

City of St. Joseph Parks Department Field Rental Policy and Procedure

Field Use Policy

Effective Date: 02/22/16

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The purpose of this document is to establish a system for the equitable and orderly use of City of St Joseph ("City") athletic fields located in City parks. Fields include bleachers, dugouts, or other amenities, where available. These fields, owned and operated by the City of St Joseph, are primarily utilized for baseball and softball. Fields are maintained and managed by the City Parks Department ("Parks Department").

Individuals wishing to use the City's athletic fields in an "as is" condition may do so during normal park operating hours, providing the field has not been prepared for play later in the day or that another party has not previously reserved fields for use. There is no charge for such use.

Athletic fields are in high demand. In order to reserve a field for practice or reserve a prepared field for a practice or game, a Field Rental Application must be submitted to and approved by the Parks Department. The Parks Department has the right to refuse use when space is not available or when the activity for which the rental is requested is not suitable for the location requested.

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

The City reserves the right to modify these policies and procedures and to develop and enforce additional rules and regulations as may be required for the protection of the parks, individual facilities and/or the users of the park.

Field Use Guidelines

Reservations

- Any individual or group representative must be at least 21 years of age to reserve the use of a field.
- A complete Field Rental Application must be submitted to and approved by the Parks Department.
- A reservation is not confirmed until the executed contract has been returned with payment. Application may be submitted beginning March 1st for the calendar year.
- Applications must be submitted to the Parks Department at least 2 weeks prior to the date requested. The Parks Department cannot guarantee that action will be taken on an application submitted after this time.

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Order of Priority for Field Use

- City sponsored or co-sponsored activities.
- Local recreation providers: defined as a non-profit or not for profit group organized for the primary purpose of providing and delivering recreation opportunities.
- St. Joseph Civic or Educational Groups such as Rotary Club, Lions Club, Kiwanis Club, public or private schools.
- Other organizations, individuals, businesses or groups.

NOTE: St. Joseph Public Schools have priority for field use at Dickinson Park during the school year, as provided by separate agreement.

Days and Hours of Use

- Kiwanis Park and Riverview Park fields are available for rent Monday – Sunday, April 15 through October 31.
- Dickinson Park fields are not available until after St Joseph Public Schools are out of session for the summer or the baseball/softball season has ended, whichever comes later.
- Hours available are 9:00 a.m. to Dusk. All field lights must be turned off by 10:00 p.m.
- For safety reasons, daily events should conclude 30 minutes before dusk on fields that are not lighted.
- Renters are only authorized to utilize the fields specified and approved in the application process.

Facilities and Fields Available

- Riverview Park: American Legion Field (Baseball Only) and Pony Field (Baseball or Softball)
- Kiwanis Park: Softball/baseball field
- Dickinson Park: Baseball Field (Baseball Only) Softball Field (Baseball or Softball)

Payment

- Full payment is payable at the time of application.
- Reservations are not confirmed until the executed contract has been returned and payment is received.
- The rental fee may be reduced or waived under extenuating circumstances only at the discretion of the City Commission.

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Insurance

All organizations, companies, leagues and other entities shall secure and maintain, at no expense to the City, a comprehensive general liability policy issued by one or more companies authorized to do business in the State of Michigan. Under such insurance:

- The City of St. Joseph, including its elected and appointed officials, employees, volunteers, boards, commissions, board members and those acting on its behalf, shall be identified as an additional named insured. As an additional insured, coverage afforded by renter shall be considered primary.
- Liability limits shall be no less than \$1,000,000 combined single limit for personal injury and property damage on an occurrence basis.
- The insurance shall be provided by a company licensed and admitted to conduct business in the state of Michigan and have no less than a Best rating of A-.
- Rentals require insurance verification at the time of application submittal, the organization, league coordinator or president shall, at the time of application submittal, file with the City of St. Joseph certificate(s) of insurance showing insurance coverage in force prior to start of field use or activities.
- Such insurance coverage shall be maintained throughout the reservation period and proof of the same shall also be provided to the City upon request.

Individuals who are not acting on behalf of an entity described above may provide sufficient proof of insurance through a homeowner's policy or umbrella coverage.

Cancellations/Reschedules/Refunds

- All cancellations/reschedules request must be submitted to a Parks Department staff member in writing.
- A renter may cancel the reservation no less than 30 days before the scheduled date and receive a refund equal to three-quarters of the rental fee; the remaining one-quarter of the rental fee shall be forfeited as a cancellation penalty.
- The refund to the renting party shall be processed as a check through the normal accounts payable process.
- There will be no refund for a cancellation within 30 days of the day of the reservation date.
- No refund will be issued in the event of inclement weather on the day of the reservation unless the City cancels the game/practice. (See weather policy below)

Field Maintenance

- Field maintenance will be performed by the Parks Department staff.
- No Coach, player, parent or spectator shall drag, move bases or pitcher mounds on any City Fields without the expressed permission of the Parks Department.

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Field Closure

- Parks Department staff reserve the right to close any facility at any time due to poor field conditions.
- Parks Department staff reserve the right to move rental field locations if deemed necessary.
- Any renter failing to honor any field closure is subject to revocation of the field rental, loss of rental fee and security deposit, and removal from the premises.

Weather Policy

- After severe weather or large amounts of rain, the Parks Department may close or restrict the use of outdoor fields.
- Due to inclement weather or poor field conditions, the Parks Department reserves the right to deny an athletic activity or event from being played on a City field.
- The two main purposes of this policy are to ensure the safety of participants, and to prevent the fields from being abused and destroyed when fields are too wet for play.
- As a matter of safety and precaution, all activities must come to a stop if thunder is heard or lightning is seen during practice or a game. All players, coaches, officials, and spectators are to return to their cars. NO EXCEPTIONS. Thirty (30) minutes must pass without the sound of thunder or the sight of lightning before play can resume. If thunder is heard or lightning spotted within the thirty (30) minute waiting period, the thirty (30) minute clock starts over (per MHSAA rule).
- Parks Department staff will make a determination to cancel games/practices by 4:00 p.m. on the day of the rental and will immediately notify the renter.

Clean Up

- All trash and litter shall be picked up by the renter. A basic guideline is that the area be left in the same condition as it was received.
- All waste paper, food and other rubbish must be deposited in the appropriate trash receptacles.

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Field Rental Application

Organization _____

Address _____ City _____ State _____ Zip _____

Purpose/Use _____

Responsible Person _____ Phone _____

Park/Fields Available

1. Riverview Park/American Legion Field – baseball only
2. Riverview Park/Pony League Field – baseball or softball
3. Kiwanis Park Field – baseball or softball
4. Dickinson Park Baseball Field – baseball only
5. Dickinson Park Softball Field – baseball or softball

Reservation Rates/Service

Use	Service	Weekday	Weekend
1. Practice	Reserved/No Preparation	\$ 15	\$ 15
2. Game	Reserved/Groomed/Bases Set	\$ 50	\$115
3. Game with Lights	Reserved/Groomed/Bases Set	\$ 70	\$135
4. Special Event	Reserved/Extended Time/No Prep	\$105	\$125

Times Available

1. 5:30 p.m. to 7:00 p.m.
2. 7:00 p.m. to 8:30 p.m.
3. Other – Please specify

Dates Requested

Park	Service	Time	Day of Week	From	To	Rate	Total Dates
1	1	1	Monday	5/1/16	8/1/16	15.00	13

Signature of Responsible Party

Date

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WAIVER OF LIABILITY

To the fullest extent permitted by law, _____ agrees to defend, pay in behalf of, indemnify and hold harmless, the City of St. Joseph, including its elected and appointed officials, employees, volunteers, boards, commissions, board members and others working on its behalf against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted or claimed or recovered against or from the City of St. Joseph, its elected and appointed officials, employees, volunteers, boards, commissions, board members or others working on its behalf, by reason of personal injury or death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with this rental.

I have read and understand this Waiver of Liability, the risks associated the Field Rental, and am willingly signing this Waiver of Liability. I represent that I full authority to sign this Waiver of Liability on behalf of the party identified below.

Signature of Renter/Authorized Representative

Date