



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

## Baseball/Softball 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 baseball \_\_\_\_\_ or softball \_\_\_\_\_

Pitching Distance \_\_\_\_\_ ft Base Distances \_\_\_\_\_ ft

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

Community Center Park Ford Heritage Park Other \_\_\_\_\_

CC1 \_\_\_\_\_ FHP1 \_\_\_\_\_  
CC2 \_\_\_\_\_ FHP2 \_\_\_\_\_  
CC3 \_\_\_\_\_ FHP3 \_\_\_\_\_  
CC4 \_\_\_\_\_

### 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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I have read the rules and regulations governing the use of baseball and softball fields in Ypsilanti Township and fully agree to all terms and conditions. The information provided on and accompanying this application 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 park and field use. 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, Board and Commission members, 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.

\_\_\_\_\_  
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 agreement for your team/organization (see attached information sheet for insurance requirements).
3. A list of additional information or special requests that will assist in the evaluation of this request.
4. A \$50.00 Application Fee (check, Visa, Master Card or Discover).

If approved, we will require practice schedules, league schedules and/or tournament brackets prior to the start of field use.

**Submit request to:**

Ypsilanti Township Recreation  
2025 E. Clark Rd.  
Ypsilanti, MI 48198

Phone: 734.544.3800

Fax: 734.544.3888

For additional information contact Mike Syer, Recreation Supervisor at [msyer@ytown.org](mailto:msyer@ytown.org) or (734) 544-3808

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

**For Office Use Only**

Received By (Date & Time) _____	<b>Fees</b>
Approved By (Date & Time) _____	Rental Fee _____
Processed By (Date & Time) _____	Security Deposit _____
Application Fee Submitted    ___ Yes    ___ No	Lights _____
Receipt Number _____	Additional Maintenance _____
Residency:    ___ Resident    ___ Non-Resident	Additional Staff _____
	Other Fees (List) _____
	_____
	Total Fees _____

**Ypsilanti Township Recreation Department**  
 Baseball/Softball Field Permit Request and Release of Liability  
**Rules and Regulations governing use of baseball/softball 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:** Baseball and Softball Fields are available for rental on a space available basis. Rentals for practices do not include bases or chalk 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
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 for each day of use, to include dragging, hand raking, and lining prior to the start of the first game.
  - f) **General Use and Assessment Fees:** The initial rental fee includes field rental for the first game, field preparation including labor, equipment and supplies for lining fields, installation of bases, general maintenance as required and any other field preparation that is required.

	<u>Weekday</u>	<u>Saturday</u>	<u>Sunday/Holidays</u>
<b>YT Resident Rate</b>	\$65.00	\$90.00	\$115.00
<b>Non-Resident Rate</b>	\$75.00	\$100.00	\$125.00

In addition, the rental fee for each subsequent game scheduled per field/per day is \$10.00 (resident) and \$20.00 (non-resident).

- g) **Additional Fees:** We are able to provide additional maintenance throughout the day for your field usage. In addition, we can provide supervisory staff at the fields. Two of our fields at Community Center Park (CC#1 & CC#2) are lighted.

**Lights:** \$25.00/hour/field

**Additional Maintenance:**

Weekdays & Saturdays: \$60.00/hour/employee

Sundays & Holidays: \$75.00/hour/employee

**Supervisory Staff:** \$15.00/hour

**Field Drying Agent:** \$10.00/bag (if required)

**B. GENERAL INFORMATION**

**1. The Community Center Park Softball Complex has the following features:**

- All fences are a minimum of 300 feet (exception: right field fence on CC3 is 280 with a 10-foot high fence)
- All four fields are fully enclosed with vinyl-coated fencing and top fence caps.
- All four fields are irrigated.
- CC1 and CC2 are lighted.
- Park Shelter and Restrooms
- Playground near the fields

**2. The Ford Heritage Park Baseball Complex has the following features:**

- All fences are a minimum of 210 feet
  - All three fields are fully enclosed with top fence caps.
  - Fully accessible playground in the park.
3. Upon conclusion of the game or 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 it will be picked up by Township crews and the Renter will be charged an additional fee.
  4. 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.
  5. **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!**
  6. **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.
  7. **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.
  8. **PARKING:** All vehicles must be confined to designated parking areas and are not permitted on or adjacent to any field.
  9. **CONCESSIONS:** Vending of food or other items is not permitted without an approved permit from the Recreation Department.
  10. **ADMISSION FEE:** No admission, parking or other fees are permitted unless prior approved by the Recreation Department.
  11. **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.
  12. **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.
  13. **ALCOHOLIC BEVERAGES:** Alcoholic beverages are NOT permitted in any park or on any Township property.
  14. Be aware that the rest rooms are winterized and generally not available between October 25<sup>th</sup> and April 15<sup>th</sup>.
  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. 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**  
Baseball/Softball 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