

# PAVILION RENTAL GUIDELINES

Pavilion Rental Dates and Hours: May 1-Sept. 30, 2026 – 9 a.m. to 9 p.m.



**Livonia**  
PARKS & RECREATION

## PARK/PAVILION RULES AND POLICIES

1. Full payment for the Pavilion rental is required at the time of reservation and must be completed seven (7) days in advance of rental date.
2. Tents with stakes, large portable grills, inflatables and large groups (20+) require permit. (Pop-up/E-Z up tents, small gas/charcoal portable grills do **NOT** require permit)
3. Permit only assures use of the specified area of the park and not exclusive use of the park.
4. Permit does not grant access to pool facilities.
5. Picnic tables are assigned to picnic areas by group size based on approximately eight (8) people per table.
6. Parking must be shared by all park patrons and will be used on a first come, first serve basis.
7. Additional picnic tables will not be provided for groups that exceed the recommended picnic area capacity.
8. Relocation of picnic tables from one area to another is prohibited.
9. The pavilion rental permit must always be carried with the permit holder during the event in either paper or electronic form.
10. **No food trucks are allowed at Rotary Park.** They are permitted at other parks provided they meet all other insurance and approval requirements.
11. For a complete list of Park rules, please visit our website at [LivoniaParks.org](http://LivoniaParks.org).

## PAVILION LOCATIONS AND DAILY FEES

**\*\*Rotary Park Pavilions #1 and #2 Closed May 1-June 30, 2026, for Park Improvement\*\***  
**\*\*Shelden Park Pavilion Closed for Park Improvement\*\***

Pavilion #/Location	# of People	Electricity Available	Bathroom Facilities	*Resident Fee	^Non-Resident Fee
<b>**Rotary Park #1**</b> <b>CLOSED May 1 – June 30</b>	100-200	Yes	Port-a-John	\$150	\$225
<b>**Rotary Park #2**</b> <b>CLOSED May 1 – June 30</b>	25-30	Yes	Port-a-John	\$80	\$150
<b>Rotary Park #3</b>	70-80	Yes	Port-a-John	\$115	\$190
<b>Rotary Park #4</b>	70-80	Yes	Port-a-John	\$115	\$190
<b>Rotary Park #5</b>	25-30	No	Port-a-John	\$75	\$145
<b>Ben Celani #1 (Bicentennial Park)</b>	70-80	Yes	Comfort Station	\$130	\$200
<b>Stymelski/Veteran's Park</b>	70-80	Yes	Port-a-John	\$110	\$185
<b>Mies Park</b>	25-30	Yes	Port-a-John	\$75	\$145
<b>**Shelden Park CLOSED**</b>	25-30	No	Port-a-John	\$70	\$140
<b>Clements Circle Park</b>	25-30	No	Port-a-John	\$70	\$140

\*Resident: Responsible party/organization residing within the city of Livonia.

^Non-Resident: Responsible party/organization residing outside Livonia whether they are sponsored by a Livonia resident or not

## ELECTRICITY LOCATIONS

1. Electric boxes at Rotary Park Pavilions 2, 3, and 4 are located outside the pavilions. You will need a 50-foot extension cord and multi-plug to use the electricity. You may bring more than one extension cord and multi plug.
2. Electric box at Stymelski/Veteran's Park is located on a pole near the sand volleyball court. You will need a 200-foot extension cord and a multi-plug to use the electricity.
3. Electric box at Mies Park is located on a pole between the pavilion and the play set. You will need a 100-foot extension cord along with a multi-plug to use the electricity.
4. Electric box at Ben Celani Pavilion #1 is located on a pole attached to the pavilion.

## PROHIBITED ITEMS

1. Parking on any grassy area is prohibited in any of the City of Livonia Parks.
2. Table glitter and confetti are prohibited in any of the City of Livonia Parks
  - a. A \$50 fee will be charged if you do not clean up balloon remnants, leftover food, tape, staples, etc.

3. Loud music, disc jockeys, bands, and amplified/loud music is not permitted.
  - a. A small radio is allowed, but must be kept at a level to not disturb other park patrons
4. Dunk tanks, livestock, farm animals, or wild animals are not permitted at any City of Livonia Park or Park Facility.

## **REFUND POLICY**

If customer cancels, the following policy is applied:

1. Requested 3 weeks prior to reservation – Less \$10 processing fee
2. Requested less than 3 weeks prior to reservation – NO refunds
3. No Rain Checks will be issued

In the event you decide not to use the pavilion on your scheduled date, we encourage you to contact the Parks and Recreation Department.

## **ALCOHOLIC BEVERAGES**

-Alcoholic beverages, including beer, are prohibited in all public parks, except by permit from the Livonia Police Department.

-If alcohol will be consumed by anyone in your group, an alcohol permit must be obtained from the Livonia Police Department (no charge). Glass bottles are not allowed.

-Alcohol Permits must be obtained at least one week in advance of the picnic from Livonia Police Headquarters (15050 Farmington Road, 8:30 a.m. to 4:30 p.m., Monday-Friday).

-Your pavilion rental permit must be presented when applying for an alcoholic beverage permit.

-Alcoholic beverages are not to be consumed at or near ball diamond areas. A Certificate of Insurance for Permitted Activities may be required. See Insurance Requirements for details.

## **SPECIAL CONSIDERATIONS**

**If your group is interested in offering the services below, you will need Departmental approval and a Certificate of Liability Insurance (\$1,000,000) from the company providing these services naming the City of Livonia as additional insured.**

-CANOPIES/TENTS with Stakes    -CATERERS    -PORT-A-JOHN'S    -INFLATABLE ATTRACTIONS\*

**\*All third-party independent contractors must supply their own separate power supply for any inflatable attraction(s).\***

Please make your request in writing at least two weeks prior to rental date submitting a “**Special Consideration Request**” form. **Failure to submit Special Consideration Request Form may result in forfeiture of rental permit.**

You may mail or email your form.

### **Mailing Address:**

Livonia Parks and Recreation  
Attn: Pavilion Rentals  
15100 Hubbard  
Livonia, MI 48154

### **Email:**

Kim Schendel  
[kschendel@livonia.gov](mailto:kschendel@livonia.gov)

## **INSURANCE REQUIREMENTS**

**The following groups must provide a CERTIFICATE OF LIABILITY INSURANCE naming the City of Livonia as additional insured, (\$1,000,000) on the certificate:**

- |                                     |                                    |                                |
|-------------------------------------|------------------------------------|--------------------------------|
| -Churches                           | -Boy/Girl Scouts or similar groups | -School Groups                 |
| -Businesses/Industrial Corporations | -Sports Leagues                    | -Fraternal Organizations/Clubs |
| -Civic Associations                 |                                    |                                |

**Certificates must be submitted at least two weeks prior to picnic date.**

**Failure to submit certificate may result in forfeiture of rental permit.**

For further information please call us at (734) 466-2900