



*The Jackson
Recreation
Department has made
the picnic shelter on
1521 Blakely Street in
Kiwanis Park
available for
reservation.*

*A \$30 non-refundable
fee will be charged
with an additional
\$20 if you would like
to use the restroom.*



Jackson Recreation Department

161 W. Michigan Avenue
Jackson, Michigan 49201
Phone: 517-788-4040
Website: cityofjackson.org

JACKSON
Founded 1829

Kiwanis Park



Picnic Shelter Rental



Jackson Recreation Department



Important Information

- ◇ A \$30 non-refundable fee is due with reservation. An additional \$20 fee is due when you take the restroom key. This fee will be returned to you when the key is returned.
- ◇ Please pay by cash, check, money order, or debit/credit card (3% charge). If paying by check, make check payable to: CITY OF JACKSON.
- ◇ The restroom key can be picked-up no sooner than two days prior and returned no later than two days after your event. Our office is located on the 5th floor of City Hall and is open Monday thru Friday from 8:00 a.m. to 5:00p.m.

- ◇ Reservations may be made up to one year in advance. Mail or deliver your application to the Jackson Parks and Recreation Department at 161 W. Michigan Avenue, Jackson MI 49201.
- ◇ Persons making reservations must be at least 21 years of age.
- ◇ No person shall have alcoholic beverages or fireworks of any kind in any city parks.
- ◇ It is recommended that renters keep their confirmation of reservation with them at the time of occupancy for identification purposes.
- ◇ Renters must remove all signage installed by the renters and put all waste into proper containers.
- ◇ Reservations may not be rescheduled or refunded due to weather conditions.
- ◇ Street parking only.
- ◇ Due to sprinkler system, no stakes in ground (such as bounce houses, tents, etc.)



RENTAL APPLICATION

Function: _____

Date: _____

Time: From _____ To _____

Number attending: _____

Name: _____

Address: _____

City, State & Zip code: _____

Phone: _____

Reservation: \$ _____

The person named above is responsible for unlocking and locking the bathrooms, along with overall park clean-up when finished.

Mail application to:
 Jackson Recreation Department
 161 W. Michigan Avenue
 Jackson, Michigan 49201