



15100 Hubbard Road | Livonia, MI 48154 | (734) 466-2900

Baseball and Softball Tournament Rental Procedure and Guidelines

Any individual wishing to host a baseball or softball tournament at a Livonia Parks and Recreation facility must complete a Tournament Rental online application at least four weeks prior to the start date. All tournaments will take place at either Bicentennial Park or Ford Field. Livonia Parks and Recreation staff shall provide bases and pitching rubbers for all approved tournaments.

Livonia Parks and Recreation accepts tournament applications for dates between April 15 and Oct. 31. The earliest games can start on each permitted day is 9 a.m. to properly prepare the fields for the day.

Livonia Parks and Recreation defines a tournament as an individual and/or organization hosting a competitive, scheduled event with a minimum of five different teams participating in said event.

The rental organization must provide the Athletic Coordinator with the following at least 48 hours prior to the start of the tournament:

1. Copy of the tournament schedule for all divisions playing at a City of Livonia field.
2. Insurance naming City of Livonia as additionally insured as outlined below.

Ford Field Diamond 1 is the only diamond available with a permanent raised mound. Bicentennial Park Diamond 1 can hold a portable raised mound if requested.

GENERAL PARK & ATHLETIC FIELD RULES

Athletic Fields & Courts Hours: 10 am – dusk | **Lit Fields:** 10 am – 11 pm, all lights must be off by 11 pm

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 assures 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. If the rental group wishes to charge an admission fee, they must receive approval from the Parks and Recreation Commission at least two months prior to their rental start date.
7. All fields are limited to a maximum of 2 teams at any given time.
8. No digging is allowed in mounds on any Livonia baseball/softball diamond.
9. In case of adverse field conditions, rentals may be cancelled by the Livonia Parks & Recreation Department.
10. Exceptions to the field hours can be made at the discretion of the Superintendent of Parks & Recreation based upon potential impact to the surrounding neighborhood.

RENTAL APPLICATION PROCEDURE AND POLICIES

1. All tournament rental applications must be submitted at least one month prior to the requested tournament date.
 - a. All tournament rental applications can be found on the Livonia Parks and Recreation Website at no cost.
 - b. If an organization requests multiple weekends, all dates must be included in their rental application.
 - c. Renters/rental organizations will receive a receipt via email once they have submitted their rental application.
2. Applications will be reviewed in the following order:
 - a. Livonia Parks and Recreation Sponsored Organizations
 - b. Past year resident tournament rentals.
 - c. Past year non-resident tournament rentals.
 - d. New resident tournament rentals
 - e. New non-resident tournament rentals
3. All tournaments must be held on Fridays-Sundays. Any group wishing to use space outside of these days must wait for the field rental application to open to request additional fields.
4. Livonia Parks and Recreation holds the right to refuse use of space if not available or the activity for which the rental is requested is objectionable.

5. All rental applications are considered requests until a permit is provided to the applicant and all previous balances have been paid in full.
6. Applications are approved once a permit has been generated for the reservation. The permit grants the team or group use of the facility stated date & time.
 - a. If a user group goes over their reserved time on any permitted field, they will be charged for each quarter hour of use beyond their original time, rounding up.
7. All rentals on Bicentennial Diamonds 1, 2, & 3 must be off the diamond by 3:30 p.m. on Sundays for Livonia Parks and Recreation softball league programming. No games may be scheduled to start later than 2:30 p.m. on Bicentennial Diamonds 1, 2, and 3.

FEES & RATES

1. A non-refundable \$200 deposit is due within 14 days of any tournament permit being approved.
 - a. If the deposit is not paid within 14 days, the renter could lose their permit(s).
2. All diamonds used will be billed at the hourly non-resident rate below within 72 hours upon completion of the tournament.
3. The tournament director shall be billed upon completion of the tournament for the fields used.
 - a. The first permit provided to the director upon approval of the tournament will be an estimate cost. The tournament rental will be billed for every 15 minutes over the permitted time.
 - b. The tournament rental invoice must be paid within 14 days of the tournament completion.
 - i. If not paid in full, the rental organization could lose any future tournament rental dates, including in that season.
4. It will be at the cost of the renter provide any additional port-a-johns and/or dumpsters for the tournament if required by Livonia Parks and Recreation.
5. The ball diamonds will be prepped and chalked at the beginning of each day prior to game's starting.
 - a. If the tournament rental wishes to have the fields prepped throughout the day, the tournament director must make the request at least three weeks in advance in writing to the Athletic Coordinator.

Hourly Diamond Rates

Diamond Type	Diamond #s	Non-Resident Rate
Lit, Fenced Diamond	Bicentennial Diamonds 1-3 Ford Field Diamonds 1 & 2	\$70/hour
Fenced Diamond	Bicentennial Diamonds 5, 6, 9, & 10	\$50/hour
Standard Diamond	Bicentennial Diamonds 7 & 8 Ford Field Diamond 7	\$40/hour

Additional & Optional Fees

Fee Type	Diamond #s	Non-Resident Rate
Light Fee	Lights are only available on Bicentennial Diamonds 1-3 and Ford Field Diamonds 1 and 2.	\$45/hour
Continuous Maintenance	City of Livonia Park maintenance staff providing diamond maintenance between scheduled games. This must be agreed upon and approved by the Athletic Coordinator at least three weeks in advance of the tournament rental.	\$30/hour

Ball Diamond Base Distance

Diamond	Base Distance	Diamond	Base Distance
Bicentennial Park Dia. 1	60-90 feet	Ford Field Dia. 1	90 feet
Bicentennial Park Dia. 2	60-80 feet	Ford Field Dia. 2	60-80 feet
Bicentennial Park Dia. 3	60-80 feet	Ford Field Dia. 7	60-70 feet
Bicentennial Park Dia. 5	60-80 feet		
Bicentennial Park Dia. 6	60-70 feet		
Bicentennial Park Dia. 7	60-90 feet		
Bicentennial Park Dia. 8	60-90 feet		
Bicentennial Park Dia. 9	60-70 feet		
Bicentennial Park Dia. 10	60-70 feet		

REFUNDS & ADJUSTMENTS

1. **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 & 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.
2. **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 seven 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.
3. **Once inside the seven days, groups may adjust their rental times or change their dates if other dates are available.**
 - a. **These adjustments must be made at least three days in advance of the reservation, and the reservation must be for at least one hour in length.**

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

EXTERNAL VENDORS

If the rental organization wishes to have any external vendors (food trucks, apparel companies, etc.) at their tournament, they must receive approval from the Parks and Recreation Commission a minimum of six weeks in advance of their tournament start date. The organization/individual responsible for the tournament must submit a special use application at least two months prior to their tournament date.

All external vendors must supply copies of insurance naming the City of Livonia as additionally insured at least two weeks prior to the start date.

A rental organization/individual who does not receive approval for external vendors may lose the right to hold future tournaments within the City of Livonia.

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 & 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:

1. Standing puddles of water on the field
2. Footing is unsure and slippery
3. Ground is waterlogged & "squishy"
4. Grass can be pulled out of ground easily
5. Lightning/Thunder or severe rain
6. Severe weather storms, watches, or warnings

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

1. **First Offense:** Written warning to team and President of the Organization.
2. **Second Offense:** Suspension of the team or organization from practicing on fields for one week.
3. **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 or facilities:

- **Rain:** Strong or consistent rain at the discretion of the Athletic Coordinator may result in the halting of activity.

- **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 sounded, 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 & 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 & 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 pm Monday-Thursday and by 8 am 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 & 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.

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

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

DAMAGE & CLEAN-UP AGREEMENT

Said group agrees to pay City of Livonia for maintenance cost and/or damage to any property caused by said group at said location, and said group agrees to pay the City a sum not to exceed \$50 per area used if the area used by said group is not CLEANED UP and returned to the condition in which it was found.

REFUND POLICY

Review specified refund policy prior to signing release and hold harmless agreement.

RELEASE AND HOLD HARMLESS AGREEMENT

In consideration of entering into this agreement with the City of Livonia, the undersigned, by this instrument does hereby expressly stipulate and agree to release, discharge, indemnify and forever hold harmless the City of Livonia, its assigns, agents servants and employees of any damage, loss or injury which heretofore has been or which may hereafter be sustained by the said INDIVIDUAL, GROUP, ORGANIZATION OR FAMILY as a consequence of their participation in any and all activities in connection with this agreement.

This release extends and applies to, and covers and includes, all unknown, unforeseen, unanticipated, and unsuspected injuries, damages, loss and liability, and the consequence thereof, as well as those now disclosed and known to exist. The provisions of any state, federal, local, or territorial law or statute providing in substance that releases shall not extend to claims, demands, injuries or damages, which are unknown or are unsuspected to exist at the time to the person executing such release, are hereby expressly waived.

Having read the above conditions and receiving the guidelines pertaining to this rental I/we agree to adhere to the conditions of this agreement, the field rental application, and the above guidelines established by the Livonia Parks and Recreation Department.