

**VAN BUREN COUNTY
GROUNDS USE GUIDELINES and PROCEDURES
for the
Kal-Haven and Van Buren Trails**

PURPOSE: To provide for good risk management controls, limiting liability for the County, and to provide trail security

KAL – HAVEN AND VAN BUREN TRAIL:

These procedures and guidelines shall cover the use of the Kal-Haven and the Van Buren Trail.

USE OF TRAILS:

Requests for use of the Kal-Haven and/or the Van Buren Trail are to be submitted to the Van Buren County Road Commission.

GUIDELINES

- 1) The property of the Van Buren and Kal-Haven Trails may be used, at the discretion of the Van Buren County Commissioners, for any activity, which promotes the welfare of the people of the County.
- 2) First priority for use of County trails will be given to County business.
- 3) County personnel will not be expected to erect or dismantle equipment unless it is the property of the County.
- 4) All equipment used by any group given permission to use County facilities must be removed promptly at the end of the activity.
- 5) All activities must cease no later than 10:00 p.m.
- 6) The Van Buren County Road Commission reserves the right to revoke permission for use of facilities.
- 7) Facilities may not be used for any activity nor by any group other than those stated on the approved application.
- 8) No illegal drugs or alcoholic beverages may be stored, used, served or consumed anywhere on County property.

- 9) Any agency, group, or individual requesting the use of County owned property shall complete an application for such use. This application may be obtained from the Van Buren County Road Commission. This application shall be submitted to the Van Buren County Road Commission at least 14 days in advance of the intended use.
- 10) All applications for the trails will be submitted to the Road Commission for review and approval . A copy of said application will be returned to the applicant and will serve as the Road Commission's official response.
- 11) People participating in these activities will be identified by use of tags, arm bands, numbers, tee shirts or some identifying paraphernalia as agreed to by the Road Commission.

Rates

Daily Rates for:

Non-Profit Organizations	½ Price
Groups - Maximum 50 people	½ Price
Event of greater than 50 people	Please contact VBCRC for Information

Annual Rates for:

Non-Profit Organizations	Please contact VBCRC for Information
Groups- Maximum 50 people	Please contact VBCRC for Information
Event	Please contact VBCRC for Information

Unmarked groups will be furnished with a "Special Events" pass for an additional cost of .38 per person.

**VAN BUREN COUNTY
APPLICATION FOR USE OF COUNTY FACILITIES**

Name of Organization: _____

Address/Telephone/Email: _____

Contact Person: _____

Date(s) of Intended Use: _____

Time of Intended Use: _____

Buildings & Grounds being requested for use (circle one): **KAL-HAVEN/VAN BUREN TRAIL**

Describe activities to be held on the trail: _____

Approximate number of guests: _____

We will require "Special Events" pass to mark our group.

I, the undersigned representative of the above-referenced organization, have received a copy of the Kal-Haven/Van Buren Trails Guidelines and Procedures. By my signature, my organization agrees to abide by these Guidelines and to hold Van Buren County harmless in the event of accident or injury occurring during the terms of this agreement.

Authorized Signature, Title

Van Buren County hereby grants permission to the above organization to use the County facilities requested during the time period and for purpose listed above.

Kal-Haven/Van Buren Trail