



To: Board of Parks and Recreation
From: Mark Heintz – Director of Parks and Recreation
Date: May 20, 2025
Re: shelter/park visit request

I've been approached by an all girls, ages 12-18, summer camp from South Haven, Michigan that wants to visit Centennial Park on Monday, July 7th from 4-7pm. This is a request coming to you because they are a camp of 500 participants plus staff which is beyond the normal capacity that is allowed at the shelters.

We allow up to 100 people per shelter at Centennial Park so we can accommodate up to 200 people. For anything more than that we require Park Board permission.

If you'd approve this use for Monday afternoon/evening after Independence Day Weekend, we'd recommend a fee of \$300 plus all other typical requirements for a shelter reservation. We regularly charge \$60 for a non-resident (weekday, 4-hour reservation) to book one of the shelters for a maximum of 100 people. A shelter reservation includes a QR code so they can enter the license plates of their buses and not have to pay to park during the reservation.

We have set the maximums at the shelters to ensure that shelter reservations do not overwhelm a park or an area of a park. This was also done to ensure that other general park users still have available recreational opportunities at the park.

Recommendation:

Staff have reservations with allowing this rental to be on the Monday after a four-day 4th of July weekend and whether we'll be able to get everything in the park cleaned up from a weekend of activity. However, if you deem this to be a warranted request, we will do our best to accommodate it.