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## General Park Rules

- 1. To enter Neff Park, a person must: Show a valid pass that has been issued to them, be accompanied by a resident with a valid pass (maximum of 2 guests per pass), or have their name on an approved list.**
  - Passes are issued to all residents and to other persons under special circumstances.
  - Passes must be presented to the gate guard and may be scanned.
  - Residents have guest privileges and may bring in up to 2 guests per pass; holders of other passes may not bring in guests.
  - Lists will be maintained for various purposes, such as group permits and marina access.
- 2. Pets are not allowed in Neff Park. Boat owners may bring a pet directly to their boat if their pet is on a leash.**
- 3. Alcohol is permitted with exception of the pool facilities and must be consumed responsibly.**
- 4. Picnic tables must be actively used and cannot be saved or reserved for a later time.**
  - Any items used to “reserve” a picnic table will be assumed to be lost and will be placed in the lost and found in order to maximize the use of the limited number of picnic tables in the park.
  - On evenings of home swim meets, tables may be reserved at 3 p.m.
- 5. Noise must be at a reasonable level; loud noise and music are prohibited.**
- 6. No vehicles may be brought onto park grounds, and nothing shall be driven into the ground or attached to park equipment. Large tents, unauthorized vehicles, skateboards, bicycles, roller blades, roller skates, or anything that could damage park grounds are not permitted in the park.**
  - Upon request of Department personnel, the offending item must be removed immediately.
  - Any damages will be noted by Department personnel and the resident will be responsible for paying for any repairs, i.e. cables, sprinkler heads and/or sprinkler lines
- 7. Catered events must be approved in advance.**
- 8. Items such as signs, balloons, etc. shall not be attached to or placed at the park entrance, on park fences or park gates. Such items will be removed and disposed of accordingly.**

## **Group Permit Policies**

- 1. For gatherings of 10 or more, or when the number of guests exceeds the number permitted by park passes, residents must complete and submit a Group Permit Application and provide a guest list to the Director at least seven days in advance of the event.**
  - Reasonable changes to the guest lists may be made at any time before the day of the permit.
  - Although it is not recommended, permits may be requested on shorter notice with the understanding that they may not be granted.
- 2. A maximum of 50 guests are allowed per group permit. The maximum number of guests per day for all group permits is 150.**
- 3. Group Permits will be limited to the following number of tables:**
  - Groups of 50 - 5 tables or less
  - Groups of 40 - 4 tables or less
  - Groups of 30 - 3 tables or less
  - Groups of 20 - 2 tables or less
  - Groups of 10 - 1 table
- 4. Group permits will not be issued for holidays, holiday weekends, during city-sponsored events, or for other higher demand days as deemed by the Director.**
  - These dates will be identified and advertised through the Department of Parks and Recreation.
  - Common holidays include Memorial Day Weekend, Father's Day, Mother's Day, Independence Day, Independence Day Weekend, Labor Day Weekend, etc.
  - These rules are designed to accommodate and give priority to all residents.
- 5. Group permits will not be issued to minors.**
- 6. Groups of minors must be supervised by an adult.**
- 7. The host resident must be present for the duration of the event.**
  - The host resident will accept all responsibility for cleaning their respective areas before leaving.
  - The host resident will ensure that all guests conduct themselves in a responsible manner and comply with park rules.
- 8. All refuse must be placed in waste containers found in the park.**
- 9. Group permits will be accepted no more than three months in advance.**
  - Permit applications submitted more than three months in advance will not be processed.
  - This should prevent hoarding of dates and will allow for more fair usage of the park.
- 10. A household is limited to 3 permits during the summer season (Memorial Day to Labor Day).**
- 11. Residents who intentionally disregard park rules may have their pass(es) confiscated and their entry privileges revoked.**
- 12. There is a \$10 fee to reserve a Group Permit.**

## **Pavilion Use Policies**

- 1. Residents may reserve the Pavilion during three available blocks of time: 6 a.m. – noon, noon – 5 p.m., or 5 p.m. – 11 p.m.**
  - Requests for reservations should be made at least seven days in advance of the proposed function.
- 2. A Pavilion Request Form along with a list of non-residents must be submitted to the Director at least seven days in advance.**
  - Reasonable changes to the guest lists may be made at any time before the day of the permit.
  - Although it is not recommended, reservations may be requested on shorter notice with the understanding that they may not be granted.
- 3. The maximum number of six picnic tables will be allowed at the Pavilion.**
  - The host resident may bring in additional tables of their own to use.
- 4. The Pavilion may not be saved or “roped off” for a later time.**
  - When not reserved, the Pavilion is available on a first-come, first-served basis.
  - Anything used to “save” the Pavilion will be assumed to be lost and taken to the lost and found.
- 5. City sponsored events will have priority on Pavilion usage.**
- 6. The Pavilion may not be reserved on holidays, holiday weekends, during city-sponsored events, or for other higher demand days as deemed by the Director.**
  - These dates will be identified and advertised through the Department of Parks and Recreation.
  - Common holidays include Memorial Day Weekend, Father’s Day, Mother’s Day, Independence Day, Independence Day Weekend, Labor Day Weekend, etc.
  - These rules are designed to accommodate and give priority to all residents.
- 7. There is a \$25 fee to reserve the Pavilion.**
- 8. Pavilion requests may require a Group Permit; please refer to the Group Permit policies.**

## **Norbs Room Rental Policies**

- 1. Reservations for the Norbs Room will be made available during the following months: April, May, September, October, and November.**
  - Due to summer and winter programming, the Norbs Room will not always be available for rent.
- 2. A Norbs Room Request, along with a list of non-residents, must be submitted to the Director at least seven days in advance.**
  - Reasonable changes to the guest lists may be made at any time before the day of the permit.
  - Although it is not recommended, reservations may be requested on shorter notice with the understanding that they may not be granted.
- 3. The Norbs Room can accommodate up to 30 people.**
  - Fire code prohibits allowing more than 30 people into the room.
- 4. Residents may reserve the Norbs Room during three available blocks of time: 6 a.m. – noon, noon – 5 p.m., or 5 p.m. – 11 p.m.**
- 5. There is a \$25 fee to reserve the Norbs Room.**
  - Fee includes use of up to 6 tables and 20 chairs.
- 6. City-sponsored events will have priority for Norbs Room usage.**
- 7. The Norbs Room may not be reserved for holidays, holiday weekends, during city-sponsored events, or for other higher demand days as deemed by the Director.**
- 8. Norbs Room requests may require a Group Permit. Please refer to the Group Permit policies.**