



## **Athletic Field/Court/Facility Rental Procedure and Guidelines**

Livonia Park facilities were built for the enjoyment of Livonia residents; there, Livonia Parks & Recreation programs, co-sponsored groups, groups that rented fields for leagues the previous season and residents will be considered before any non-resident. The Livonia Parks & Recreation athletic fields and facilities outlined in this document may be reserved from April 15 – October 31, 2021, 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. **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.**

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. If a permit holder appears to use the facility, they must produce their permit (electronic or paper) and the drop-in user must vacate the facility to allow the permit holder their scheduled time. Any permit holder who uses another field (regardless of location) shall be charged for the permitted space.

### **GENERAL PARK & ATHLETIC FIELD RULES**

**Athletic Fields & Courts Hours:** 10 am – dusk | **Lit Fields:** 10 am – 11 pm, all lights must be off by 11 pm

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 at all athletic fields.
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. Any home team in a multi-city league wishing to play on Livonia facilities will be considered for a home team only.
9. No digging is allowed in mounds on any Livonia baseball/softball diamond.
10. In case of adverse field conditions, rentals may be cancelled by the Livonia Parks & Recreation Department.
11. Exceptions to the field hours can be made at the discretion of the Superintendent of Parks & Recreation based upon potential impact to the surrounding neighborhood.

### **RENTAL APPLICATION PROCEDURE AND POLICIES**

**A rental application must be submitted at least four days in advance of the requested rental date and must be approved by the City of Livonia Parks & Recreation Department.**

1. Applications will be reviewed in the following order:
  - a. Livonia Parks and Recreation Sponsored Organizations
  - b. Past year resident rentals
  - c. Past year non-resident rentals
  - d. New resident rentals
  - e. New non-resident rentals
2. Livonia Parks and Recreation holds the right to refuse use of space if not available or the activity for which the rental is requested is objectionable.
3. All rental applications are considered requests until a permit is generated.
  - a. Applications will be approved as quickly as possible.
  - b. For applications submitted prior to March 1, applicants will hear the status of their application no later than March 4.
4. All facility reservations must be at least one (1) hour in length.
5. Applications are approved once a permit has been generated for the reservation. The permit grants the team or group use of the facility stated date & time.

- a. If a user group goes over their reserved time on premium fields, they will be charged for each quarter hour of use beyond their original time.

### RENTAL FEES

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

Facility Type	Resident Rate	Non-Resident Rate
Premium Field/Diamond	\$30/hour	\$50/hour
Standard Field/Diamond	\$20/hour	\$35/hour
Sand Volleyball Court	\$25/hour	\$50/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. Rental group will be billed for light fees based upon use during rental time.	\$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

### REFUNDS & ADJUSTMENTS

No refunds will be made on reservation fees. No rain checks will be issued.

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 reschedule 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 to receive a full refund. Once inside the 14 days, no refunds will be granted unless the field is unplayable due to weather.
3. **Once inside the 14 days, groups may adjust their rental times or change their dates if other dates are available.**
  - a. **These adjustments must be made at least four days in advance of the reservation and the reservation must be for at least one hour in length.**

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

### 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:

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| 1. Standing puddles of water on the field | 4. Grass can be pulled out of ground easily    |
| 2. Footing is unsure and slippery         | 5. Lightning/Thunder or severe rain            |
| 3. Ground is waterlogged & "squishy"      | 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

The Parks and Recreation Department will use the following guidelines and procedures for inclement weather to safeguard participants, spectators, and staff. Livonia Parks and Recreation retains the right to cancel or curtail activities due to weather conditions. Information from the National Weather Service will be used to ensure programs, activities and facilities can be operated in a safe manner.

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 outdoor activity can resume until 30 minutes after the last sighting of lightning or sound of thunder. Programs may be moved indoors if possible.
    - Once an air horn is sounded, all participants and spectators are required to vacate the facility to seek shelter.
  - **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 and 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 Parks & Recreation Staff.

## 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 first permitted date. For more information, please call 734-466-2900

## 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 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  
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