



4241 Old US 27 South, Suite 2  
Gaylord, MI 49735  
(989) 448-2293  
huronpines.org

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### **Application for Use of Long Lake County Park facilities**

Kayak Skills Safety Training is a half-day course. Have a safe kayak trip—learn how to avoid potential dangers, practice self-rescue skills and develop the skills you need to manage minor in-water incidents. [Click here to view the registration link.](#)

Huron Pines and MSU Extension staff will provide kayaks for participants to use. We anticipate most of the event to take place in the pavilion area, the grass adjacent to Long Lake, and shallow waters near the boat launch.

Participants will need to meet the [11 ACA Eligibility Criteria](#) for the training.

Note: please wear quick-dry clothes for water immersion –no cotton. Bring dry clothes to change into after the course is complete (water immersion will be the last course element).

This is a free event.

Please bring a water bottle, sack lunch, sun block, and weather appropriate clothing to the event.

## APPLICATION FOR USE OF ALPENA COUNTY PROPERTY/EQUIPMENT

After you have completed this form, please return it to: Alpena County Board of Commissioners office, either by mail at 720 W. Chisholm Street, Suite #7, Alpena, MI 49707, or email at [commissionersoffice@alpenacounty.org](mailto:commissionersoffice@alpenacounty.org). If you have questions, please contact Mary Catherine Hannah, Alpena County Administrator, at 989-354-9500 or email her at [commissionersoffice@alpenacounty.org](mailto:commissionersoffice@alpenacounty.org).

**This form must be accompanied by a cover letter explaining request.**

Today's Date: 5/28/25  
Date(s) of use: 7/19/25 (Rain day: 7/18/25) Arrival Time: 1:00 pm Departure Time: 5:00 pm  
Name of group using county property/equipment: MSU Extension and  
Huron Pines  
Name of person responsible: Amber Hubbard  
Address: 122 W. Chisholm St, Alpena, MI 49707  
Phone: 231-340-9534 Email address: @amber@huronpines.org  
Type of event: Kayak safety training  
Number in Attendance/Expected Attendance: ~12  
Specific county property/equipment requested to use: Long Lake Park  
~~boat launch~~ pavilion area Value\$ \_\_\_\_\_  
Location Name: Long Lake Park Location Address: 10002 Hinks Park Rd  
Any Temporary Structures? No If yes, please describe: \_\_\_\_\_  
Any Parking or Traffic Flow Considerations? No

Liability insurance naming Alpena County as an "additional insured" may be required in the amount of \$1 million for the event. Please provide a copy of insurance if required.

I have read the Rules for Use of County Grounds and I understand that County grounds and facilities will be left in a clean and neat condition after use. I agree to pay for any damage that may occur to the property/equipment during our use.

Amber Hubbard 5/28/25, (Value of damage will be assessed by the County)  
Date Signed

Signature of Responsible Party: Amber Hubbard Printed: Amber Hubbard  
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**\*\*FOR COUNTY USE ONLY\*\***

Date Received: \_\_\_\_\_ Deposit (if required) \_\_\_\_\_ Insurance Certificate \_\_\_\_\_

Approved by Department Head Name: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by County Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

Notes: \_\_\_\_\_  
updated 04.19.23 llb