



City of Livonia - Department of Parks and Recreation
15100 Hubbard Road, Livonia, MI 48154 | (734) 466-2900
Athletic Facility Rental Procedure and Guidelines



Livonia Park facilities were built for the enjoyment of Livonia residents; therefore, Livonia Parks and Recreation programs, co-sponsored groups, groups that rented facilities the previous season, and residents will be considered before any non-resident. The Livonia Parks and Recreation athletic fields and facilities outlined in this document may be reserved from April 15-October 31 weather permitting. The maintenance of these fields and facilities will be on a limited basis before May 1 and after September 30.

Livonia Parks and Recreation highly encourage interested parties to reserve space for their events so the fields and facilities may be properly prepared and maintained for their use. **Livonia Parks and Recreation reserve the right to modify these policies and guidelines to develop/enforce additional rules and regulations to preserve and protect the parks, athletic fields/facilities, and park patrons.**

The fields and facilities within Livonia Parks and Recreation are utilized for multiple sports and activities from season to season. Individuals wishing to use Livonia Parks and Recreation public athletic fields and facilities in an "as is" condition, may do so during normal park operating hours provided the field has not been reserved by another party or closed for maintenance purposes. There is no charge for this use, and it will be given on a first-come, first-serve basis.

If a permit holder appears to use the facility, they must produce their permit (electronic or paper), and the drop-in user must vacate the facility to allow the permit holder their scheduled time. Any permit holder who uses another field (regardless of location) shall be charged for the permitted space.

GENERAL PARK and ATHLETIC FIELD RULES

Athletic Fields and Courts Hours: 10 a.m.- dusk

Lit Fields: 10 a.m. to 11 p.m., all lights must be off by 11 p.m.

1. Rentals must include any set up and clean-up time for the group/event to have access to fields/facilities.
2. The rental permit must always be carried with the permit holder during the event.
3. Permit only guarantees use of the field/facility permitted and not exclusive use of the park.
4. Alcoholic beverages, including beer, are prohibited at all athletic fields.
5. Parking must be shared by all park patrons and will be used on a first-come, first-serve basis.
6. Any rental group charging admission to their permitted event must receive approval from the Parks and Recreation Commission at least two months prior to their scheduled event date.
7. All fields are limited to a maximum of two teams at any given time.
8. Any open League or Tournament will be classified as non-resident status.
9. Any home team in a multi-city league wishing to play on Livonia facilities will be considered for a home team only.
10. No digging is allowed in mounds on any Livonia baseball/softball diamond.
11. In case of adverse field conditions, rentals may be cancelled by the Livonia Parks and Recreation Department.
12. Exceptions to the field hours can be made at the discretion of the Superintendent of Parks and Recreation based upon potential impact to the surrounding neighborhood.

RENTAL APPLICATION PROCEDURE AND POLICIES

An online rental application must be submitted at least five days in advance of the requested rental date and must be approved by Livonia Parks and Recreation.

1. Applications will be reviewed in the following order:
 - a. Livonia Parks and Recreation Sponsored Organizations
 - b. Past year resident rentals
 - c. Past year non-resident rentals
 - d. New resident rentals
 - e. New non-resident rentals
2. Livonia Parks and Recreation holds the right to refuse use of space if not available or if the activity for which the rental is requested is objectionable.
3. All facility reservations must be at least one (1) hour in length.
4. All applications must be submitted online.
5. A permit is considered approval and grants the group use of the facility at the stated date and time.
6. Once an organization has submitted a rental application and it has been approved, they may contact the Athletic Coordinator directly to obtain additional dates, if needed.

FEES and RATES

1. All diamonds used will be billed at the hourly rate as shown below based upon the residency of the organization or responsible party renting the field.
 - a. Resident – Organization or responsible person that resides in the City of Livonia.
 - b. Non-Resident - Responsible party or organization that resides outside the City of Livonia whether they are sponsored by a Livonia resident or not.
2. If a user group goes over their permitted time on any premium ball diamond, they will be charged for each quarter hour of use beyond their permitted time, rounding up.
3. Balances for any permit are due within 14 days of the last permitted date.
 - a. If not paid in full, the permit holder could lose future permits.

Ball Diamond Hourly Rates

| Diamond Type | Diamond | Resident Rate | Non-Resident Rate |
|----------------------------|---|----------------------|--------------------------|
| Lit Fenced Diamond* | Bicentennial Diamonds 1-3 Ford Field Diamonds 1, 2 | \$50/hour | \$70/hour |
| Fenced Diamond | Bicentennial Diamonds 5, 6, 9, 10 | \$35/hour | \$50/hour |
| Standard Diamond | All remaining ball diamonds | \$30/hour | \$45/hour |

*** 3-hour minimum reservation for lit fenced diamonds. Games only; no practices. ***

BICENTENNIAL PARK DIAMOND RENTAL TIME SLOTS

Diamonds 5-10 at Bicentennial Park are among the most heavily used in Livonia. To maximize use of our highest-demand diamonds, two “timeslots” for weeknight rentals between May 1 and July 15 have been established: 5:15-6:45pm and 7-8:30pm

If you would like to make a reservation that intersects both time slots, you will be required to reserve the diamond for a minimum of three hours. Prior to May 1 and after July 15 there will be no timeslot restriction for reserving Diamonds 5-10 at Bicentennial Park.

Other Athletic Facility Hourly Rates

| Diamond Type | Facility | Resident | Non-Resident Rate |
|------------------------------|---|-----------|-------------------|
| Standard Soccer Field | Bicentennial Fields 3-10 Greenmead Historical Park Wilson Barn Soccer Field | \$35/hour | \$40/hour |
| Sand Volleyball Court | Bicentennial Park (2), Rotary Park (2), Stymelski Park (4) | \$30/hour | \$45/hour |

REFUNDS and ADJUSTMENTS

No rain checks will be issued.

- Cancellation due to weather:** If a field or facility is unplayable due to one of the options listed in the Cancellation of Activity section, the Inclement Weather Policy, or cancelled by Livonia Parks and Recreation Staff, the permit holder has 24 hours from the start of the rental time to contact the Athletic Coordinator via phone or email about the cancellation to reschedule if available.
- 14 Days Prior:** If the permit holder no longer wishes to use their rental, they must contact the Athletic Coordinator via phone or email at least 14 days prior to their rental to receive a full refund. Once inside the 14 days, no refunds will be granted unless the field is unplayable due to weather.
- Once inside the 14 days, groups may adjust their rental times or change their dates if other dates are available.**

A \$10 PROCESSING FEE WILL BE DEDUCTED FROM ANY REFUND GRANTED BY CHECK.

CANCELLATION OF ACTIVITY

Due to inclement weather and poor field conditions, the Livonia Department of Parks and Recreation reserves the right to deny an athletic activity or event from playing on a City field. When games are played on fields with poor/unsafe conditions, it often causes irreversible damage to the field. The two main purposes of this policy are to ensure the safety of the participants and to prevent City fields from getting abused and destroyed when the sod is vulnerable. Any City of Livonia employee, Parks and Recreation Staff, Livonia Police Department, or any other designated person may deny use of a field and/or require an activity to stop.

Conditions that require cancellation of an athletic activity:

- Standing puddles of water on the field
- Footing is unsure and slippery
- Ground is waterlogged and "squishy"
- Grass can be pulled out of ground easily
- Lightning/Thunder or severe rain
- Severe weather storms, watches, or warnings

Teams/Leagues that refuse to follow the policy will be subject to the following disciplinary action:

- First Offense:** Written warning to team and President of the Organization.
- Second Offense:** Suspension of the team or organization from practicing on fields for one week.
- Third Offense:** Forfeiture of a team's privilege to either practice or play games on City of Livonia fields for the remainder of the season.

INCLEMENT WEATHER POLICY

The Parks and Recreation Department will use the following guidelines and procedures for inclement weather to safeguard participants, spectators, and staff. Livonia Parks and Recreation retains the right to cancel or curtail activities due to weather conditions. Information from the National Weather Service will be used to ensure programs, activities and facilities can be operated in a safe manner.

Listed below are the different weather conditions and how it will affect programs:

- Rain:** Strong or consistent rain at the discretion of the coordinator of that program can be canceled.
- Lightning/Thunder:** Upon the first sight of lightning or sound of thunder, all outdoor activities must stop immediately. No outdoor activity can resume until 30 minutes after the last sighting of lightning or sound of

thunder. Programs may be moved indoors if possible.

- Once an air horn is heard, all participants and spectators are required to vacate the facility to seek shelter.
- **Tornado:** In the event of a tornado warning/sirens, seek the best possible shelter available immediately.
- **Heat:** If the heat index is at or above 104 degrees, all outdoor Parks and Recreation activities will be canceled. If at 103 and below, Cancellation is at the discretion of the Athletic Coordinator.
- **Cold:** If the wind chill is at or below -10 degrees, all outdoor Parks and Recreation activities will be canceled.
- Decisions regarding weather for sports and special events will be made at the discretion of Livonia Parks and Recreation employees by 4 p.m. Monday-Thursday and by 8 a.m. Friday-Sunday.
- Contractual programs, outside rentals, school sports or groups using City of Livonia athletic fields will oversee cancelling their own programs and notifying participants unless contacted directly by Parks and Recreation Staff.

INSURANCE REQUIREMENTS

The following groups must provide a \$1,000,000 (one million) general liability **CERTIFICATE OF INSURANCE** and name the City of Livonia as additional insured.

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|-------------------------------------|---------------------------------|
| - Churches | - Fraternal Organizations/Clubs |
| - Boy/Girl Scouts or similar groups | - Sport Organizations |
| - School Groups | - Class Reunions |
| - Businesses/Industrial | - Civic |
| - Corporations | Associations |

Certificates must be submitted at least two weeks prior to your first permitted date. For more information, please call (734) 466-2900

MAINTENANCE and MATERIAL COSTS

Organizations will be billed for the actual cost of maintenance and materials that cannot be recycled for regular use.

FREQUENTLY ASKED QUESTIONS

1. **Who should I contact if the field is located at a school?**
 - a. Requests for reservations on school-owned properties must be submitted to the Board of Education. Contact the Community Education Office at (734) 744-2605.
2. **Where can I find out updates regarding weather cancellations?**
 - a. Weather Hotline: (734) 466-2299
 - b. The weather hotline will be updated by 4 p.m. daily regarding cancellations done by Parks and Recreation Department. If there is no update regarding your rental or activity on the hotline, it is on the individual/organization running their programs to notify their participants.
3. **If I rent a field, what equipment do I need to provide?**
 - a. Livonia Parks and Recreation will provide goals, nets, and lining on all soccer fields. It is on the individual team/organization to provide the remaining equipment needed (corner flags, balls, etc.).
 - b. For any standard or fenced diamond, the renter will need to provide bases and pitching rubber.
 - c. All premium diamond rentals will have bases and pitching rubbers provided by Livonia Parks and Recreation.
 - d. All other equipment and staffing (umpires, bats, balls, etc.) must be provided by the organization.

Important Contact Information:

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Athletic Coordinator
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