



**Athletic Field Permit Request - Application Form**

(PLEASE PRINT AND COMPLETE ALL REQUESTED INFORMATION)

Name \_\_\_\_\_ Organization \_\_\_\_\_

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

Cell Phone \_\_\_\_\_ Email Address \_\_\_\_\_

**Alternate Contact Person** \_\_\_\_\_

Cell Phone \_\_\_\_\_ Email Address \_\_\_\_\_

This request is for: \_\_\_\_\_ Practice \_\_\_\_\_ Games \_\_\_\_\_ Tournament

Age division of team/leagues \_\_\_\_\_

**BASEBALL/SOFTBALL**

Is this request for baseball \_\_\_\_\_ or softball \_\_\_\_\_

**Ball Diamond Request:** Pitching Distance \_\_\_\_\_ ft Base Distance \_\_\_\_\_ ft

Field(s) Requested (check all that apply):

**Community Center Park**

**Ford Heritage Park**

**Other** \_\_\_\_\_

Dia. #1 \_\_\_\_\_

Dia. #1 \_\_\_\_\_

Dia. #1 \_\_\_\_\_

Dia. #2 \_\_\_\_\_

Dia. #2 \_\_\_\_\_

Dia. #2 \_\_\_\_\_

Dia. #3 \_\_\_\_\_

Dia. #3 \_\_\_\_\_

Dia. #3 \_\_\_\_\_

Dia. #4 \_\_\_\_\_

**SOCCER**

**Soccer Field Request:** Field Size (circle all that apply)

330' x 180'

210' x 180'

150' x 120'

50' x 90'

75' x 60'

Field(s) Requested (check all that apply):

Ford Heritage Park \_\_\_\_\_ How many fields \_\_\_\_\_

Ford Lake Park \_\_\_\_\_ How many fields \_\_\_\_\_

Loonfeather Park \_\_\_\_\_

**OTHER (Football, Rugby, Lacrosse, etc.)**

If request is for another sport, please list \_\_\_\_\_

List park(s)/location(s) you are requesting \_\_\_\_\_



**YPSILANTI  
TOWNSHIP**  
— RECREATION DEPARTMENT —

**PRACTICES AND/OR GAMES**

- Prices:  
**Baseball/Softball** Practice: \$20/Hr (resident) \$30/Hr (non-resident) (Minimum 2 Hour Rental)  
 Games: \$100 Per Set up (Includes dragging, lining, and at least 2 hour rental)
- Soccer/Football:** Practice: \$30/Hr (resident) \$35/Hr (non-resident) (Minimum 2 Hour Rental)  
 Games: \$60 add on (includes lining field for specific sport)

List the day(s), date(s), time(s) and location(s) of your requested practices and/or games.

Practice or Game	Day(s)	Date(s)	Times

**TOURNAMENTS**

- Prices: \$300 per field per day (Price includes 12 Hr Rental and beginning of the day field prep)  
 \*Final Tournament price negotiated when proper days/hours/fields are agreed. Email [mkaiser@ypsitownship.org](mailto:mkaiser@ypsitownship.org) for quotes.

Tournament (&Size)	Day(s)	Date(s)	Times

A. VENDORS: Do you request to bring in vendors for novelty sales? \_\_\_\_\_

If Yes, please provide more information (business name, products, etc....

---

B. **FIELD PREP:** For tournaments, we want the fields to look nice and be safe. Therefore, when a team or other group wants to use our fields, we require that our Parks staff do the prep work on each field for each day of use, to include dragging, hand raking, and lining. The hourly rate charged includes applicable wage rate with overhead, vehicle rental, field paint and/or marking chalk. If a drying agent is needed (diamond dry) it will be assessed at cost. It takes approximately 45 minutes to prep a ball diamond under dry conditions. For tournaments, that basic formula can be used to estimate the time required to prep a given number of fields. Preparing fields at more than one location would require additional time.





**Ypsilanti Township Recreation Department**  
Athletic Field Permit Request and Release of Liability  
**Rules and Regulations governing use of athletic fields**

**A. GENERAL**

1. **RESIDENCY:** A minimum number of 60% of user group/team members must reside within the Charter Township of Ypsilanti to receive resident rates. A current valid team roster(s) must be submitted with the application; additional proof of residency may be required.
2. **FIELD:** Groups or organizations that have requisitioned the field must use the field. Permits are nontransferable. For travel teams, the field shall be the “home” field. Only teams that are included in this permit shall be allowed to use the sports field (at least one of the teams using the athletic field must be included in this agreement). **MAINTNENANCE TO THE FIELDS ARE NOT TO BE DONE BY THE TEAMS OR THEIR REPRESENTATIVES. FAILURE TO COMPLY WILL RESULT IN THE PERMIT BEING REVOKED FOR THE REMAINDER OF THE CURRENT SEASON!**
3. **FIELD LIGHTS:** The charge is \$25.00 per hour (a staff member turns lights on/off). We do not issue the tournament host keys for lights, for security and safety reasons.
4. **SCHEDULING:** Teams are not allowed to schedule games unless the Recreation Department has provided time slots/fields in advance and in writing. Non-compliance will result in denial of field use for at least the remainder of the season.
5. **PERMIT:** This permit is good for the dates and times listed only. Permits must be retained on person(s) using the fields at all times.
6. **PARKING:** All vehicles must be confined to designated parking areas and are not permitted on or adjacent to any field.
7. **CONCESSIONS:** Vending of food or other items is not permitted without an approved permit from the Recreation Department.
8. **ADMISSION FEE:** No admission, parking or other fees are permitted unless prior approved by the Recreation Department.
9. **MAKE UP GAMES:** Teams must confirm all make-up game dates with the department PRIOR to scheduling the make-up game. All requests must be made no less than 2 weeks prior to the date requested, **NO EXCEPTIONS.**
10. **LIABILITY INSURANCE:** The Charter Township of Ypsilanti requires each user group to furnish liability insurance (minimum of \$1,000,000; \$5,000,000 preferred) in conjunction with group’s use of field(s). **The Charter Township of Ypsilanti shall be listed as an “additional insured” on the policy.** The required language and insurance information is included with this application.
11. **ALCOHOLIC BEVERAGES:** Alcoholic beverages are NOT permitted in any park or on any Township property.
12. **FIELD USE ASSESSMENT:** Maintenance costs include labor and supplies for lining fields, installation of goals and bases, and any other field preparation that is required. Bases are only provided for baseball/softball games at Community Center and Ford Heritage Parks for games. Bases are not provided for practices. The Charter Township of Ypsilanti reserves the right to assess an additional charge for field use under certain circumstances that would be specified prior to field use approval.
13. Games/practices are not to be scheduled to begin prior to 8:00 a.m. or end later than 9:30 p.m. on any field, unless prior arrangements are made.
14. Be aware that the rest rooms are winterized and generally not available until the last week of April.



15. In the case of inclement weather, groups are not permitted to bring dirt, sand, or other material onto the field or use fire to burn wet areas. The Charter Township of Ypsilanti reserves the right to decide if the fields are too wet to play. Any additional maintenance required to the fields due to inclement weather will be made by Township staff upon the mutual agreement of the RENTER and TOWNSHIP. Any additional costs incurred for additional maintenance will be paid by the RENTER.

16. **Remaining fees** for invoiced costs associated with the rental (including the security deposit) must be paid in full two (2) days prior to the first date of the practice/game.

**17. Payment**

\* **Tournaments:** A non-refundable security deposit of \$200 is required with the application to secure the date. The balance of the rental fee is due 30 days after the tournament. Failure to pay will result in loss of preference for the following year.

\* **Field Reservations:** A non-refundable deposit equal to 50% of the total fee is due with the application to secure a field reservation. The balance of the rental fee is due no later than 15 days prior to the last date of the field reservation.

\* An un-received deposit or final balance will result in forfeiture of the reservation

Signature of Authorized Representative \_\_\_\_\_ Date \_\_\_\_\_

**ACKNOWLEDGEMENT OF REQUIRED INSURANCE PROVISIONS**

Depending on the nature of your event, the Charter Township of Ypsilanti may require you to provide insurance. The Charter Township of Ypsilanti strictly adheres to the following insurance requirements. These insurance requirements shall not be waived for any reason. Please read carefully the required insurance that must be obtained:

A minimum of \$1,000,000.00 general liability insurance (\$5,000,000.00 preferred), per occurrence shall be approved by the Charter Township of Ypsilanti and in place a minimum of seven (7) days prior to approval of any special request made as part of your rental. Additional coverage may be required depending on the nature of your request. Special requests may include (but not limited to) amusement attractions, entertainment, food trailers and or any other attractions that may pose a liability risk.

The wording on the policy MUST read:

“...The Charter Township of Ypsilanti and its past, present, and future elected officials, trustees, appointed commissions and boards, agents and employees shall be named as “additional insured” on the General Liability policy with respect to (list event, dates, times & location).

This may require an addition to your current policy or an additional policy, either of which could result in extra cost from your insurance carrier.

Therefore, in this document, the Charter Township of Ypsilanti has fully explained its’ expectations in this regard and expects all companies/Agents to comply with these requirements.

Signature of Authorized Representative \_\_\_\_\_ Date \_\_\_\_\_

Company/Organization Name \_\_\_\_\_

Should you have any questions or need additional information please contact Mason Kaiser, Recreation Coordinator at [mkaiser@ypsitownship.org](mailto:mkaiser@ypsitownship.org) or at (734) 544-3808.



**For Office Use Only**

**Fees**

Received By (Date & Time) \_\_\_\_\_

Rental Fee \_\_\_\_\_

Approved By (Date & Time) \_\_\_\_\_

Security Deposit \_\_\_\_\_

Processed By (Date & Time) \_\_\_\_\_

Lights \_\_\_\_\_

Additional Maintenance \_\_\_\_\_

Application Fee Submitted \_\_\_ Yes \_\_\_ No

Additional Staff \_\_\_\_\_

Other Fees (List) \_\_\_\_\_

\_\_\_\_\_

Residency: \_\_\_ Resident \_\_\_ Non-Resident

Total Fees \_\_\_\_\_