



**Village of Lake Orion**

21 E. Church Street  
Lake Orion, Michigan 48362  
Tel 248.693.8391  
Fax 248.693.5874  
[www.lakeorion.org](http://www.lakeorion.org)

**REQUEST TO USE OF VILLAGE EQUIPMENT**

**APPLICANT INFORMATION**

Applicant Name: \_\_\_\_\_ Business Name: \_\_\_\_\_

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

Applicant Phone #: \_\_\_\_\_ Applicant E-Mail: \_\_\_\_\_

**EVENT / PROJECT DESCRIPTION**

Describe Use/Project Activity: \_\_\_\_\_

\_\_\_\_\_

Use of Equipment Begins – Day: \_\_\_\_\_ Time: \_\_\_\_\_

Use of Equipment Ends – Day: \_\_\_\_\_ Time: \_\_\_\_\_

**EQUIPMENT TO BE USED** Please describe in detail below

\_\_\_\_ Barricades      \_\_\_\_ Temporary closure signage      \_\_\_\_ Trash cans      \_\_\_\_ Other

\_\_\_\_\_

\_\_\_\_\_

I, the undersigned, understand that the Village Hold Harmless Agreement must be completed and must accompany this application. I understand I will be liable for damaged or missed property at actual cost plus 20% for administrative costs.

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

**\*\*\* To Be Completed by Village Administration \*\*\***

**Issued:**

Date / Time: \_\_\_\_\_ Received by: \_\_\_\_\_

By VLO Staff:: \_\_\_\_\_ Signature: \_\_\_\_\_

**Returned:**

Date / Time: \_\_\_\_\_ Received by: \_\_\_\_\_

By VLO Staff:: \_\_\_\_\_ Signature: \_\_\_\_\_

\_\_\_\_\_

## **EQUIPMENT USAGE PROVISIONS**

In an effort to minimize loss of equipment or to avoid subjecting people or agencies to potential accusations, the Village is requiring all equipment such as barricades, cones, or fire hydrants to be signed out prior to usage (effective March 15, 1999).

### **For street and parking lot closures:**

The Lake Orion Police Department and Department of Public Works will review the application and decide if the proper equipment (barricades/cones/etc.) was requested and will make changes to the application as necessary.

### **Use of fire hydrants:**

Fire hydrant reducers/hose spigot will be installed on the proper hydrant by the Department of Public Works. The hydrant will be turned on upon installation. In no case shall the hydrant be tampered with. The DPW reserves the right to place a meter on all spigots to monitor water use and bill usage accordingly in the Village sees fit.

### **General guidelines:**

- Equipment will be delivered on site by the Department of Public Works. Locations and site map will be provided by the Police Department in the case of street/parking lot closures. The PD will be in charge of properly closing street and parking lots on the day of the event.
- The applicant will sign a release accepting responsibility for the property at the time of application.
- When the event or activity is complete, the Department of Public Works will pick up the equipment and give a proper accounting to Village Administration at which time the DPW will sign the release form indicating the date and time the property was returned. The applicant may request a copy of the completed release form for their records.
- All equipment will be picked up and returned to inventory by the Department of Public Works on the first business day following the event.
- The applicant will be responsible for any damaged or missing property and will be invoiced for same with payment due upon receipt of invoice.