



Recreation Department - Community Center  
2025 East Clark Road, Ypsilanti, MI 48198  
Phone: 734/544-3800 Fax: 734/544-3888

## Athletic Field Permit Request - Application Form

(PLEASE PRINT AND COMPLETE ALL REQUESTED INFORMATION)

Name of Organization/Group/Affiliation \_\_\_\_\_

Team Name \_\_\_\_\_

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

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

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Alternate Contact Person \_\_\_\_\_ Email Address \_\_\_\_\_

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

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

This request is for: \_\_\_\_\_ an individual team \_\_\_\_\_ a league \_\_\_\_\_ a tournament

Age division of team(s)/league(s) \_\_\_\_\_

This request is for soccer \_\_\_\_\_ or other \_\_\_\_\_

Field Dimensions \_\_\_\_\_ yds. Goal Dimensions \_\_\_\_\_ ft.

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

Ford Heritage Park \_\_\_\_\_ Other \_\_\_\_\_

FHP1 _____	FHP5 _____
FHP2 _____	FHP6 _____
FHP3 _____	FHP7 _____
FHP4 _____	FHP8 _____

### Practices and Games

Attach a complete listing of all of the practices and/or games you are requesting in this application. Remember to include all dates, days of the week, start times and ending times.

### Tournaments

Indicate the size/type of tournament you plan on running and the days and dates you are requesting.

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

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

**A. FEES:**

1. **Resident/Non-Resident Rates:** In order to receive resident rates, team(s) shall either be a) one of the Ypsilanti Township Recreation Department's registered teams; or b) the team(s) and/or group(s) that are part of the rental shall consist of 60% or more of Charter Township of Ypsilanti residents. Verification of residency is required in order to receive the resident rates.
2. **Practices:** Soccer Fields are available for rental on a space available basis for multi-purpose use. Rentals for practices may not include goals and may not have lines. Fields can be rented in two hour blocks per field/per day. **Ypsilanti Township Resident Rate:** \$10.00/hour/field **Non-Resident Rate:** \$20.00/hour/field.  
**Please Note:** Arrangements may be made for use of other athletic fields as needed.

**3. Games and Tournaments:**

- a) **Application Fee:** To reserve fields, **an application fee of \$50.00 must accompany this application.** If the application is approved; this fee will be applied to the total amount of the agreement.
- b) **A security deposit of \$100.00** will be required as part of the rental agreement and will be fully refunded at the conclusion of the agreement upon satisfactory completion of the agreement.
- c) **The balance of the rental fees is due** no later than five (5) days prior to the first scheduled date.
- d) **Any remaining fees** for invoiced costs associated with the rental must be paid NET 30 DAYS.
- e) **Field Prep:** For games and tournaments, when a team or other group wants to use our fields, we require that our park staff do the prep work on each field, to include lining prior to the start of the first game.
- f) **General Use and Assessment Fees:** The rental fee includes field rental per game, field preparation including labor, equipment and supplies for lining fields, soccer goals, general maintenance as required and any other field preparation that is required.

	<u>YT Resident Rate</u>	<u>Non-Resident Rate</u>
Soccer Field 65 x 110 yds.	\$60.00	\$75.00
Soccer Field 50 x 70 yds.	\$45.00	\$60.00
Soccer Field 40 x 50 yds.	\$25.00	\$40.00
Soccer Field 30 x 50 yds.	\$20.00	\$30.00
Soccer Field 20 x 25 yds.	\$10.00	\$20.00

- g) **Additional Fees:** We are able to provide supervisory staff at the fields.  
**Supervisory Staff:** \$15.00/hour

**B. GENERAL INFORMATION**

**1. The Ford Heritage Park (FHP) Soccer Complex has the following features:**

- FHP1 is 65 x 110 yds. with 8' x 24' goals
- FHP2 is 50 x 70 yds. with 7' x 21' goals
- FHP3 and FHP8 are 40 x 50 yds. with 7' x 21' goals
- FHP6 and FHP7 are 30 x 50 yds. with 6' x 12' goals
- FHP4 and FHP5 are 20 x 25 yds. with 4' x 9' goals
- Fully accessible playground in the park.

2. Upon conclusion of the game or tournament, groups are responsible for picking up litter items (paper, bottles, cans, etc.) from around the field area. This must be done prior to the following Monday morning or it will be picked up by Township crews and the Renter will be charged an additional fee.
3. 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.

4. **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 athletic 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!
5. **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.
6. **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.
7. **PARKING:** All vehicles must be confined to designated parking areas and are not permitted on or adjacent to any field.
8. **CONCESSIONS:** Vending of food or other items is not permitted without an approved permit from the Recreation Department.
9. **ADMISSION FEE:** No admission, parking or other fees are permitted unless prior approved by the Recreation Department.
10. **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 72 hours prior to the date requested, NO EXCEPTIONS.
11. **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.
12. **ALCOHOLIC BEVERAGES:** Alcoholic beverages are NOT permitted in any park or on any Township property.
13. Be aware that Ford Heritage Park does not have restroom facilities. You may be required to provide portable restrooms.
14. 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.
15. 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.

**Ypsilanti Township Recreation Department**  
Athletic Field Permit Request and Release of Liability

**C. 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