

City of Saline Parks and Recreation Department
Park Pavilion Rental Information

1. An application for park rental must be made at least 30 days prior to the requested date.
2. Park hours are 6:00 a.m. – 11:00 p.m.
3. Only one request per application.
4. The entire rental fee must accompany application.
5. Application for the current year will be taken no earlier than the first business day of January of that year on a first-come, first-serve basis.
6. Applications are processed within seven days of making application, and are notified in writing of confirmation or denial. A copy of the contract and a receipt will be sent when the reservation is confirmed.
7. Additional charges for damages and/or improper clean up will be the responsibility of the renting party.
8. **Cancellation Policy:** Saline Parks & Recreation reserves the right to cancel a rental at any time due to facility or park issues. A full refund will be issued in this situation. Cancellation by renter must be submitted seven days prior to rental date for a full refund (minus \$10 administration fee). Less than seven days notice will result in forfeiting ½ of rental fee. Less than 24 hours notification results in loss of all rental fees. **Refunds will not be issued in the event of inclement weather.**
9. All set up and take down will be the responsibility of the renting party.
10. Alcoholic beverages are not allowed in the parks.
11. Users of the facility must obey all park rules and regulations as well as all City codes and ordinances.
12. In case of emergency weather, the shelter will be available to other park users in order to ensure safety of all individuals in the park.
13. There are no telephones available at the park pavilions.
14. When reserving a pavilion, please specify the hours using the pavilion. The pavilion is reserved for that time only. Other rental groups may have reserved the pavilion earlier/later in the day.
15. Millpond only: Electrical outlets are available and can handle a few appliances such as coffee pots, crock pots, etc. If circuits are overloaded, the fuse will trip. If your event requires numerous electrical needs, a special outlet box is available. Special arrangements must be made for that use. Please contact Carla Scruggs at 492-4907, x229 if you need special electrical arrangements.

Park Rental Evaluation Form – please fill out at the completion of your rental so we can better serve you.
Please drop off or mail to: Saline Parks & Recreation / 1866 Woodland / Saline, MI 48176
or Fax to Saline Parks & Recreation: (734) 429-5208