

Parks and Recreation Policy Manual

For Riverside East and West

Evart, Michigan.



Adopted, 4/16/2018

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Day Use Rules

Parks open at 7:00am

Parks closes at 10pm*

Alcohol is not permitted at the parks*

Speed Limit: 15mph*

No parking in non-designated areas or on the grass*

All dogs must be kept on leash and under control by owner¹

No dogs in or on playground areas, picnic tables, parking/driving areas, or on sports fields if in use

No overnight camping without the proper permits purchased

Campsite/day use area, picnic tables, B-B-Q grills, mini pavilion etc. must be cleaned prior to leaving

No commercial activities such as; VENDING of, food, professional photography, merchandise etc. is allowed without the purchase of a Vendors License²

It shall be unlawful to sublet any trailer or camping unit.

The permit issued must be visible to the park host.

Campers shall not move from assigned sites to a different site unless authorized by management of the park.

Vehicles shall be kept in designated parking areas. Only one (1) extra car to a site.

No animal washing, car washing, or other slop creating particles shall be carried on in any building, structure, or any place within the park unless designated and approved for such purpose.

Refuse shall be disposed of in containers provided by the park.

No liquid waste shall be discharged on the surface or into the ground or water. This Includes; human excreta, sink, lavatory, shower, laundry and/or any other water carried waste of organic nature singly or in any other combination. Use slop sink at rear of restrooms.

Fish cleaning shall be allowed at individual camp sites of remains are properly wrapped and disposed of in a sanitary manner so as not to create a nuisance.

¹ Ordinance 606.07 (d)

² Ordinance 804.02, (a)

No refuse shall be burned within the limits of the park. Provided, wood may be burned for campfires and cooking purposes at designated locations.

It shall be unlawful to remove, destroy, or mutilate city park property or equipment.

No person shall dispose of sanitary napkins, disposal diapers, paper towels and/or other such items into the toilets in the service building.

No person shall engage in practices of pest or weed control operations

Complaints shall be directed to the park host.

It shall be unlawful to make excessive noise. Quiet time shall be observed at 10:00pm

Any person(s) who shall violate the posted rules and regulations shall be punishable as outlined in the Evert City Code.

Park Host

The Park host duties are as follows (but are not limited to):

- Greet and assist visitors, answer questions and explain any/all regulations that apply to them.
- Assist campers in locating their campsite(s).
- Accept payments from campers and those visiting the park.
- Sell and distribute park passes to residents, non-residents, and canoe liveries
- Drop off all money collected throughout the week to City Hall on designated date. (see page 12)
- Monitor parks occasionally and report any of the following to the Police;
 - Noise complaints/volume
 - Littering
 - Damage to any city property
 - Alcohol use
- Clean and re-stock the bathroom/shower facilities daily.
- Check (daily) and change (as needed) trash-receptacles in the park/campground areas.
- Check campsites for cleanliness prior to campers leaving
- Be familiar with the surrounding areas of Evert to point visitors in the right direction for their needs i.e.: restaurants, gasoline, groceries, first-aid necessities, city events etc.

Park hosts will be expected to work Fridays and weekends, due to an influx of visitors.

They will be expected to work major holiday weekends; Memorial Day Weekend, 4th of July Weekend/Week, Labor Day Weekend etc. These holidays are busy times at the parks/campgrounds.

It is understandable that the Park Host will need time for grocery shopping, doctors' appointments, family issues, etc. In any instance where the Park Host will need a day or consecutive days off in a row, please contact the DPW director so plans can be made ahead of time. In case of an emergency, the Park Host should have someone in mind who could potentially cover if needed.

Park Use Fees/ Commercial and Group Use

For campground/park use, all amenities within the Parks will be available to campers who have paid, in full, their campground fees. Campers will not be charged any extra fees.

The Park Use stickers and Park Use passes are to pay for parking at Riverside West and Riverside East.

Three passes will be available to issue for park use. There will be a \$3 daily pass, a \$9 three-day pass (consecutive days), and a \$20 annual pass.

The \$3/\$9/\$20 park use passes will include the following amenities:

- Spray Park
- Boat Launch
- Shuffle Board Court
- Baseball Courts
- Beach Volleyball Courts
- Baseball Fields
- Playground Areas (2)
- Picnic Tables (46)
- Grills (15)
- Walking Trail

If residents or non-residents are found in the parks without a day or seasonal pass attached to **their registered motorized vehicle** they will be issued a \$20 citation. The \$20 citation will either cover the fee of a \$20 Park Use sticker or it will stay as a citation if the customer decides against purchasing the Park Use sticker.

There will be a \$15 a day bus pass, or a \$60 seasonal bus pass available for all canoe liveries.

As for Commercial businesses within the city limits of Evert, they will receive one (1) free annual pass (on a yearly basis) in the name of the owner of the business. Businesses with multiple owners should contact city hall with any questions.

City of Evert residents can obtain a free annual park pass at city hall or at the park host office by providing proof of residency.

As a resident of the city of Evert, one (1) FREE Park Use sticker will be provided, if a second Park Use sticker is needed for a second motorized vehicle, proof of registration will need to be presented at either city hall or to the park host at Riverside West. The proof of registration will prove residency for the second FREE Park Use sticker. If a resident would like a third (3) Park Use sticker they will need to show proof of registration of the third motorized vehicle and the motorized vehicle must be registered within the City of Evert limits, the resident will then have to pay a \$2 fee.

In the case of city-wide events such as, the Party in the Park, National Night Out, the Car Show etc. ALL city residents and non-residents will have FREE entrance into the parks.

Tax Payers of the City of Evert

As a tax payers of the City of Evert, two (2) FREE Park Use stickers can be picked up at city hall. The tax payer, if not a city resident, will need to show proof of ownership of their property within the city limits.

Replacement Park Use Stickers

There will be a fee of \$2 for a replacement Park Use sticker for residents after the second sticker.
There will be a fee of \$5 for a replacement Park Use sticker for non-residents.

In order to receive a replacement sticker, both residents and non-residents will need to show proof of damaged Park Use Sticker.

Pavilion Rentals

The City of Ewart offers Pavilion rentals at both Riverside West and East parks and campground.

Riverside West has two (2) pavilions available for rental use.

City of Ewart residents will pay a \$50 rental fee.

Non-city residents will pay a \$75 rental fee.

Riverside East has one (1) pavilion available for rental use.

City of Ewart residents will pay a \$75 rental fee.

Non-City residents will pay a \$100 rental fee.

The new mini Pavilion located at Riverside West near the river, will not have any rental fees unless a decision is made otherwise. It will be on a first come first serve basis, and if anyone would like to use it for a small gathering they may under the following conditions that;

- Requests for use to city hall with a description of the event and a head count.
- It will not be decorated in anyway (unless permitted by the DPW director).
- Chairs and tables will not be moved under the pavilion for any reason.³
- Picnic tables will not be moved for any reason unless permitted by the DPW director.⁴
- No parking areas, the loop drive way, or the boat launch areas will not be blocked.⁵

For city residents and non-residents who have rented a pavilion for any occasion, all attendee's will be issued a FREE parking pass for each motorized vehicle. This parking pass will be issued by the park host to show proof of pavilion rental. There will be no parking fees charged for anyone attending a gathering at the rented pavilion.

³ Ordinance #1062.04

⁴ Ordinance #1062.04

⁵ Ordinance #1062.05

Campground Rules/Reservations

All campers must follow the *Day Use Rules***

Reservations are not required at Riverside West and East campgrounds, but highly recommended, as there is limited availability.

Reservations can be made by contacting the park host at (231) 734-5901, during the camping season, May 1st through September 30th or by contacting city hall at (231) 734-2181 during the off season.

Reservations cannot be made online.

Campsites at Riverside East campground are primitive sites only.

Campsites, seasonal, monthly, weekly, or daily cannot be reserved more than one (1) calendar year at a time.

If reserving for the following calendar year, seasonal or monthly camping, weekly camping, or daily camping, a payment paid in full will be required.

When making reservations, a payment paid in full will be required for all campsites of the current and following year.

Check-in will be at 1p.m.-Visitors may call ahead to see if early check-in is possible.

Check-out will be at 12p.m. (Noon) - Late check-out is not an option.

Special Event Policy/private events

Special Event Policy/public events

Special Event Insurance

These three categories are currently under development.

Metal Detecting Policy

Each Evert Park location, Riverside East and West are visited yearly by hundreds of people. The City of Evert, the Department of Public Works, and the Parks and Recreation Committee have worked hard to preserve the *Flora and Fauna* of the local area.

Metal Detecting is not permitted for any reason.

The digging of holes in the ground is not permitted under any circumstance.

Anyone observed metal detecting or digging in either park will be asked to stop immediately.

Money Collection

The park host will be responsible for the collection of money. There will be three (3) money drop off stations, one (1) at the Riverside West boat launch, one (1) at the Riverside West main entrance, and one (1) at Riverside East entrance. The Park host will be responsible for checking the money drop off stations daily. It is the park host's responsibility to deliver money collected safely to city hall.

It is the responsibility of the Park host to bring all money collected throughout the week to city hall the first business day following a weekend.

The money drop off stations will be locked Fee Collection Posts that will be placed into the ground and there will be envelopes available for visitors to fill out and pay the park use fees. The envelopes will have a "Proof of Purchase" tear off which the visitor can hang in the rearview mirror of their vehicle.

Cars will be monitored at both Riverside West and East for park use passes. If the proof of payment is not visible the park host may ask to see proof of payment. If the visitor does not have their proof of payment, the park host will request payment. If the visitor refuses to pay the fee, the police will be called to issue a citation of twenty (\$20) dollars.

*- Signs posted in parks

** - Please find *Day Use Rules* p. 3

***- Borrowed from Riverside Park Campground, evart.org

Footnotes have been added for easy Ordinance references