



## West Bloomfield Parks and Recreation Commission Field Rental Procedure and Policy

4640 Walnut Lake Rd. West Bloomfield, MI 48322  
248.451.1900 [wbparks@WestBloomfieldParks.org](mailto:wbparks@WestBloomfieldParks.org)

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### Field Use Policy

The purpose of this document is to establish a system for the equitable and orderly distribution of West Bloomfield Parks & Recreation athletic facilities. The fields located within West Bloomfield Parks & Recreation are utilized for multiple sports from season to season. Fields are maintained by the Parks' Grounds Crew.

Individuals wishing to use West Bloomfield Parks & Recreation public athletic facilities in an "as is" condition, may do so during normal park operating hours, providing that the field has not been prepared for play later in the day or that another party has not previously reserved fields for use. There is no charge for such use.

Athletic Facilities are in high demand. In order to reserve a field for practice or reserve a prepared field for a practice or game, a Field Rental Application must be submitted and approved by West Bloomfield Parks & Recreation. West Bloomfield Parks & Recreation has the right to refuse the use if space is not available or if the activity for which the rental is requested is objectionable.

All players and spectators are expected to follow the guidelines within this document. Failure to comply with the guidelines may result in forfeiture of security deposit, payment of additional damage fees, if applicable, and loss of facility use privileges.

West Bloomfield Parks & Recreation reserves the right to modify these policies and procedures and to develop and enforce additional rules and regulations as may be required for the protection of the parks, individual facilities and the users of the parks.

### Field Use Guidelines

- Any individual or group representative must be at least 21 years of age to reserve the use of a field.
- A complete Field Rental Application must be submitted and approved by West Bloomfield Parks & Recreation. **NO RESERVATIONS WILL BE ACCEPTED OVER THE TELEPHONE.**
- Applications may be submitted at any time during the current rental year.
- Applications must be submitted to West Bloomfield Parks & Recreation at least 2 weeks prior to the date requested. West Bloomfield Parks & Recreation cannot guarantee that action will be taken on an application submitted after this time.

#### Field Use Priorities

1. West Bloomfield Parks & Recreation sponsored or co-sponsored activities / programs
2. Local Recreation Providers is defined as a non-profit or not for profit group organized for the primary purpose of providing and delivering recreation opportunities.
3. West Bloomfield Civic or Educational Groups such as Rotary Club, Lions Club, Optimist Club, public or private schools.
4. Other Organizations, Individuals, Businesses or Groups.

### Days and Hours of Use

- Fields are available for rental, Monday - Sunday, April 15 through October 31.
- Hours available: 9:00 am to Dusk. Lighted fields at Drake: Lights Off at 10:30pm
- For safety reasons, daily events should conclude 30 minutes before dusk on fields that are not lighted.
- Renters are only authorized to utilize the fields specified and approved in the application process.

### Facilities and Fields Available

- Drake Sports Park 3 Softball/baseball fields, 5 tennis courts, 1 full size soccer field
- Community Sports Park 3 Softball/baseball fields, 2 tennis courts, 1 full size soccer field
- Marshbank Park 2 Softball/baseball fields, 1 full size soccer field
- Sylvan Manor Park 1 Softball/baseball field

### Payment

- Full payment is due when application is approved. Full payment is due before field will be reserved.
- A security deposit of \$200 is required for tournaments or league rentals.
- Renter is responsible for the costs of drying agents used to make field playable during rain events. Drying agents cost \$10 a bag. Parks and Recreation will not charge renter for the first bag used.
- At the discretion of the Director of Parks and Recreation or the Parks and Recreation Commission, the rental fee may be reduced or waived for special circumstances. To request the waiver of a rental fee, requests must be made in writing no less than 60 days prior to the requested date.

### Insurance

All organizations, leagues and vendors shall secure and maintain, at no expense to West Bloomfield Parks & Recreation, a comprehensive general liability policy issued by one or more companies authorized to do business in the State of Michigan. Under such insurance:

1. Name and address of insurance agency issuing your insurance
2. Your group's name and address
3. Insurance company affording the coverage (i.e. Citizens Ins. Co.)
4. Policy Effective Date and Policy Expiration Date should encompass date of event.
5. Minimum Limits for General Aggregate and Each Occurrence **Must Read:**
  - a. "\$1,000,000 Coverage"
6. Description of Operations/Locations/Vehicles/Special Items **Must Read:**  
"Certificate Holder is Additional Insured as respects Use of Premises on (date of picnic)"
7. Certificate Holder **Must Read:** "West Bloomfield Parks and Recreation Commission and The Charter Township of West Bloomfield. 4640 Walnut Lake Road, West Bloomfield, MI 48323"
8. Cancellation area **Must Read:** "Should any of the above described policies be Cancelled before the expiration date thereof, the issuing company will endeavor to mail 30 days written notice to the certificate holder named to the left. But failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives."

Please have the Certificate of Insurance mailed or faxed to:

West Bloomfield Parks & Recreation  
4640 Walnut Lake Road  
West Bloomfield, MI 48323  
Phone: 248-451-1900 Fax: 248-738-2529

### Tournament Rentals

- Final tournament game schedule or start and end times, must be submitted prior to the rental date.
- The appropriate contact information of the tournament directors / coordinators must be provided on the application.

### Concessions / Vendors

- Renters may not sell any items or services to participants unless approved by the Director of Parks and Recreation. Renters approved to run concessions must pay a concession fee of \$100.
- All contractors, vendors, or organizations approved to run concessions must provide insurance. See INSURANCE section. Additionally, food Service providers must provide a copy of their Health Department Food Service License.

### Cancellations / Reschedules/Refunds

- All cancellations / reschedules requests must be submitted to West Bloomfield Parks & Recreation staff member in writing.
- If request for refund is received at least thirty (30) days prior to the reserved date, a refund of 50% of the rental fee will be made. If the reserved date is cancelled with less than thirty (30) days notice, there will be no refund. Parks and Recreation will attempt to reschedule rental at no charge within season, if a facility is available.
- If rental is cancelled due weather or poor field conditions Parks and Recreation will attempt to reschedule rental at no charge within season, if facility is available. If rental cannot be rescheduled within the season a full refund will be made.

### Field Maintenance

- All field maintenance will be performed by West Bloomfield Parks and Recreation Staff.
- Coaches, Players, Parents, and Spectators are not allowed to drag, chalk, paint, rake, shove, move bases, pitching mounds and soccer goals on any West Bloomfield Parks and Recreation field or facility.

### Field Closure

- West Bloomfield Parks Staff reserves the right to close any facility at any time due to poor field conditions
- West Bloomfield Parks & Recreation reserves the right to move rental field locations if deemed necessary.
- Any renter failing to honor any field closure is subject to a revoking of the field permit, loss of permit fee and security deposit and removal from the premises.
- Fields will be closed for renovation. Fields will be taken out of play for reseeding of worn areas. Permits will not be given out during renovations.

### Weather Policy

- After severe weather or large amounts of rain, the department may close or restrict the use of outdoor facilities. Due to inclement weather or poor field conditions West Bloomfield Parks and Recreation reserves the right to deny an athletic activity or event from playing on a Parks field. The two main purposes of this policy is to ensure the safety of the participants and to prevent Parks fields from getting abused and destroyed when fields are too wet to play on.
- **As a matter of safety and precaution, all activities must come to a stop if thunder is heard or lightning is seen during practice or a game. All players, coaches, officials, and spectators are to return to their cars. NO EXCEPTIONS.** Wait 30 minutes from the last sound of thunder or sight of lightning. If the weather clears, 30 minutes after last sound of thunder or sight of lightning, play can be resumed. Before deciding to continue play, determine if there is enough time left to complete the game or practice. If conditions persist, practices and games will be cancelled. The discretion of West Bloomfield Parks and Recreation employees, supervisors and officials will be utilized in making such decisions regarding sports and special events.
- Weekdays: A determination will be made by 4pm to cancel games/practices and renter will be notified by parks staff.
- Weekends: A determination will be made by 7am to cancel games/practices and renter will be notified by parks staff.

### Alcohol Use

- The consumption of alcoholic beverages at West Bloomfield Parks and Recreation parks and facilities are prohibited by Township ordinance.

### Parking and Vehicles

- Parking is allowed in parking lots only.
- No unauthorized vehicles are permitted to be on the grass, sidewalks, trails, fields, etc.
- Parking of cars and traffic control is the responsibility of the renter.

### Clean Up

- Normal clean-up shall be performed by the renter. A basic guideline is that the area be left in the same condition as it was received.
- All waste paper, food and other rubbish must be deposited in the appropriate receptacles.
- If fields are located in an area without garbage disposal bins, trash must be packed out by users.
- If additional clean up is required upon conclusion of use, the renter will lose their security deposit.

### Equipment

- No signage, banners, tents, equipment or other apparatus may be located on the facility unless the use and location of the facility has received prior approval from West Bloomfield Parks and Recreation.

### Advertising

- All advertising (except that which is incidental to the event / tournament) and all sale of merchandise or other materials, is forbidden on premises, unless specific approval is obtained prior to the event.

# West Bloomfield Parks and Recreation Commission Field Rental Application

Date of Application: \_\_\_\_\_

Organization/Team Name: \_\_\_\_\_

Type of Organization (Not for profit, school, for profit, etc.) \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Day time phone: \_\_\_\_\_ Evening phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Non-Profit Tax I.D.: \_\_\_\_\_ Organization Website: \_\_\_\_\_

Sport: \_\_\_\_\_ # of Participants: \_\_\_\_\_ # of Teams: \_\_\_\_\_ Age Groups: \_\_\_\_\_

## TERMS OF AGREEMENT

In signing this agreement, I understand and agree to the following:

West Bloomfield Parks and Recreation is not responsible for any damage to property or personal injury arising out of rentals.

West Bloomfield Parks and Recreation reserves the right to deny request of rental if deemed in the best interest of West Bloomfield Parks and Recreation. Renter agrees to abide by all park rules and ordinances

**DAMAGE & CLEAN-UP AGREEMENT** Said group agrees to pay West Bloomfield Parks and Recreation Commission for maintenance cost or damage to any property caused by said group at said location, and said group agrees to forfeit their security deposit if the field or fields used by said group is not CLEANED UP and returned to the condition in which it was found.

### WAIVER OF LIABILITY

To the fullest extent permitted by law, \_\_\_\_\_ agrees to defend, pay in behalf of, indemnify, and hold harmless the West Bloomfield Parks & Recreation Commission, the Charter Township of West Bloomfield, its elected and appointed officials, employees and volunteers and others working in behalf of the West Bloomfield Parks & Recreation Commission and the Charter Township of West Bloomfield against any and all claims, demands, suits or loss, including all costs connected therewith, and for any damages which may be asserted or claimed or recovered against or from West Bloomfield Parks & Recreation Commission, the Charter Township of West Bloomfield, its elected officials, employees, volunteers or others working in behalf of West Bloomfield Parks & Recreation and the Charter Township of West Bloomfield, by reason of personal injury or death and/or property damage, including loss of thereof, which arises out of or is in any way connected or associated with this rental.

I have read and understand all of the rules and policies listed.

Signature of Renter/Authorized Representative: \_\_\_\_\_

Date: \_\_\_\_\_

Individual/Organization \_\_\_\_\_ Date \_\_\_\_\_

**FEE INFORMATION-All Rentals are 2 hours**

<b>RESERVATION BASEBALL FIELDS</b>		
BASEBALL/SOFTBALL PRACTICE	\$25	
BASEBALL/SOFTBALL GAME: Fields Groomed, Lined and Bases set	\$45	
Lights at Drake: Lights not available for practices.	\$20 hr	
Tournament/League Fee \$45 for your prep and first game then \$15 a game for all additional games after first game	\$45 per field + \$15 per game	

<b>RESERVATION SOCCER FIELD</b>		
SOCCER GAMES ONLY NO PRACTICES: Drake, Marshbank, Community Sports Park		
In Season May 1-June 15 September 1-October 30 <sup>th</sup>	\$100	
Out of Season June 15-September 1	\$150	

<b>RESERVATION TENNIS/VOLLEYBALL COURT</b>		
TENNIS/VOLLEYBALL COURT: Tennis Courts Not for individual Rentals(Priority #1,2,3 only)	\$25	

**RESERVATIONS**

Park/Location: Drake                  Community Sports Park                  Marshbank Park                  Sylvan Manor Park

Type of Event: \_\_\_\_\_

Field/Court: \_\_\_\_\_

Day of Week Requested	Date(s) or Span of Dates	Start Time	End Time
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Fees:**

Field/Court Fee	\$ _____
Game Fee	\$ _____
Light Fee	\$ _____
Misc.	\$ _____
<b>Total Cost</b>	<b>\$ _____</b>

**REFUND POLICY:** If request for refund is received at least thirty (30) days prior to the reserved date, a refund of 50% of the rental fee will be made. If the reserved date is cancelled with less than thirty (30) days notice, there will be no refund. Parks and Recreation will attempt to reschedule rental at no charge within season, if a facility is available. Revised 2-21-12