

## How to Hold an Event at the Veterans Tribute of Oakland Township Site

THE USE OF THE TRIBUTE SITE IS RESTRICTED TO APPROPRIATE EVENTS WHICH ARE CONNECTED TO NATIONAL HOLIDAYS AND OTHER OCCASIONS CONSISTENT WITH THE TRIBUTE'S PURPOSE. VETERANS TRIBUTE HAS EXCLUSIVE CONTROL OVER ALL ACTIVITIES AND USES OF THE TRIBUTE SITE AND COMPLETE DISCRETION TO GRANT OR DENY ANY REQUEST FOR USE OF THE SITE, AND FURTHER RESERVES THE RIGHT TO REJECT ANY REQUEST FOR ANY REASON. DISCLAIMER STATEMENT: VTOT WILL NOT BE RESPONSIBLE FOR ANY CLAIMS, ACTIONS, DAMAGES, LIABILITY, COST AND EXPENSE, INCLUDING REASONABLE ATTORNEYS' FEES, IN CONNECTION WITH ANY AND ALL LOSSES, INCLUDING LOSS OF LIFE, PERSONAL INJURY AND /OR DAMAGE TO PROPERTY ARISING FROM OR OUT OF THE USE OF THE TRIBUTE SITE BY ANY GROUP OR ORGANIZATION.

- Visiting the site: the site is open dawn to dusk to visitors anytime, year round.
- Group Events: The VTOT site can be reserved for use by groups to hold public events, holiday celebrations or remembrances, ceremonies, visits, educational events and other gatherings which are consistent with the purpose of the Tribute. Requests to reserve the site for group use are made via the Calendar page of the VTOT website: VTOTMI.ORG.
  - The VTOT site is available for group use between sunrise and sunset.
  - The purpose of the Tribute is to honor the United States, the Armed Forces of the United States, and our Veterans – past, present and future.
  - Memorial Day, 4<sup>th</sup> of July, and Veteran's Day are national holidays on which public events will be held at the site. If you wish to use the site on one of those days, please contact the VTOT here.
  - Note: during a scheduled event, visitors who are not part of the event are allowed to visit the site as long as they don't interfere with the group holding an event.
- To request use the VTOT Site, groups are encouraged to fill out the online request form as far in advance as possible, up to a year in advance:
  - Information required: Group name, leader or POC, POC email and phone #, size of the group, purpose of the event, duration, any equipment being brought to the event, food and beverages, other.
  - A member of the VTOT will acknowledge receipt of your request once the request form is submitted, and the VTOT will contact the POC on the request form as soon as possible to follow up on the request.
  - Requests are not approved until the VTOT provides written or email notice to the requestor.
  - Approved requests will then be posted to the VTOT Calendar.
- Public Notice and Safety:
  - The Tribute site is leased by the VTOT from the Oakland Township, hence, any events scheduled at the site will be posted on the VTOT website and Oakland Township will be notified.
  - Public Safety: any event larger than 50 people may require a notification to the Oakland County Sheriff's Department for traffic control and other reasons.
- Parking for 16 vehicles is available, first come – first serve – on the site. Overflow parking is available at the Oakland Church just west of the Tribute; visitors can walk ~ 1/3 mile from the overflow parking along the public trail to the Tribute site.
- Respect for the site: Please treat the VTOT site with respect for the hallowed ground that it is:
  - The United States is honored by the American flag.
  - The Armed Forces are honored by the glass panels of semi-circular granite wall.
  - Veterans are honored by the metal and stone Freedom Benches, the Freedom Trees, and the engraved brick pavers.
- Suggested Donation: Use of the Tribute site is free, but maintenance and repairs are not. The Board of the VTOT suggests a donation to help the VTOT maintain the Tribute in a state of repair and cleanliness that is appropriate to its purpose and welcoming to visitors.
  - \$75 for group of 25 or less; \$100 for group of 26 or more.

• Rules for Using the VTOT Site

- Littering is prohibited. Groups should bring their own trash bag(s) and haul away their own trash.
- Do not climb on any of the Tribute features; the metal and stone benches are for sitting.
- Motorized vehicles prohibited anywhere beyond the access road and parking area.
- Improperly parked vehicles will be towed.
- Scooters and skateboards prohibited.
- No glass containers.
- No alcoholic beverages area allowed on the Tribute Site.
- No food or drinks should be consumed on the area paved with bricks. Vending or sales prohibited.
- No smoking allowed.
- Hunting or use of firearms on site is prohibited.
- No fireworks, fires or camp stoves.
- No camping, tents, enclosures, or other unpermitted structures such as air castles, pools, or water slides.
- Dogs are to remain on leash at all times.
- Pet owners are required to pick up after pets.
- Control noise levels – please be respectful of others.

Requested Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Proposed Use: \_\_\_\_\_ *(Attach information if more space is needed)*

Requesting Organization: \_\_\_\_\_

Expected Attendance: \_\_\_\_\_

Organization Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Day of Event Contact: \_\_\_\_\_

Cell Phone of Organizer: \_\_\_\_\_ (for VTOT day of event information)

Are you/your organization resident in Oakland Township Y / N

\_\_ I have read and agree to the Terms of Usage

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date