

Dan Ulrich, *Supervisor*
Theda Williams, *Treasurer*
Sandra Witherspoon, *Clerk*
J.B. Hoyt, *Trustee*
Kate Stewart, *Trustee*



231-547-4611
charlevoixtownship.gov

Charlevoix Township Facility Reservation Policy

Available Township Facilities:

- Baseball Field*
- Soccer Field*
- Pavilion*
- Tennis Courts
- PickleBall Courts
- Basketball Court
- Township Hall

Baseball Field Rental

- Fee: \$200/Day for Tournaments
- Security Deposit: \$100 (additional fees for damage could be added)
- Availability: April 1 through October 1 unless approved by Recreation Manager
- Charlevoix Little League and Charlevoix Public Schools will not be charged.
- Noise Policy: The park is in a residential area. Please keep music, car horns, and other noise makers to a reasonable level.
- Foul Weather Policy: After a heavy rainstorm, the field will be allowed to drain naturally. The infield dirt can be raked to move water but please do NOT rake water into grass areas. This will prevent the clay and conditioner from being moved into the grass areas of the field. Conditioner or any other absorbent product will not be added unless approved by Charlevoix Township staff. If this creates a delay, the tournament manager will need to adjust accordingly.

Soccer Field Rental

- Fee: \$100/Day for Camps/Tournaments
- Security Deposit: \$100 (additional fees for damage could be added)
- Availability: April 1 through October 31 unless approved by Recreation Manager
- Charlevoix Youth Soccer will not be charged.
- Rental Policy: If the field is being used by an entity that is charging individuals or teams to participate, the rental fee will be applied. Charlevoix Township will not be responsible for lining the field.

Pavilion Reservation

- Fee: N/A
- Security Deposit: N/A (additional fees for damage could be added)
- Availability: Year-round (weather dependent) with reservation

Tennis/Pickleball/Basketball Courts

- Fee: TBD
- Security Deposit: TBD
- Availability: April 1 through October 31 as weather permits. The courts are used on a 1st come; 1st serve basis with a rotation if players are waiting. The courts may only be reserved for special events such as Venetian Tennis Tournament, or Charlevoix High School tennis matches.

Township Hall

- Fee:
 - Free: Between 8-3 on Weekdays
 - \$50: After hours or weekends when a township employee has to come to open the building.
- Security Deposit: \$50 (will be used as a cleaning fee if necessary)
- For business and professional meetings only. Alcohol is prohibited.
- Availability: Year-round with a reservation. (The kitchen area is available only for serving and storing food—it is not equipped for food preparation.)

*Reservations should be made online: <https://charlevoixtownship.gov/reservation-application/>

For other reservations, contact the parks/recreation manager: parks@charlevoixtownship.gov