



Livonia
PARKS & RECREATION

How to Submit a Tournament Rental Application

1. Log into or create an account with Livonia Parks and Recreation:
<https://secure.rec1.com/MI/livonia-mi/catalog>



Log In/Create Account Catalog Policies Help

Cart Empty

Clear All Filters

Account FAQ's 0 Connections 0 Recreation Center Rates 0 Membership 27 All Activities 670

Special Events 21 Adult Programs 79 Youth Programs 89 Camps 6 Archery 4

Aquatics 167 Climbing Wall 0 Fitness and Wellness 151 Massage 13 Personal Training 2

Livonia AIR 2 Facilities 145 Field Rental 2 Pavilion Rental 10 Party Rentals at Kirksey... 2

Outdoor Pools 0 Greenmead Historical P... 14 Greenmead Rental Req... 1 Senior Center 101 Lunch Reservation Seni... 12

Party Participant Waiver 670

2. Once logged in, go to the "Field Rental" tab and select "2025 Baseball & Softball Tournament Rental Applications."

Location Livonia AIR 2 Facilities 145 Field Rental 2 Pavilion Rental 10 Party Rentals at Kirksey... 2

Outdoor Pools 0 Greenmead Historical P... 14 Greenmead Rental Req... 1 Senior Center 101 Lunch Reservation Seni... 12

Party Participant Waiver 670

FIELD RENTALS

Field Rental Applications

The fields and facilities within Livonia Parks & Recreation are utilized for multiple sports and activities from season to season. Individuals wishing to use Livonia Parks & 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.

Any individual or organization wishing to have a permitted space must complete an application below at least five days prior to their requested event date.

Resident: Organization or responsible party that resides in the city of Livonia

Non-Resident: Responsible party or organization that resides outside the city of Livonia whether they are sponsored by a Livonia resident or not

Fields open for the season starting Apr. 15 and close on Oct. 31.

Applications will be reviewed in the following order:

1. Livonia Parks and Recreation Sponsored Organizations
2. Past year resident rentals
3. Past year non-resident rentals
4. New resident rentals
5. New non-resident rentals

Questions can be directed to Michelle Koppin at mkoppin@livonia.gov.

| | | | | | | | |
|--------------------------------------------------|--------------|-------|-------|-------------|----------|---|-----|
| 2025 Ball Diamond Rentals | Location TBD | 18/up | Daily | 04/15-10/31 | 8am-11pm | 1 | \$0 |
| 2025 Baseball & Softball Tournament Applications | | 18/up | F-SU | 05/09-09/30 | 9am-11pm | 2 | \$0 |

3. Select the individual submitting the application (serving as point of contact for the tournament) and click the green “Add to Cart” button.

The earliest games can start on each permitted day is 9 a.m. to properly prepare the fields for the day.

| | |
|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Activity | Field Rental Applications |
| Session | 2025 Baseball & Softball Tournament Applications |
| Location | Multiple Locations |
| Room/Facility | Multiple Facilities |
| Date Range | 05/09-09/30 (Excluding 07/04, 12/31) |
| Schedule Details | 9a-11p every Fri/Sat/Sun from May 9 to Sep 30 (No class on Jul 4, Dec 31) at Bicentennial Park Baseball/Softball Tournament 9a-11p every Fri/Sat/Sun from May 9 to Sep 30 (No class on Jul 4, Dec 31) at Ford Field Baseball/Softball Tournament |
| Age/Gender | 18/up |
| Fee | \$0.00 |
| Registration | Dec 18 6a-Sep 30 |

ACCOUNT MEMBERS

- Chris Jackett, CPRP (Adult)
Eligible
- Add Account Member

Add To Cart

4. On the next box, click the blue “Checkout” button in the bottom right-hand corner.

| <ul style="list-style-type: none">◦ Non-Residents \$70/hour• Light Fee: \$45/hour <p>Fenced Diamonds - Bicentennial Park Diamonds 5, 6, 9 and 10</p> <ul style="list-style-type: none">• Fee<ul style="list-style-type: none">◦ Residents \$35/hour◦ Non-Residents \$50/hour <p>Standard Diamonds - All remaining ball diamonds</p> <ul style="list-style-type: none">• Fee<ul style="list-style-type: none">◦ Residents \$30/hour◦ Non-Residents \$45/hour <p>Rotary Park ball diamonds are leased to the Livonia Junior Athletic Association (LJAL). Please contact them availability.</p> <p>The earliest games can start on each permitted day is 9 a.m. to properly prepare the fields for the day.</p> <table><tr><td>Activity</td><td>Field Rental Applications</td></tr><tr><td>Session</td><td>2025 Baseball & Softball Tournament Applications</td></tr><tr><td>Location</td><td>Multiple Locations</td></tr><tr><td>Room/Facility</td><td>Multiple Facilities</td></tr><tr><td>Date Range</td><td>05/09-09/30 (Excluding 07/04, 12/31)</td></tr><tr><td>Schedule Details</td><td>9a-11p every Fri/Sat/Sun from May 9 to Sep 30 (No class on Jul 4, Dec 31) at Bicentennial Park Baseball/Softball Tournament 9a-11p every Fri/Sat/Sun from May 9 to Sep 30 (No class on Jul 4, Dec 31) at Ford Field Baseball/Softball Tournament</td></tr><tr><td>Age/Gender</td><td>18/up</td></tr><tr><td>Fee</td><td>\$0.00</td></tr><tr><td>Registration</td><td>Dec 18 6a-Sep 30</td></tr></table> | Activity | Field Rental Applications | Session | 2025 Baseball & Softball Tournament Applications | Location | Multiple Locations | Room/Facility | Multiple Facilities | Date Range | 05/09-09/30 (Excluding 07/04, 12/31) | Schedule Details | 9a-11p every Fri/Sat/Sun from May 9 to Sep 30 (No class on Jul 4, Dec 31) at Bicentennial Park Baseball/Softball Tournament 9a-11p every Fri/Sat/Sun from May 9 to Sep 30 (No class on Jul 4, Dec 31) at Ford Field Baseball/Softball Tournament | Age/Gender | 18/up | Fee | \$0.00 | Registration | Dec 18 6a-Sep 30 | <table><thead><tr><th>#</th><th>Item</th><th>Total</th></tr></thead><tbody><tr><td>1.</td><td>Chris Jackett, CPRP for Field Rental Applications 2025 Baseball & Sof...</td><td>\$0.00 </td></tr></tbody></table> <p>TOTAL \$0.00</p> <p> </p> | # | Item | Total | 1. | Chris Jackett, CPRP for Field Rental Applications 2025 Baseball & Sof... | \$0.00 |
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| Fee | \$0.00 | | | | | | | | | | | | | | | | | | | | | | | | |
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5. Click the blue “View/Print” links to review both documents. These will be sent to you via email as well. Once read, click the green “Confirm attachments” button.

The screenshot shows the 'Attachments' section of a web application. At the top, there are navigation links for 'Catalog', 'Account', and 'Connect'. On the right, there are links for 'Internal', 'Policies', 'Help', and 'Log Out'. A shopping cart icon indicates '\$0.00 1 item'. The main content area lists two attachments:

- 1. **Tournament Rental Guidelines**
Tournament Rental Guidelines - Baseball & Softball Tournaments
- 2. **Inclement Weather Form**
Livonia Parks & Recreation Inclement Weather Policy

Each attachment has a 'View/Print' link circled in red. On the right, a checkout sidebar is visible with the following items:

- CHECKOUT FOR CHRIS JACKETT, CPRP
- Browse Catalog
- Attachments
- Prompts
- Waivers
- Payment
- Review & Confirm
- Receipt

A green 'Confirm Attachments' button with a right-pointing arrow is circled in red at the bottom of the sidebar. Below the sidebar is a 'Browse Catalog' link.

6. Answers all prompts on the next page. This is the section where you input your requested dates, times and locations. If you are applying for more than one weekend, please include all dates in the appropriate section. When all prompts have been answered, click the green “Submit Responses” button.

7. Read through the Release and Hold Harmless Agreement. You will need to click on the “I Agree on Behalf of...” box and a signature screen will appear. Please electronically sign inside the box and click the blue “Save” button. Once that is done and you see your signature on the bottom, click the green “Confirm Waiver Agreement.”

The screenshot shows the 'Waivers' section of the web application. The page title is 'Waivers'. Below it, there is a section for 'Tournaments - Release' with a dropdown arrow. Underneath, it says 'Applies to: Chris Jackett, CPRP for Field Rental Applications 2'. The main content is the 'RELEASE AND HOLD HARMLESS AGREEMENT'. The text reads: 'In consideration of entering into this agreement, I/we stipulate and agree to release, discharge, and hold harmless the Livonia Parks and Recreation Department, its employees, and its volunteers from any and all 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 tournament guidelines pertaining to this rental I/we agree to adhere to the conditions of this agreement, the tournament rental application, and the above guidelines established by the Livonia Parks and Recreation Department.'

At the bottom, there is a checkbox labeled 'I agree on behalf of Chris Jackett, CPRP' circled in red. A modal window titled 'Waiver Signature' is open in the center, containing the text 'Please sign on the line:' circled in red, a signature line with a handwritten signature, and three buttons: 'Clear/Reset', 'Close', and 'Save' circled in red. At the bottom right of the page, a green 'Confirm Waiver Agreement' button with a right-pointing arrow is circled in red. The right sidebar shows the checkout process with 'Waivers' selected.

8. There is no cost for the application. On the payment screen, click the green “Review Transaction” button.

Catalog Account Connect Internal Policies Help Log Out

Payment

| Item | Price |
|-------------------------------------------------------------------------------------------------------|---------------|
| 1. Chris Jackett, CPRP for Field Rental Applications 2025 Baseball & Softball Tournament Applications | \$0.00 |
| Total Charges | \$0.00 |

Gift Card Code Amount \$0.00

CHECKOUT FOR CHRIS JACKETT, CPRP

- Browse Catalog
- Attachments
- Prompts
- Waivers
- Payment**
- Review & Confirm
- Receipt

Review Transaction >

< Waivers

9. Click the green “Complete Transaction” button. You will receive a confirmation email upon submission.

If you did not receive this email, you did not complete the entire process.

Catalog Account Connect Internal Policies Help Log Out

Review & Confirm

| Item | Price |
|-------------------------------------------------------------------------------------------------------|---------------|
| 1. Chris Jackett, CPRP for Field Rental Applications 2025 Baseball & Softball Tournament Applications | \$0.00 |
| Total Charges | \$0.00 |

Payment Summary
No Payment

CHECKOUT FOR CHRIS JACKETT, CPRP

- Browse Catalog
- Attachments
- Prompts
- Waivers
- Payment
- Review & Confirm**
- Receipt

Complete Transaction >

< Payment

10. After completing the transaction, a receipt screen will come up. You will receive a copy of that receipt via email. Livonia Parks and Recreation will follow up as soon as they can in regard to your tournament.

Questions? Contact Eddie McClendon, Athletic Coordinator, at emcclendon@livonia.gov or (734) 466-2414.