM Kristine Erickson <kerickson@grandtraverse.org> wrote:  
Hello again, Kit.

The Parks and Recreation Business Development Team and Parks Board president has asked me to see if the Parks Board may make a decision in the interests of protecting its park.

Please see the attached request for a description of that decision.

Because I will be out of the office between February 27 and March 11, please share the answer with Alisa Korn, also, who is our board's president.

She would like to share this information, if possible, with the Business Development Team on March 3.

Sincerely,

Kris

Kristine Erickson, Director  
Grand Traverse County Parks and Recreation Department and Senior Center Network  
1213 W. Civic Center Drive  
Traverse City, Michigan 49686  
Phone: 231-922-4511  
Fax: 231-922-2064

*Be sure to get out and play today in one of YOUR County parks!*