



**MILFORD TOWNSHIP**  
**TRAIL USE PERMIT APPLICATION**  
**PARKS & RECREATION COMMISSION**  
1100 Atlantic Street, Milford, Michigan 48381  
Phone 248 685-8731 Fax 248 685-9236  
Email [parksandrec@milfordtownship.com](mailto:parksandrec@milfordtownship.com)

**Intent:** The trail use permit process has been established to ensure uncongested, free access to the trail for families and the community. We would like to keep activities that have a potential for dominating the trail a minimum.

**Requirement:** All organizations and groups with over twenty (20) people on the trail and all commercial business activities utilizing the trail for any purpose must obtain a **Trail Use Permit**. All for profit commercial businesses utilizing the trail for any reason must compensate the township for use of the trail. All non profit entities must compensate the township for use of the trail if the trail is being used for financial gain or fundraising. Compensation is to be negotiated with the Parks & Recreation Commission and approved by the Township Board.

The trail use permit application is available at the Milford Township office, Kensington Metropark's office or at the following websites: [www.metroparks.com](http://www.metroparks.com) or [www.milfordtownship.com/parksandrec](http://www.milfordtownship.com/parksandrec).

Trail permits will be granted on a first come first serve basis at the discretion of the Milford Township Parks & Recreation Commission and the Milford Township Board. Permits will be issued only as deemed reasonable by the Township Board upon recommended approval by the Parks & Recreation Commission.

The following must be completed and submitted prior to consideration:

- Complete and attach the Huron Clinton Metropolitan Authority's (HCMA) **Group Picnic/Special Event Application**. On a separate page, provide a brief description and purpose of activity.
- Indicate the requested date and duration of time of the event
  - First Choice Date: \_\_\_\_\_ Start time \_\_\_\_\_ Finish time \_\_\_\_\_
  - Second Choice Date: \_\_\_\_\_ Start time: \_\_\_\_\_ Finish time \_\_\_\_\_
- Name of organization, contact name, address and phone number of responsible person for the event
  - Organization Name \_\_\_\_\_
  - Contact Name \_\_\_\_\_
  - Address \_\_\_\_\_
  - Phone Number \_\_\_\_\_
  - Provide contact name and phone number that will be accessible during the event
  - Name \_\_\_\_\_ Cell phone \_\_\_\_\_
- Indicate number of people using the trail for the event \_\_\_\_\_
- Is there a participation fee for this event? Yes \_\_\_\_ No \_\_\_\_ How much per person \_\_\_\_\_
- Is this a fundraising event? Yes \_\_\_\_ No \_\_\_\_
- On the map provided show or describe the actual location of any setup needed during the event.

- Describe how trash/waste will be contained, removed and the final cleanup procedure:
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General requirements for all group activities:

- The event shall not dominate the trail.
- The permit does not grant sole use of the trail to any group. The trail must be continually accessible for use by the community without any restrictions.
- The trail must be left clean and free of all litter and/or waste after the event.
- The event can be terminated at any time by a designee of the Parks & Recreation Commission at their sole discretion, if the event is deemed inappropriate for the community.
- The trail is not to be used without written Township Board approval, subsequent to such recommendation by the Parks & Recreation Commission.
- Other restrictions or requirements may be implemented by the Parks & Recreation Commission depending on circumstances of the event.
- A security deposit may be required prior to the event.
- Private security is not provided by Milford Township.
- For emergencies contact the Milford Police Department/HCMA's Kensington Metropark Park Police via 911.

Approval process for trail usage:

- Applicant must submit completed permit application and Kensington Metropark's completed application to the Parks & Recreation Commission at 1100 Atlantic Street, Milford, Michigan, at least one week prior to their regular monthly meeting.
- Please contact the Milford Township offices for a schedule of meeting dates and times at 248 685-8731.
- Once approval is recommended by the Parks & Recreation Commission, applicant must obtain final approval from the Milford Township Board at their regular monthly meeting. ***The approval process may take 4 to 8 weeks to complete.***

*Enjoy the Trail*

The Milford Recreational Trail was funded through grants from CFSEM, MNRTF, MDOT and a millage borne by the taxpayers of Milford. The Huron Clinton Metropolitan Authority provided the land, in-kind engineering and other services.

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*For Office Use Only*

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Milford Township Parks & Recreation Approval Meeting Date: \_\_\_\_\_**

Chairman Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Milford Township Board Approval Meeting Date: \_\_\_\_\_**

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Compensation Amount: \$ \_\_\_\_\_ Date Received: \_\_\_\_\_**

Indicate any revisions to the request: \_\_\_\_\_