



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 _____



PRACTICES AND/OR GAMES

Prices:

Baseball/Softball Practice: \$20/Hr (resident) \$30/Hr (non-resident) (Minimum 2 Hour Rental)
Games: \$90 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: \$55 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 jkugler@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.



- C. Upon conclusion of the tournament, groups are responsible for picking up litter items (paper, bottles, cans, etc.) from around the field and bleacher area. This must be done prior to the following Monday morning or Township crews will pick it up and the Renter will be charged an additional fee.
- D. Tournaments cannot be reserved until 1 year prior the dates of the tournament.
- E. Sponsor must notify Recreation office by noon on Wednesday prior to the tournament regarding the starting time, number of fields scheduled, number of teams, evening schedule, etc.

I have read and understand the rules and regulations listed above and agree that they will be honored and enforced by myself, organization or group I am associated with; participants, and spectators while using the permitted field. I do know that failure to comply with any of the above listed guidelines will result in my field permits revoked. I further hereby, for myself, my heirs, executors administrators and assignees, waive and release any and all claims for damages and losses I may have against the Charter Township of Ypsilanti, and/or their respective agents, representatives, successors and assignees for any and all losses and injuries suffered by participants, coaches, managers, officials and spectators while using the parks/athletic fields as permitted for use

NOTE: Due to field availability, we will make every effort to honor your request. If the days/dates/times and/or fields are not available, we will provide alternates for your consideration.

Additional information/special requests (attach additional information as needed)

I agree that the information provided on and/accompanying this request form is correct and true and I further understand that any falsification of information requested on or accompanying this form will be cause for denial of this request or evocation of field use. I also understand that I will abide by all rules, regulations and ordinances as set forth by the Charter Township of Ypsilanti and the Recreation Department regarding field use.

Signature of Authorized Representative **Date**

Driver's License # _____

The following must be submitted with this request:

1. Team roster(s) listing all players, their address and phone number (if applying for resident rate).
2. Liability insurance for your team/organization.
3. A list of additional information or special requests that will assist in the evaluation of this request.

If approved, we will require league schedules or tournament brackets.

Submit request to:
Josh Kugler, Recreation Coordinator
Ypsilanti Township Recreation
2025 E. Clark Rd., Ypsilanti, MI 48198
jkugler@ypsitownship.org or (734) 544-3808

The contact person or alternate contact person will be notified if additional information is needed to process this request. Confirmation will be made in writing.



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 Josh Kugler, Recreation Coordinator at jkugler@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 _____