



Livonia
PARKS & RECREATION

How to Submit a Field Rental Application (template)

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 the ball diamond, soccer field or sand volleyball pit option you would like to rent.

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

Botsford Pool POS 9 Sheldon Pool POS 9 Clements Circle Pool P... 9 Outdoor Pools 0 Greenmead Historical P... 12

Greenmead Rental Req... 1 Senior Center 98 Senior Center Rentals 1 Lunch Reservation Seni... 10 Botsford Day Passes 0

Clements Circle Day Pa... 0 Party Participant Waiver 593

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

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

Activity Field Rental Applications
Session 2025 Ball Diamond Rentals
Location Location TBD
Date Range 04/15-10/31
Schedule Details 8a-11p every day from Apr 15 to Oct 31
Age/Gender 18/up
Fee \$0.00
Registration Opens on Jan 27 - 06:00 AM

ACCOUNT MEMBERS

 Chris Jackett, CPRP (Adult)
Registration hasn't started

 Add Account Member

 Add To Cart

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

Please submit this application with as much detail as possible if you are looking to rent a ball diamond through Livonia Parks and Recreation. There is no cost to submit an application. If an individual/organization would like to reserve space, please contact us at 734-233-7300.

For the 2025 season, Livonia Parks and Recreation will permit ball diamonds for April 15-October 31.

Lit Fenced Diamonds - Bicentennial Park Diamonds 1, 2, and 3 and Ford Field Diamonds 1 and 2

- Fee
 - Residents \$50/hour
 - Non-Residents \$70/hour
- Light Fee: \$45/hour

Fenced Diamonds - Bicentennial Park Diamonds 5, 6, 9 and 10

- Fee
 - Residents \$35/hour
 - Non-Residents \$50/hour

Standard Diamonds - All remaining ball diamonds

- Fee
 - Residents \$30/hour
 - Non-Residents \$45/hour

Rotary Park ball diamonds are leased to the Livonia Junior Athletic Association (LJAL). Please contact them at 734-233-7300 for availability.

Activity Field Rental Applications
Session 2025 Ball Diamond Rentals
Location Location TBD
Date Range 04/14
Schedule Details 8a-11p on Mon 04/14/2025
Age/Gender 18/up
Fee \$0.00
Registration Jan 27 6a-Oct 31 10p

ACCOUNT MEMBERS

 Chris Jackett, CPRP (Adult)
Use the account to register for this event

 Add Account Member

 Add To Cart

#	Item	Total
1.	Chris Jackett, CPRP for Field Rental Applications 2025 Ball Diamond ...	\$0.00 

TOTAL \$0.00

  Checkout

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.

Catalog Account Connect Internal Policies Help Log Out

Attachments

Attachments

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

CHECKOUT FOR CHRIS JACKETT, CPRP

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

[Confirm Attachments >](#)

← Browse Catalog

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. Read through the Release and Hold Harmless Agreement and check the box. When all prompts have been answered, click the green “Submit Responses” button.

7. 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 Ball Diamond Rentals	\$0.00 <input type="checkbox"/>
Total Charges	\$0.00

Gift Card Code Amount \$0.00 Apply

CHECKOUT FOR CHRIS JACKETT, CPRP

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

[Review Transaction >](#)

← Prompts

8. 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 Ball Diamond Rentals	\$0.00
Total Charges	\$0.00

Payment Summary

No Payment

CHECKOUT FOR CHRIS JACKETT, CPRP

- [Browse Catalog](#)
- [Attachments](#)
- [Prompts](#)
- [Payment](#)
- [Review & Confirm](#)**
- [Receipt](#)

Complete Transaction >

[← Payment](#)

9. 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.