



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

REVISED 11-26-2019

(PLEASE PRINT AND COMPLETE ALL REQUESTED INFORMATION)

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

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/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):

<b>Community Center Park</b>	<b>Ford Heritage Park</b>	<b>Other</b> _____
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 \_\_\_\_\_

## 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**  
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 \$15.00 per hour plus \$12.00 per hour to have a staff member turn 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 72 hours 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 (not for practices). 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. **Application Fee:** To reserve fields, an application fee of **\$75.00** must accompany this application. If the application is approved; this fee will be applied to the total amount of the agreement.
17. **A security deposit of \$100.00** will be part of the agreement and will be fully refunded at the conclusion of the agreement upon satisfactory completion of the agreement.
18. **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.

## B. TOURNAMENTS

19. **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.
20. **FIELD RENTAL:** \$25.00 (resident), \$50.00 (non-resident) per field per day is the fee for tournaments. To receive the resident rate, 60% of all participants must reside in Ypsilanti Township.
21. 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 it will be picked up by Township crews and the Renter will be charged an additional fee.
22. When renting the fields, we require that you pay for the Field Maintenance. You are renting our fields, and we insist that they are maintained properly at the beginning of your tournament.
23. Tournaments cannot be reserved until January 3 of the year of the tournament.
24. 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.

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Signature of Authorized Representative

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Date

