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## Park Pass Issuing – General

- 1. All passes are issued at the discretion of the Parks and Recreation Director. The Director may revoke park pass and entry privileges for disruptive behavior, repeated violation of rules and policies, or other situations as appropriate.**
  - The Director will review the incident and determine if the pass should be suspended or revoked.
  - The pass holder will be notified, in writing, of the status of their pass.
  - For serious incidents a pass will be revoked for the remainder of the year.
- 2. Passes shall be used only by the person(s) names on the pass.**
  - Sharing of passes is prohibited. Shared passes will be assumed stolen and confiscated by the Gate Guard, or other Department personnel, and handed over to the Director.
- 3. Passes may be confiscated by Department personnel for improper usage or for other violations of Department rules and policies.**
  - The pass holder will be contacted with rules and policies explained.
- 4. Replacement passes may be issued for a \$5 fee.**
  - The park pass life span may be up to 5 years or longer after its initial issue date. Passes replaced prior to this date shall be subject to the \$5 fee.
  - Resident passes can be reprinted in the park office at any time. Other passes may need a few days for processing.
- 5. Passes must be revalidated each calendar year.**
  - Returning a complete and accurate Emergency Response Form to the Department will revalidate Resident and Care Provider passes.

## Resident Passes

- 1. A Resident pass shall only be issued to a resident of the City.**
  - A person requesting a Resident pass must provide a valid photo ID along with two of the following (in order of preference): a recent utility bill, mortgage closing documents, or a lease agreement.
  - A current, complete, and accurate Emergency Response Form for the resident's household must be on file with the Department of Parks and Recreation.
  - A photograph shall be taken of the resident by Department staff and kept on file. The photograph requirement may be waived in cases of disability.
- 2. City ordinance states that at ten years of age, children are able to be at the park by themselves. Children under the age of ten must be supervised by an appropriate care provider.**

**3. Children who are ten years or older may be issued a pass.**

**4. Residents with valid passes may have no more than two guests at Neff Park at any one time.**

- Residents must be present at the front gate in order for guests to enter the park.
- City ordinance states that at any one time, there should be no more than two guests for each resident in the park.

**5. Residents may bring in up to two guests per pass. For additional guests, residents must apply for a group permit.**

**6. Resident passes must be revalidated each year.**

- To revalidate resident passes, the resident must return to the City a complete and accurate Emergency Response Form for their household.

### **Care Provider Passes**

**1. A care provider pass may be issued to a household with children under the age of ten.**

- To apply, a Park Pass Application must be completed and returned to the park office.
- A current, complete, and accurate Emergency Response Form for the household must be on file with the Department of Parks and Recreation.

**2. The care provider may only enter when accompanying the children named on the pass.**

**3. Holders of Care Provider passes have no guest privileges.**

### **Temporary Household Guest Passes**

**1. One temporary guest pass may be issued to a household at any one time.**

- A completed Park Pass Application must be submitted to the Department along with the other requirements set forth above.
- Temporary guest passes may be issued to a local residence for guests staying 7 days or more.
- Maximum number of temporary guest passes issued during the months of May - September will be limited to 1 guest pass per household with 15 punches/visits per pass.

**2. A temporary guest pass may allow up to one family to enter the park at any one time. A family is defined as a group of two adults and their kids.**

### **Complimentary Passes**

**- Complimentary passes may be issued to eligible nonresidents who wish to use the park as qualified.**

- All complimentary passes will be issued according to the policies below and at the discretion of the City Manager.

**1. Holders of complimentary passes have no guest privileges.**

**2. Complimentary passes may have additional restrictions placed on the pass.**

- Examples of additional restrictions might include a specific period of validity or entry for certain reasons.

**3. Holders of complimentary passes may have limited access to Department programs and events.**

- Complimentary passes are issued to nonresidents for access to recreation facilities, not recreation programs, classes, or events.
- In order to participate, some holders of complimentary passes may be placed on a waiting list. Priority will be given to City Residents.

- 4. A landlord of rental properties may be issued one pass for their family.**
  - A completed Park Pass Application must be submitted to the Department each year.
  - The owner's name and home address must appear in the current tax records.
  - A pass may be issued only if there are no passes issued to tenants at their property.
  - Residents will be given priority at that address.
  
- 5. An owner of commercial property, or any proprietor listed on the tax bill, may be issued one pass for their family.**
  - A completed Park Pass Application must be submitted to the Department each year.
  - The owner's name and home address must appear in current tax records.
  
- 6. A nonresident boat co-owner may be issued one pass for their family.**
  - A completed Park Pass Application must be submitted to the Department each year.
  - A copy of the boat registration must be submitted with the application. The co-owner's name must appear with the resident's name on the registration.
  - Access will be limited to the marina only, not to the park, pool, or any recreation program or event.
  
- 7. A City employee may be issued a pass for themselves and for members of their immediate family.**
  - The names and birthdays of each person must be on file with the Department.
  - Each year the Director will confirm their employment status.
  
- 8. A retiree of the City may be issued one pass for themselves and their spouse.**
  - The retiree's name and address must be on a list maintained by City administration.
  
- 9. The following Grosse Pointe Community Dignitaries and Elected Officials may be issued passes for their service to the community.**
  - Federal, State, County, and Local Elected Officials representing the Grosse Pointe communities.
  - Grosse Pointe Chief Administrative Officers and or Deputy Officers.
  - Grosse Pointe Parks and Recreation Directors and or Director Assistants.
  - Grosse Pointe Public Safety Directors.

## **Marina Access**

- 1. Boat owners may leave a list of no more than ten guests with the gate guard.**
  - This list must indicate the name of the boat owner, the well number, the names of all guests, and the date and estimated time of arrival.
  - If the boat owner wishes to have more than ten guests to enter the park, they will need to submit a group permit application.
  
- 2. Guests of boat owners will be admitted only for the purpose of going to and from a specified boat well.**
  - If guests of boat owners wish to use the park and its recreational facilities, the boat owner must submit a group permit application.
  
- 3. Boat owners may enter the park to go to their boat when the park is closed.**
  - A boat owner must contact the gate guard before their arrival so that the gates can be unlocked and opened.
  - The boat owner should have their park pass available.
  - To maintain marina and park security, boat owners should always contact the gate guard so that they know who to expect and when to expect them.
  
- 4. A permanent list of racing or maintenance crews may be kept at the front gate.**
  - A list of crewmembers must be submitted to the Director for approval. This list must indicate the name of the boat owner, the well number, the names of the crewmembers, and the day and time at which they will usually arrive.
  - Crewmembers may enter the park only on the indicated day and time to go directly to the specified boat well.