



## DEPARTMENT OF PARKS AND RECREATION

# POLICY MANUAL FOR RIVERSIDE EAST & WEST

*Ewart: At home. By Nature.*

# TABLE OF CONTENTS

## Table of Contents

Policy Manual for Riverside .....	1
East & West.....	1
TABLE OF CONTENTS.....	2
Part I: <b>DAY USE RULES</b> .....	4
Part II: <b>PARK HOST</b> .....	6
Part III: <b>PARK USE FEES</b> .....	8
Prorated Pass Prices.....	9
Group Rates .....	9
Part IV: <b>TAXPAYERS</b> .....	11
Part V: <b>REPLACEMENT PARK USE STICKERS</b> .....	13
Part VI: <b>PAVILION RENTALS</b> .....	15
Part VII: <b>CAMPGROUND RULES AND RESERVATIONS</b> .....	17
Part VIII: <b>METAL DETECTING POLICY</b> .....	19
Part IX: <b>MONEY COLLECTION</b> .....	21
LEVEL TWO HEADING.....	<b>Error! Bookmark not defined.</b>
CAMPING REGISTRATION FORM .....	23



# DEPARTMENT OF PARKS AND RECREATION

## PARKS AND REC POLICY MANUAL: **PART I**

### **DAY USE RULES**

*Ewart: At home. By nature.*

## PART I: DAY USE RULES

---

All visitors are expected to follow park rules. Failure to follow park rules may result in expulsion from the park.

- Parks open at 7:00 am.
- Parks close at 10:00 pm.
- Alcohol is not permitted at the parks.
- Speed limit: 15 mph.
- No parking in non-designated areas or on the grass.
- All dogs must be kept on a leash and under control by their owner.
- No allowed dogs in or on playground areas, picnic tables, parking/driving areas, or on sports fields if in use.
- No overnight camping without the proper permit purchased.
- Campsite and day use areas, picnic tables, BBQ grills, mini pavilions, 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 License.
- 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 the rear of the restrooms.
- Fish cleaning shall be allowed at individual camp sites off remains are properly wrapped up and disposed of in a sanitary manner so as not to create a nuisance
- No refuse shall be burned within the limits of the park. Provided, wood may be burned for campfires and cooking purposes at designated locations only.
- It is unlawful to remove, destroy, or mutilate City park property or equipment.
- 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 violate the posed rules and regulations shall be punished as outlined in the Evart City Code.



# DEPARTMENT OF PARKS AND RECREATION

## PARKS AND REC POLICY MANUAL: **PART II**

### **PARK HOST**

*Ewart: At home. By nature.*

## PART II: PARK HOST

---

The park host duties are as follows, but are not limited to:

- Greet and assist visitors, answer questions, and explain any and all regulations that apply to them.
- Assist campers in locating their (campsites).
- Accept payments from campers and those visiting the park.
- Sell and distribute park passes to residents, non-residents, and canoe liveries.
- 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 trash-receptacles in the park and campground areas daily and change as needed.
- 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 up to forty (40) hours a week. There may be instances, such as holiday weekends, where more hours are going to be needed. The park host must get approval from the Director of Public Works.

They will be expected to work major holiday weekends: Memorial Day weekend, the 4<sup>th</sup> of July week or weekend, Labor Day weekend, etc. These holidays are busy times at the parks and 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 Director of Public Works 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.



# DEPARTMENT OF PARKS AND RECREATION

## PARKS AND REC POLICY MANUAL: **PART III**

### **PARK USE FEES**

*Ewart: At home. By nature.*

## PART III: PARK USE FEES

---

**For campground and 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 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 \$3.00 daily pass, a \$9.00 three-day pass (consecutive days), and a \$20.00 annual pass, which is prorated monthly.

The park passes listed above will include the following amenities:

- Splash Pad
- Boat Launch
- Shuffleboard Court
- Baseball Courts
- Beach Volleyball Courts
- Baseball Fields
- Playground Areas (2)
- Picnic Tables (46)
- Grills (15)
- Walking Trails

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 \$20.00 citation. The \$20.00 citation will either cover the fee of a \$20.00 Park Use sticker or it will stay as a citation if the customer decides against purchasing the Park Use sticker.

There will be a \$15.00 a day bus pass, or a \$60.00 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 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 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 \$2.00 fee. If a resident owns multiple properties within the City limits, the property owner will still only receive up to two (2) free Park Use passes for their primary residence. If a property owner has renters, the property owners' renters will also be able to receive up to two (2) free Park Use passes.

**In the case of a City-wide event, such as the Party in the Park, National Night Out, the Evert Car Show, etc., ALL City residents and non-residents will have free entrance to the park.**

### **Prorated Pass Prices**

- January: \$20.00
- February: \$18.50
- March: \$16.50
- April: \$15.00
- May: \$13.50
- June: \$11.50
- July: \$10.00
- August: \$8.50
- September: \$6.50
- October: \$5.00
- November: \$3.50
- December: \$2.00

### **Group Rates**

Site Six (6) at Riverside East is a group campsite. There is a reservation fee of \$50.00 per night.



# DEPARTMENT OF PARKS AND RECREATION

## PARKS AND REC POLICY MANUAL: **PART IV**

### **TAXPAYERS**

*Ewart: At home. By nature.*

## **PART IV: TAXPAYERS**

---

Taxpayers of the City of Ewart can pick up two (2) free Park Use stickers at City Hall. The taxpayer, if not a City resident, will need to show proof of ownership of their property within the City limits.



# DEPARTMENT OF PARKS AND RECREATION

## PARKS AND REC POLICY MANUAL: **PART V**

### REPLACEMENT PARK USE STICKERS

*Evart: At home. By nature.*

## **PART V: REPLACEMENT PARK USE STICKERS**

---

There will be a fee of \$2.00 for a replacement Park Use sticker for residents after the second sticker.

There will be a \$5.00 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.



# DEPARTMENT OF PARKS AND RECREATION

## PARKS AND REC POLICY MANUAL: **PART VI**

### **PAVILION RENTALS**

*Ewart: At home. By nature.*

## **PART VI: PAVILION RENTALS**

---

The City of Evert offers Pavilion rentals at both Riverside West and East parks and campgrounds.

Riverside West has two (2) pavilions available for rental use.  
City of Evert residents will pay a \$50.00 rental fee.  
Non-city residents will pay a \$75.00 rental fee.

Riverside East has one (1) pavilion available for rental use.  
City of Evert residents will pay a \$75.00 rental fee.  
Non-City residents will pay a \$100.00 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:

- 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 Director of Public Works.
- Chairs and tables will not be removed under the pavilion for any reason.
- Picnic tables will not be moved for any reason unless permitted by the Direction of Public Works.
- No parking areas, the loop driveway, or the boat launch areas will not be blocked.

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.

All Non-Profit Organizations are exempt from any rental fees and/or parking fees at both Riverside West and Riverside East parks.



# DEPARTMENT OF PARKS AND RECREATION

## PARKS AND REC POLICY MANUAL: **PART VII**

### **CAMPGROUND RULES AND RESERVATIONS**

*Ewart: At home. By nature.*

## PART VII: CAMPGROUND RULES AND RESERVATIONS

---

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

Additional rules are as follows:

- 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 of May 1<sup>st</sup> through September 30<sup>th</sup>. Reservations can also be made 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 1:00 pm. Visitors may call ahead to see if early check-in is possible.
- Check-out will be at 12:00 pm. Late check-out is not an option
- At Riverside East, each campsite is allowed up to three (3) tents per site as long as there are no RVs or campers on either site next to them.



# DEPARTMENT OF PARKS AND RECREATION

## PARKS AND REC POLICY MANUAL: **PART VIII**

### **METAL DETECTING POLICY**

*Ewart: At home. By nature.*

## **PART VIII: 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 location will be asked to stop immediately.



# DEPARTMENT OF PARKS AND RECREATION

## PARKS AND REC POLICY MANUAL: **PART XI**

### **MONEY COLLECTION**

*Ewart: At home. By nature.*

## **PART IX: MONEY COLLECTION**

---

The park host will not need to handle any money from customers. The park host will fill out an envelope for the customer, the park host will watch the correct amount of money be put into the envelope and then dropped into the lock box that is affixed to the wall in the park host office. A City employee will check the lock box every Monday (or Tuesday following a holiday) and will check each pay tube every Monday (or Tuesday following a holiday) and Thursday.

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 fee. 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 (\$20.00) dollars.



# DEPARTMENT OF PARKS AND RECREATION

## PARKS AND REC POLICY MANUAL: **PART X**

### **APPENDIX**

*Ewart: At home. By nature.*

## CAMPING REGISTRATION FORM

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

LOT #: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

NO. IN PARTY: \_\_\_\_\_ ARRIVAL DATE: \_\_\_\_\_

DEPARTURE DATE: \_\_\_\_\_ DEPOSITE DATE: \_\_\_\_\_

FEES TO BE PAID IN ADVANCE CAMP RATE PER DAY: \_\_\_\_\_ PER WEEK: \_\_\_\_\_

### Rules and Regulations Governing Campers in Riverside Park West, Evart, MI

1. It shall be unlawful to camp without a written permit.
2. It shall be unlawful to sublet any trailer or camping unit.
3. The permit issued must be visible to the park host.
4. Campers shall not move from assigned sites to a different site unless authorized by management of the park.
5. Vehicles shall be kept in designated parking areas. Only one (1) extra care to a site.
6. No domestic animals or house pets shall be allowed to run at large.
7. 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 purposes.
8. Refuse shall be disposed of in containers provided by the park.
9. No liquid waste shall be discharged onto 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.
10. Fish cleaning shall be allowed at individual camp sites if remains are properly wrapped and disposed of in a sanitary manner so as not to create a nuisance.
11. No refuse shall be burned within the limits of the park. Provided, wood may be burned for campfires and cooking purposes at designated locations.
12. It shall be unlawful to be drunk or disorderly.
13. It shall be unlawful to remove, destroy or mutilate city park property or equipment.
14. No person shall dispose of sanitary napkins, disposable diapers, paper towels, and/or other such items not the toilets in the service building.
15. No person while using the park shall engage in practices of pest or weed control operations.
16. Upon departure from the park, the camp site shall be left neat and clean, the park host shall be notified for the inspection of the campsite and for record purposes.
17. Complaints shall be directed to the park host.
18. It shall be unlawful to make excessive noise. Quiet time shall be observed at 10:00 pm.
19. Any person(s) who shall violate the posted rules and regulations shall be punishable as outlined in the Evart City Code.

**Parks Open at 7:00 am – Closes at 10:00 pm**  
**Riverside Park West • 315 S. River Road • Evart, Michigan • 49631 (231) 734-5901 or (231) 734-2181**  
Please visit us at [www.evart.org](http://www.evart.org)



# DEPARTMENT OF PARKS AND RECREATION