



**City of Livonia - Department of Parks and Recreation**

15100 Hubbard Road | Livonia, MI 48150 | (734) 466-2900



**Athletic Field/Facility Rental Application**

*Applications will not be processed over the phone. Please complete the entire application in legible writing or typed. Incomplete applications and/or unsigned applications will not be processed.*

**ALL APPLICATIONS MUST BE SUBMITTED AT LEAST 48 BUSINESS HOURS IN ADVANCE OF EVENT START DATE**

Events on Saturdays and Sundays must have all documents and required payment submitted by 5 pm the Thursday before the event start date.

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Organization: \_\_\_\_\_ Organization Tax ID #: \_\_\_\_\_

Organization Address: \_\_\_\_\_

Organization Type:  Youth Sports Team  Adult Sports Team  Sport League  
 School Group  Church  Business/Individual Corp.  Civic Association  
 Boy/Girl Scout Troop or similar group  Class Reunion  Fraternal Org./Club

**Type of Event/Activity:**  Tournament  Game(s)  Practice  Field Rental

**Tournament Rentals Only**

- 1. Is your group planning on selling concessions at your tournament?  Yes  No  Maybe
- 2. Is your group planning on bring in vendors at your tournament?  Yes  No  Maybe

Sport:  Baseball  Soccer  Soccer  Other: \_\_\_\_\_

Base Distance/Field Size Requested: \_\_\_\_\_

**Fields and/or Facilities Requesting**

**Premium Diamond/Fields:**

Bicentennial Diamond 1  Bicentennial Diamond 2  Bicentennial Diamond 3  
 Ford Field Diamond 1  Ford Field Diamond 2  Ford Field Diamond 3  
 Bicentennial Soccer Field 8

**Standard Baseball/Softball Diamonds:**

Beverly Park (2 Diamonds)  Bicentennial Park (6 Diamonds)  
 Castle Gardens Park (2 Diamonds)  Country Homes Park (1 Diamond)  
 Dooley Park (2 Diamonds)  Ford Field (4 Diamonds)  
 Kleinert Park (2 Diamonds)  McCann Park (4 Diamonds)  
 Mies Park (1 Diamond)  Moelke Park (2 Diamonds)  
 Nash Park (1 Diamond)  Shelden Park (3 Diamonds)  
 Wilson Acres Park (1 Diamond)

# of Standard Diamonds Requested: \_\_\_\_\_

**Standard Soccer Fields:**

- Bicentennial Field 2 (6v6)
- Bicentennial Field 5 (7v7)
- Bicentennial Field 9 (11v11)
- Kirksey Recreation Center Field 1 (6v6)
- Kirksey Recreation Center Field 3 (6v6)
- Bicentennial Field 3 (11v11)
- Bicentennial Soccer (11v11)
- Bicentennial Field 10 (11v11)
- Kirksey Recreation Center Field 2 (6v6)
- Kirksey Recreation Center Field 4 (6v6)

**Sand Volleyball Courts:**

- Bicentennial Parks (2 Courts)
- Country Homes Parks (2 Courts)
- Mies Park (1 Court)
- Stymelski Veteran's Park (4 Courts)
- Clements Circle Park (4 Courts)
- Kirksey Recreation Center (2 Courts)
- Rotary Park (2 Courts)

# of Sand Volleyball Courts Requested: \_\_\_\_\_

**EVENT START & END TIME MUST INCLUDE ANY SET-UP, CLEAN UP, AND/OR WARM-UP TIME IN REQUESTED FACILITY(S)**

<u>Event Dates Requested</u>	<u>Start Time</u>	<u>End Time</u>
<u>Tournaments:</u>		
<u>Tournaments:</u>		
<u>Games:</u>		
<u>Games:</u>		
<u>Practices</u>		
<u>Practices:</u>		
<u>Field Rental:</u>		

**Total Expected Attendance:**

Minimum: \_\_\_\_\_ Maximum: \_\_\_\_\_ % of Livonia Residents: \_\_\_\_\_

Additional Notes/Comments:

## Rental Fees

\* Charges for timeslots are rounded up to the next quarter hour. \*

Facility Type	Resident Rate	Non-Resident Rate
Premium Field/Diamond	\$30.00/hour	\$50.00/hour
Standard Field/Diamond	\$20.00/hour	\$35.00/hour
Sand Volleyball Court	\$25.00/hour	\$50.00/hour

**Resident:** Responsible party or organization that resides in the city of Livonia

**Non-Resident:** Responsible party or organization that resides outside the city of Livonia whether they are sponsored by a Livonia resident or not.

### ADDITIONAL/OPTIONAL FEES

Fee Name	Fee Description	Hourly Cost
Lights	Lights for premium baseball/softball diamonds. Automatically added onto total upon booking and adjusted once rental is completed based upon usage.	\$45.00/hour
Additional Staff	Assigned Livonia Parks & Recreation Staff to complete duties such as operating scoreboards or maintaining trash facilities.	\$20.00/hour
Continuous Maintenance	City of Livonia park maintenance staff providing diamond work between scheduled games. Parks & Recreation has the authority to add this fee onto any tournament rental if required for diamond longevity and maintenance.	\$30.00/hour

## PAYMENT

- Once an application is confirmed, applicants have one week from confirmation notice to complete payment as noted below. If a group applies for fields within two weeks of start date requested, they will have 48 hours from confirmation notice to complete payment as noted below.
- If payment is not completed within the above listed timeline, the reservation will be cancelled.

### Tournaments:

- A \$250 non-refundable security deposit is required upon notice of confirmation to secure the date(s).
- Remaining balance is due by 5 pm the Wednesday directly following tournament's conclusion.

### Games, Practices, Field Rental:

- Any individual/organization applying to reserve fields for games, practices or other sports must pay the balance based upon the parameters outlined in the table below.
- Groups will be billed at the 1<sup>st</sup> of the month for the prior month's rentals (Ex: July 1<sup>st</sup> billed for June use).

Total Fee Due	Amount Due upon Confirmation Notice	Remaining Balance Due
Less than \$300	Total fee due	N/A
\$301-\$600	50% security deposit due	Billed on 1 <sup>st</sup> of month for prior month's use
\$600 or more	25% security deposit due	Billed on 1 <sup>st</sup> of month for prior month's use

**DAMAGE & CLEAN-UP AGREEMENT**

Said group agrees to pay City of Livonia for maintenance cost and/or damage to any property caused by said group at said location, and said group agrees to pay the City a sum not to exceed \$50 per area used if the area used by said group is not CLEANED UP and returned to the condition in which it was found.

\_\_\_\_\_ (initial)

**REFUND POLICY**

Review specified refund policy prior to signing release and hold harmless agreement.

\_\_\_\_\_ (initial)

**RELEASE AND HOLD HARMLESS AGREEMENT**

In consideration of entering into this agreement with the City of Livonia, the undersigned, by this instrument does hereby expressly stipulate and agree to release, discharge, indemnify and forever hold harmless the City of Livonia, its assigns, agents servants and employees of any damage, loss or injury which heretofore has been or which may hereafter be sustained by the said INDIVIDUAL, GROUP, ORGANIZATION OR FAMILY as a consequence of their participation in any and all activities in connection with this agreement.

This release extends and applies to, and covers and includes, all unknown, unforeseen, unanticipated and unsuspected injuries, damages, loss and liability, and the consequence thereof, as well as those now disclosed and known to exist. The provisions of any state, federal, local or territorial law or statute providing in substance that releases shall not extend to claims, demands, injuries or damages, which are unknown or are unsuspected to exist at the time to the person executing such release, are hereby expressly waived.

**Having read the above conditions and receiving the guidelines pertaining to this rental I/we agree to adhere to the conditions of this agreement, and the guidelines established by the Department of Parks and Recreation.**

**Printed Name** \_\_\_\_\_

**Date** \_\_\_\_\_

**Signature** \_\_\_\_\_



**Office Use Only**

Application Received Date: \_\_\_\_\_

Staff Initials: \_\_\_\_\_

Event Type:    Tournament       Game(s)

Practice

Field/Facility Rental

Application Status:  Confirmed  Denied

Total Fee: \$ \_\_\_\_\_

Security Deposit: \$ \_\_\_\_\_

Security Deposit Date Paid: \_\_\_\_\_

Payment Type:  Cash  Check  Credit Card

Receipt #: \_\_\_\_\_

Remaining Balance Due: \$ \_\_\_\_\_

Insurance Required:  Yes    No

Certificate Submission Date: \_\_\_\_\_



## Athletic Field/Facility Rental Procedure and Guidelines

The fields and facilities within Livonia Parks & Recreation are utilized for multiple sports and activities from season to season. Individuals wishing to use Livonia Parks & Recreation public athletic fields and facilities in an “as is” condition, may do so during normal park operating hours provided the field has not been reserved by another party or closed for maintenance purposes. There is no charge for this use and it will be given on a first come, first serve basis.

The Livonia Parks & Recreation athletic fields and facilities outlined in this document may be reserved from April 15 – October 31, 2019, weather permitting. The maintenance of these fields and facilities will be on a limited basis before May 1<sup>st</sup> and after September 30<sup>th</sup>. Livonia Parks & Recreation highly encourages interested parties to reserve space for their events so the fields and facilities may be properly prepared and maintained for their use.

**Athletic fields and facilities are in high demand and to properly prepare them, an Athletic Field/Facility Rental Application (page 7 of packet) must be submitted at least 48 business hours in advance in writing and approved by the City of Livonia Parks & Recreation Department. Any events held on Saturdays/Sundays must have an approved application, all required documentation, and payment submitted by 5 pm the Thursday before the event date. Livonia Parks & Recreation holds the right to refuse use if space is not available or the activity for which the rental is requested is objectionable.**

All players, coaches, spectators, patrons and visitors to Livonia Parks are expected to follow the guidelines within this document and any directive given by City of Livonia Staff. Failure to comply with these guidelines or staff directives may result in forfeiture of a deposit, payment of additional damage fees, if applicable, and loss of facility use privileges.

Livonia Parks & Recreation reserves the right to modify these policies and guidelines to develop/enforce additional rules and regulations to preserve and protect the parks, athletic fields/facilities, and park patrons.

### GENERAL PARK & ATHLETIC FIELD/FACILITY RULES

1. Rentals must include any set up and clean up time for the group/event to have access to fields/facilities.
2. The rental permit must always be carried with the permit holder during the event.
3. Permit only assures use of the field/facility permitted and not exclusive use of the park.
4. Alcoholic beverages, including beer, are prohibited in all City of Livonia Parks and Park Facilities.
5. Parking must be shared by all park patrons and will be used on a first come, first serve basis.
6. All fields are limited to a maximum of 2 teams at any given time.
7. Any open League or Tournament will be considered non-resident status.
8. **No digging is allowed in mounds on any Livonia baseball/softball diamond.**
9. In case of adverse field conditions, rentals may be cancelled by the Livonia Parks & Recreation Department.

### RENTAL FEES

*\* Charges for timeslots are rounded up to the next quarter hour. \**

Facility Type	Resident Rate	Non-Resident Rate
Premium Field/Diamond	\$30.00/hour	\$50.00/hour
Standard Field/Diamond	\$20.00/hour	\$35.00/hour
Sand Volleyball Court	\$25.00/hour	\$50.00/hour

**Resident:** Organization or responsible party that resides in the city of Livonia  
**Non-Resident:** Responsible party or organization that resides outside the city of Livonia whether they are sponsored by a Livonia resident or not.

### ADDITIONAL/OPTIONAL FEES

Fee Name	Fee Description	Hourly Cost
Lights	Lights for premium baseball/softball diamonds. Automatically added onto total upon booking and adjusted once rental is completed.	\$45.00/hour
Additional Staff	Assigned Livonia Parks & Recreation Staff to complete duties such as operating scoreboards or maintaining trash facilities.	\$20.00/hour
Continuous Maintenance	City of Livonia park maintenance staff providing diamond work between scheduled games. Parks & Recreation has the authority to add this fee onto any approved tournament rental if required for diamond longevity and maintenance.	\$30.00/hour

**RENTAL APPLICATION PROCEDURE AND POLICIES**

1. The City of Livonia Parks & Recreation Athletics Fields and Facilities were built for the enjoyment of Livonia Residents. Therefore, the following order will be followed regarding Field/Facility Rental Applications.
  1. Livonia Parks & Recreation Programs
  2. Livonia Parks & Recreation Co-Sponsored Programs
  3. Groups/organizations that rented fields/facilities for leagues/games the previous year (2018)
  4. City of Livonia Residents and/or organizations
  5. Non-Residents, groups, and/or organizations.
2. Applications may be submitted anytime January 2-October 15, 2019 for the current season (April-October).
3. Any rental application must be completed in writing at least 48 business hours in advance of date requested. The application does not guarantee space as the application must be confirmed & payment received as outlined below.
4. Once an individual, organization, or group has applied once with the application and guidelines packet, they only need to complete the application and submit it to the Parks & Recreation Department

**ATHLETIC FIELDS AND OUTDOOR ATHLETIC FACILITIES**

**Standard Fields & SVB Courts Hours:** 8 am – dusk | **Lit Fields:** 8 am – 11 pm, all lights must be off by 11 pm

**PREMIUM BALL DIAMONDS AND SOCCER FIELDS**

Diamond Name	Base Distance	Raised Mound	Lights	Use
Bicentennial Diamond #1	90 feet	Yes	Yes	Games Only
Bicentennial Diamond #2	60-80 feet	No	Yes	Games Only
Bicentennial Diamond #3	60-80 feet	No	Yes	Games Only
Ford Field Diamond #1	90 feet	Yes	Yes	Games Only
Ford Field Diamond #2	60-80 feet	No	Yes	Games Only
Ford Field Diamond #3	60-80 feet	No	Yes	Games & Practice

Soccer Field Name	Size	Irrigation	Lights	Use
Bicentennial Soccer #8	11 v 11	Yes	No	Games & Practice

**STANDARD BALL DIAMONDS**

All standard ball diamonds do not have fences, lights, or raised mounds.

Park Name	# of Diamonds	Base Distance	Park Name	# of Diamonds	Base Distance
Beverly Park	2 diamonds	60 feet	Bicentennial Park	6 diamonds	60-90 feet
Castle Gardens Park	2 diamonds	60-70 feet	Compton Park	2 diamonds	60-90 feet
Country Homes Park	1 diamond	60-70 feet	Dooley Park	2 diamonds	60-80 feet
Mies Park	1 diamond	60-70 feet	Ford Field	4 diamonds	60-80 feet
Moelke Park	2 diamonds	60-70 feet	Kleinert Park	2 diamonds	60-75 feet
Nash Park	1 diamond	60 feet	McCann Park	4 diamonds	60-80 feet
Wilson Acres Park	1 diamond	55 feet	Shelden Park	3 diamonds	60-90 feet

**STANDARD SOCCER FIELDS**

All standard soccer fields come lined based on size and have appropriately sized goals.

Field Name	Size	Irrigation	Field Name	Size	Irrigation
Bicentennial Field #3	11 v 11	No	Bicentennial Field #2	6 v 6	No
Bicentennial Field #6	11 v 11	No	Bicentennial Field #5	7 v 7	No
Bicentennial Field #9	11 v 11	No	Kirksey Recreation Center Fields #1-4	6 v 6	Yes
Bicentennial Field #10	11 v 11	No			

**SAND VOLLEYBALL COURTS**

All sand volleyball courts have anchored lines and do NOT have any lights.

Park Name	# of Courts	Park Name	# of Courts
Bicentennial Park	2 courts	Clements Circle Park	4 courts
Kirksey Recreation Center	2 courts	Mies Park	1 court
Rotary Park	2 courts	Stymelski Veteran's Park	4 courts

### **TOURNAMENT RENTALS**

1. Any group or organization wishing to host a tournament in the City of Livonia Parks must submit the application **at least two months in advance of the event start date.**
2. The number of teams allowed will be based upon field availability and parking limitations.
3. It is the responsibility of the tournament organizers to provide extra dumpsters at their expense. All garbage cans must be emptied on a regular basis.
4. No RV's or tents are allowed overnight except for one security person.
5. Group/organization must provide additional port-a-johns to meet the needs of the additional crowds.
6. The final tournament schedule or start and end times must be submitted to the Athletic Coordinator a minimum of 48 hours prior to the start of the first scheduled game.
7. The appropriate contact information of the tournament coordinators must be provided on the application.

### **PAYMENT**

1. Once an application is confirmed, the responsible party or organization has one week from confirmation notice to complete payment as noted below. If a group applies for fields within two weeks of start date requested, they will have 48 hours from confirmation notice to complete payment as noted below.
2. If payment is not completed within the above listed timeline, the reservation will be cancelled.

### **Tournaments:**

1. A \$250 non-refundable security deposit is required upon notice of confirmation to secure the date(s).
2. Remaining balance is due by 5 pm the Wednesday directly following tournament's conclusion.

### **Games, Practices, Field Rental:**

1. Any individual/organization applying to reserve fields for practice or other sports must pay the balance based upon the parameters outlined in the table below.
2. Groups will be billed at the 1<sup>st</sup> of the month for the prior month's rentals (Ex: July 1<sup>st</sup> billed for June use).

Total Fee Due	Amount Due upon Confirmation Notice	Remaining Balance Due
Less than \$300	Total fee due	N/A
\$301-\$600	50% security deposit due	Billed on 1 <sup>st</sup> of month for prior month's use
\$600 or more	25% security deposit due	Billed on 1 <sup>st</sup> of month for prior month's use

### **CANCELLATION OF ACTIVITY**

Due to inclement weather and poor field conditions, the Livonia Department of Parks and Recreation reserves the right to deny an athletic activity or event from playing on a City field. When games are played on fields with poor/unsafe conditions, it often causes irreversible damage to the field. The two main purposes of this policy are to ensure the safety of the participants and to prevent City fields from getting abused and destroyed when the sod is vulnerable. Any City of Livonia employee, Parks & Recreation Staff, Livonia Police Department or any other designated person may deny use of a field and/or require an activity to stop.

#### Conditions that require cancellation of an athletic activity:

1. Standing puddles of water on the field
2. Footing is unsure and slippery
3. Ground is water logged and "squishy"
4. Grass can be pulled out of ground easily
5. Lightning/Thunder
6. Severe weather storms, watches, or warnings

Teams/Leagues that refuse to follow the policy will be subject to the following disciplinary action:

1. **First Offense:** Written warning to team and President of the Organization.
2. **Second Offense:** Suspension of the team or organization from practicing on fields for one week.
3. **Third Offense:** Forfeiture of a team's privilege to either practice or play games on City of Livonia fields for the remainder of the season.

## **INCLEMENT WEATHER POLICY**

Listed below are the different weather conditions and how it will affect programs or facility areas:

- **Rain:** Strong or consistent rain at the discretion of the Coordinator of that program can be canceled.
- **Lightning/Thunder:** Upon the first sight of lightning or sound of thunder, all outdoor activities must stop immediately. No activity can resume outdoors until 30 minutes after the last sighting of lightning or sound of thunder.
- **Tornado:** In the event of a tornado warning/sirens, seek the best possible shelter available immediately.
- **Heat:** If the heat index is at or above 104 degrees, all outdoor Parks & Recreation activities will be canceled. If at 103 and below, cancellation is at the discretion of the Athletic Coordinator.
- **Cold:** If the wind chill is at or below -10 degrees, all outdoor Parks & Recreation activities will be canceled.

Decisions regarding weather for sports and special events will be made at the discretion of Livonia Parks & Recreation employees by 4 pm Monday-Thursday and by 8 am Friday-Sunday. Contractual programs, outside rentals, school sports or groups using City of Livonia athletic fields will oversee cancelling their own programs and notifying participants unless contacted directly by the Athletic Coordinator or Parks & Recreation Staff.

## **REFUND POLICY**

Refunds will be granted in two ways and rain checks will not be issued. Refunds take time to process and vary in length of time to return depending upon payment type. All refunds decisions are made by the Athletic Coordinator.

1. **Cancellation due to weather:** If a field or facility is unplayable due to one of the options listed in the Cancellation of Activity section, the Inclement Weather Policy, or cancelled by Livonia Parks & Recreation Staff, the permit holder has 24 hours from the start of the rental time to contact the Athletic Coordinator via phone or email about the cancellation to receive a full refund of space not used or rescheduling if available.
2. **14 Days Prior:** If the permit holder no longer wishes to use their rental, they must contact the Athletic Coordinator via phone or email at least 14 days prior to their rental in order to receive a full refund. Once inside the 14 days, no refunds will be granted unless the field is unplayable due to weather.

**A \$10 PROCESSING FEE WILL BE DEDUCTED FROM ANY REFUND GRANTED BY CHECK.**

## **CONCESSIONS & VENDORS**

If a group is wishing to sell concessions or have vendors at their rental in any City of Livonia Park, they must follow the below guidelines.

1. Obtain a permit to use the park facility through the Athletic Coordinator and comply with all provisions of the permit regarding rentals and timing.
2. The organization must email the Athletic Coordinator asking to be put on the Parks & Recreation Commission Agenda at least 2 months prior to their event start date.
  - a. The group/organization must receive approval from the Parks & Recreation Commission in order to sell concessions and merchandise at their event.
  - b. It is highly encouraged to have the event organizers appear at the Parks & Recreation Commission meeting prior to their event to answer any questions the Commission may have.
3. Must provide Livonia Parks & Recreation with an insurance certificate as outlined below.
4. Selling of merchandise is limited to their audience (i.e. participants/attendees) and all City Ordinances
5. Requesting group must obtain a vendor license from City Clerk. If selling food, the group must obtain a permit from the Wayne County Health Department.
  - a. Copies must be presented to the Athletic Coordinator at least 30 days prior to start of event.
  - b. Selling of alcohol is prohibited without the consent of Livonia City Council
6. The group/organization must provide a list of vendors/merchandise or items that will be sold at their event to Athletic Coordinator at least 48 hours prior to their event.

## **INSURANCE REQUIREMENTS**

The following groups must provide a \$1,000,000 (One million) general liability **CERTIFICATE OF INSURANCE** and name the City of Livonia as additional insured.

Churches  
Businesses/Industrial Corporations  
Class Reunions

Boy/Girl Scouts or similar groups  
Fraternal Organizations/Clubs  
Civic Associations

School Groups  
Sports Leagues

**Certificates must be submitted at least two weeks prior to your permit date. For further information please call us at 734-466-2900**



## **SIGNAGE & ADVERTISING**

1. Any individual/organization wishing to have signage at rentals in any City of Livonia Park must receive written approval from the Athletic Coordinator at least 14 days in advance of their event.
2. All signage must be temporary and can be placed once the rental has started and all signage must be taken down the day the event ends.
3. Any sponsors must comply with the Livonia Parks & Recreation Sponsorship Policy.

## **MAINTENANCE & MATERIAL COSTS**

Organizations will be billed for the actual cost of maintenance and materials that cannot be recycled for regular use.

## **FREQUENTLY ASKED QUESTIONS**

1. **Who should I contact if the field is located at a school?**
  - a. Requests for reservations on school owned properties must be submitted to the Board of Education. Contact the Community Education Office at 734-744-2605.
2. **Where can I find out updates regarding weather cancellations?**
  - a. Weather Hotline: 734-466-2299
  - b. The weather hotline will be updated by 4:30 pm daily regarding cancellations done by Parks & Recreation Department. If there is no update regarding your rental or activity on the hotline, it is on the individual/organization running their programs to notify their participants.
3. **If I rent a field, what equipment do I need to provide?**
  - a. Livonia Parks & Recreation will provide the goals, nets, and lining on all soccer fields. It is on the individual team/organization to provide the remaining equipment needed (corner flags, balls, etc.).
  - b. Depending upon the ball diamond, you may need to provide bases. The Athletic Coordinator will be able to provide you more information. With payment, the field(s) included in your rental will be lined.
  - c. All other equipment and staffing (umpires, bats, balls, etc.) must be provided by the organization.

## **Important Contact Information:**

Ethan Engel  
Athletic Coordinator  
Livonia Parks & Recreation  
(734) 466-2414  
[eenigel@ci.livonia.mi.us](mailto:eenigel@ci.livonia.mi.us)

Livonia Parks & Recreation  
Jack E. Kirksey Recreation Center  
15100 Hubbard Road  
Livonia, MI 48150  
(734) 466-2900

Looking to rent from Livonia Parks & Recreation? Complete an **Athletic Field/Facility Rental Application** and return it to Livonia Parks and Recreation.