

### **Field Use Policy**

The purpose of this document is to establish a system for the equitable and orderly distribution of the Northville Parks and Recreation (NPR) athletic facilities. The fields located within Northville parks are utilized for multiple sports from season to season. Fields are maintained by the Parks' Maintenance staff.

Athletic Facilities are in high demand. Field rental requests must be submitted to and approved by NPR in order to reserve a field, except for designated "practice" fields, which are available on a first come, first serve basis at no charge.

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

NPR reserves the right to develop and enforce additional rules and regulations as may be required for protection of the parks and facilities, and the safety of park users.

### **Field Use Guidelines**

- Any individual or group representative must be at least 21 years of age to reserve a field.
- Fields are scheduled in 2 hour minimum time blocks.
- Fields available to rent can be used for games, practices, and workouts.
- Reservations are made based on Tier priorities listed under Field Use Priorities.

### **Field Use Priorities**

#### Tier 1

1. NPR, Northville Township, and City of Northville sponsored or co-sponsored activities/programs
2. Northville Public Schools
3. Community Partners: Approved Youth Sports organizations with current Facility Rental Agreements
4. Community Partners: Recognized Northville Agencies, Organizations and Groups

#### Tier 2 (can book on first business day of each month, for the next month)

5. Renters from previous year, in good standing
6. Pre-approved organizations, groups, teams (see Tier 2 Organizations in Reservation and Payment Procedures below)

#### Tier 3 (can book starting on Mondays, for the next week)

7. Other teams, groups, organizations and businesses

### **Reservation and Payment Procedures**

- Rental requests can be made in person at Northville Township Hall, or by email to: [dlesmeister@twp.northville.mi.us](mailto:dlesmeister@twp.northville.mi.us).
- Payment is due at time a field permit is issued, unless other arrangements have been agreed upon prior to rental. Cash, check or credit cards (Visa/MasterCard/Discover) accepted.
- Tier 2 organizations, groups or teams can be approved at any time. In order to get approved, the team/group renting the field must be made up of at least 60% Northville residents, and comply with liability insurance requirements. Team roster and liability insurance must be received prior to making a field reservation request. Send to [dlesmeister@twp.northville.mi.us](mailto:dlesmeister@twp.northville.mi.us) for approval.

### **Refund/Cancellation Policy**

- If cancellation is made more than 30 days prior to the rental date; 50% of the rental fee will be refunded.
- If cancellation is made 30-15 days prior to the rental date; 25% of the rental fee will be refunded.
- If cancellation is made less than 15 days prior to the rental date; no refund will be issued.
- No refunds will be issued for “no shows”.

### **Field Closure**

- NPR reserves the right to close any facility at any time due to poor field conditions or move rental field locations if deemed necessary.
- If NPR cancels the rental, NPR will make every effort to re-schedule the rental. If we are unable to re-schedule, a full refund will be issued for the cancelled reservation.

### **Weather Policy**

- Weather decisions regarding field and facility usage for rentals will be made at the discretion of the NPR Maintenance staff. The weather hotline will be updated by 2pm on weekdays and 7am on weekends. Weather hotline: 248-449-9951
- After severe weather or large amounts of rain, NPR may close or restrict the use of outdoor facilities.
- As a matter of safety and precaution, all activities must come to a stop if thunder is heard or lightning is seen during any field usage. All players, coaches, officials, and spectators are to return to their cars and wait 30 minutes from the last sound of thunder or sight of lightning before resuming play. NO EXCEPTIONS.
- If the weather clears, play may be resumed 30 minutes after last sound of thunder or sight of lightning.

### **Insurance**

NPR shall require that all renters provide liability insurance. After reviewing the description of the rental and potential risk factors, NPR will notify the renter of what insurance coverage is needed. When required, renter shall provide a valid certificate of insurance in the minimum amount of general liability, based on Township and City guidelines, naming Charter Township of Northville and City of Northville as an additional insured prior to the rental.

**Park Hours**

- All field rental users must adhere to posted park hours, unless prior arrangements have been made.
- Renters are only authorized to utilize the specific fields/courts specified and approved in the rental agreement.

**Parking and Vehicles**

- Parking is allowed in parking lots only.
- No unauthorized vehicles are permitted to be on the grass, sidewalks, trails, fields, etc.

**Clean Up**

- Normal clean up shall be performed by the renter. The area should be left in the condition it was received.
- All waste paper 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 the renter.
- Owners are expected to clean up after their pets.

**Prohibited**

- Alcohol, golf activities, off-road vehicles, horses, feeding wildlife, ground fires, fireworks/sparklers, hunting/weapons.

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