

Van Buren Township • Parks & Recreation Department
ATHLETIC FIELD USE AND
ALLOCATION POLICY

March 2009
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INTRODUCTION

The Charter Township of Van Buren Parks and Recreation Department coordinates and issues permits for the use of athletic fields at the Quirk Township Park and The Gregg Brinkerhoff Chuck Coleman Memorial Field to organizations and the general public for cultural, social and recreational activities and programs.

The purpose of this policy is to outline procedures and allocation priority for the permitted use of the Quirk Township Park and The Gregg Brinkerhoff Chuck Coleman Memorial Field athletic fields (collectively referred to as “Township Fields”).

The Parks and Recreation Department of Van Buren Township has established the following policies and procedures to ensure the safe and efficient use and the equitable availability of the Township Fields.

Van Buren Township Parks and Recreation reserves the right to modify these policies and procedures and to develop and enforce such additional rules and regulations as may be required for the protection of the Township Fields, the Users and the patrons of the Township Fields.

Township Fields are allocated and permitted in two, 6month periods from January through June, and from July through December as sustainability allows. The Parks and Recreation Department will monitor proper use of allocations and permits. Priority will be given to Van Buren Township residents. The Township may charge for damages due to negligence of Township Fields’ use or other destruction of Township property.

Submission of an Application and Agreement Request does not constitute approval. Requests for additional use or programs not covered by the Athletic Field Use and Allocation Policy should be addressed in writing to the Parks Manager. The Parks Manager’s interpretation of language in the Field Use and Allocation Policy shall be final.

DEFINITION OF TERMS

Facility User

Facility user shall mean the person, group or organization applying to use the Township Fields (hereinafter referred to as “User”).

Resident Status

Resident status is defined as groups or organizations with at least 85% or more Van Buren Township residents. Team rosters and/or individual utility bills/photo ID may be required by Township staff to verify residency status.

Youth Status

Youth status is defined as persons 18 years of age or under.

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Non-Profit Status (501 3c)

To qualify as a Non-Profit User, the User must meet all criteria. The User must be registered as a not-for-profit corporation with the State of Michigan, or if not registered with the State, must have a constitution, bylaws or mission statement which clearly states the objectives of the User are of a non-profit, non-commercial nature. Visit www.irs.gov for additional information on Non-Profit Status (501 3c).

The User must be comprised of volunteers, 85% of which must be Van Buren Township residents. The User must submit the following:

1. If incorporated, submit State Incorporation papers and bylaws; if not incorporated, submit constitution and bylaws or mission statement.
2. Current financial statement.
3. Roster of Officers.
4. List of persons authorized to make reservations for the User.

TOWNSHIP ATHLETIC FIELDS/FACILITIES

Quirk Township Park and Brinkerhoff Memorial Field are the only Township lands that have athletic field space designated in its design and available for use. Due to the limited number of Township Fields available, the Parks and Recreation Department has established a priority use. Allocation of Township Fields will follow the terms set forth in this Policy as sustainability allows. The Township has exclusive discretion in decisions on scheduling of Township Fields and such decision shall be final.

Priority Group Qualification: Group 1-6

Use of the Township Fields will be allocated in the following order of priority with Group 1 having the highest priority:

Group 1: Parks and Recreation Department programs, youth or adult athletic programs or leagues. Township sponsored or co-sponsored events. Non-profit or not-for-profit Users which meet all of the following requirements:

1. partner with the Township;
2. have at least 85% residents;
3. have open registration regardless of skill level; and
4. provide an “everyone plays” philosophy.

Group 2: Van Buren Township Public School District related programs.

Group 3: Youth programs, organizations or events with at least 51% Van Buren Township residents.

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Group 4: Adult programs, organizations or events with at least 85% Van Buren Township residents.

Group 5: Youth programs, organizations or events with less than 51% Van Buren Township residents.

Group 6: Adult programs, organizations or events with less than 85% Van Buren Township residents.

PROCESS FOR OBTAINING PERMITS

Application and Agreement

Township Fields are allocated and permitted in two, 6 month increments. Each User is required to sign and submit an Application and Agreement Request For Use of Van Buren Township Athletic Field form, Field User Information Sheet, Athletic Field Use Rules and Regulations form and Hold Harmless and Indemnity Agreement form by the first week of November for the January 1 through June 30 use period and by the first week May for the July 1 through December 31 use period. Multiple use reservations may be made for more than one date or with recurring weekly use. Any User missing these deadlines will have access to any remaining Township Fields after the allocation process is finalized on a first-come, first-served basis.

Submission of an Application and Agreement Request for Use of Van Buren Township Athletic Field form does not constitute approval. Approval is given according to the Policy, and only upon submission of proof of insurance, and when a permit is issued.

Every effort will be made to accommodate User's use of Township Fields. Priority of Township Fields will be given to traditional primary season sports and by priority grouping.

Permit Procedures

Requests to permit the use of Van Buren Township Fields are made through the Van Buren Township Parks and Recreation Department located at the Township Hall, 46425 Tyler Road. (734) 699-8921.

Users of 10 or more individuals who wish to utilize a Township Field must complete an Application and Agreement Request for use of Van Buren Township Athletic Field form and Athletic Field Use Rules and Regulations form. The Parks Manager has exclusive discretion in decisions on scheduling of Township Fields and such decisions shall be final.

An Application and Agreement Request for Use of Van Buren Township Athletic Fields form is required and must be submitted a minimum of ten (10) working days prior to the requested use date. Proof of insurance must be submitted prior to a permit being issued.

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Game and practice schedules may be required for submittal and will be used by Township staff to ensure Township Fields are being used as allocated. If Township Fields are not used as requested, permits may be rescinded. Users not using Township Fields as stated on the permit may lose their deposit, permit and/or priority allocation consideration for future allocations.

Liability Insurance Requirements

User shall secure and maintain throughout the period of use allowed under the permit, general liability insurance with policy limits of not less than \$1,000,000 per occurrence. The Charter Township of Van Buren, its elected and appointed officials, agents, representatives, boards, commissions, departments, employees and volunteers, and others working on behalf of the Charter Township of Van Buren shall be named as additional insured by endorsement.

User's insurance shall be primary over any insurance held by Township that may be applicable. The types and limits of insurance may be changed from time to time as determined by the Township.

User agrees to hold the Charter Township of Van Buren harmless and free from any liability of any nature arising out of the use of Township recreational facilities, to include reimbursement of any legal costs and fees incurred in defense of such claims.

Permit Cancellation

Permits may be canceled and/or rescheduled. Permits canceled by the Township or due to inclement weather may be rescheduled as availability allows.

The Charter Township of Van Buren may cancel use of any Township Field for reason, including but not limited to, any of the following:

- Township begins work or special maintenance involving any of the Township Fields.
- When in the Township's sole discretion, the health and safety of participants are threatened due to impending conditions, including but not limited to, heavy rains, lightning, high winds, muddy conditions, pesticide spraying, or other natural condition.
- Non-adherence to this Policy or other applicable Township ordinance.

ALLOCATION PROCEDURES

Allocation of Township Fields will follow this Policy. Township Fields will be allocated by priority use. Township Fields will be allocated and permitted in two, 6month increments as sustainability allows from January through June, and July through December. This semiannual allocation is not intended to interrupt Township Field assignments for Users during the course of a season that has already started. The Township will work with Users groups to permit Township Fields.

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Township Fields will be allocated to Users based on the percentage of verifiable total Van Buren Township residents participating on that User in relation to all Users in that priority group.

Verification of Van Buren Township residency will be established by providing such documentation as Township staff deems necessary up to and including User rosters, player addresses, picture ID and utility bills.

Township Fields will be allocated without regard to competitive level of skill.

Users may be required to provide schedules that indicate all allocated Township Fields are being used. Township Fields not being utilized by the appropriate Users indicated on the use schedules three times during a season and/or the reserved period of use may cause the Township Field to be reassigned.

Users will be notified when a Township Field has gone without use by Township staff and also prior to reassignment.

Tournaments and special events may be hosted by the Township and resident youth Users throughout the year. The Township reserves the right to reassign Township Field assignments to accommodate the needs for these tournaments and/or special events.

After all requirements for application of Township Field use are met a formal permit will be issued authorizing use of Township Fields.

A copy of the permit must be available at each Township Field approved for use for inspection by Township staff.

TOWNSHIP FIELD RULES & REGULATIONS

In addition to the Application and Agreement Request for Use of Van Buren Township Athletic Field form, a completed copy of the Athletic Field Use Rules and Regulations Form is required. Users are required to abide by the specific rules of the application as well as other applicable Township ordinances. ***Failure to comply may result in cancellation of any current or future permits.*** These rules include but are not limited to:

- Users consisting of ten or more individuals wishing to use a Township Field must acquire a permit from the Township. Township Field use permit must be available during use and presented to any Township representative upon request. The Township has exclusive discretion in decisions on scheduling of Township Fields and such decision shall be final.
- It is the responsibility of the User and the individual identified as the person in charge of the permit to enforce the rules and regulations regarding the conduct of the User while on Township Fields, as well as make sure coaches receive and understand that permits must be on site during Township Field use.

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- Use begins and ends at the times stated on the permit including setup and clean up. Users are not allowed on Township Fields prior to the start time on the permit and are required to have the Township Fields clean, picked up and be off the Township Fields at the ending time indicated on the permit. Additional fees will be charged for unauthorized or extended Township Fields' use beyond times listed on the permit. Check your permit for specific times you may access the Township Fields.
- No subleasing of Township Fields is allowed under any circumstance. ***Subleasing of Township Fields may result in revocation of all permits.***
- Parking is allowed only in designated areas. No vehicles are allowed on Township Fields or Township property, other than parking lots, without written permission noted on the permit issued by the Township. Users must inform their participants and spectators to park in facility parking lots and public parking areas. It is the Users' responsibility to alleviate traffic and parking issues.
- Selling food or other items is not allowed without Township approval and must be noted on the permit.
- Amplified sound is not allowed on any Township Field without prior Township approval and must be noted on the permit. Use of artificial noisemakers, horns, rattles, bells, or whistles by spectators is not allowed.
- Banners may not be posted without Township approval and noted on your permit.
- Property boundary walls and fences are not to be used as backstops at any time.
- Portable goals and/or markers are allowed but must be removed or properly secured daily. The User is also responsible for the proper anchoring of all portable goals.
- At the conclusion of games or practice each User is responsible for picking up trash and debris and depositing it into the proper trash bins. Adjoining areas must be clear of all trash.
- Please leave the Township Field and adjacent areas immediately after games and practices safely and quietly, especially after late games. For the benefit of our community, please practice being good neighbors in residential neighborhoods.
- Users may not play on Township Fields closed due to wet field conditions.
- **NO** alcohol, gambling, fireworks or flammable material, narcotics or drugs are allowed on Township Fields or adjacent areas.

Starting & Ending Use Times

Township Fields may be permitted as available between 8 a.m. and 10:00 p.m. Use begins and ends at the times stated on the permit including setup and clean up. Users are not allowed on Township Fields prior to the start time on the permit and are required to have the Township Fields clean, picked up and be off the Township Fields at the ending time indicated on the permit. Township Field preparation and participant warm-up allowed within the parameters of Township Field use hours. Check your permit for specific times you may access the Township Fields.

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QUIRK CONCESSION STAND USE

All Users using Township Fields or hosting an event utilizing the concession stand must receive prior Township approval and be noted on the use permit.

TRAFFIC AND PARKING

Users must inform their participants and spectators to park in facility parking lots and public parking areas. If needed, Users may post directional signs to assist participants and spectators to appropriate parking areas. When traffic and/or parking are an issue, the User must provide volunteers to direct participants and spectators to designated parking areas. It is the Users' responsibility to alleviate traffic and parking issues. No vehicles are allowed on Township Fields or Township property, other than parking lots, without written permission noted on the use permit issued by the Charter Township of Van Buren.

MAINTENANCE ISSUES

Rest and Renovation

An annual rest and renovation maintenance program is scheduled to maintain Township Field sustainability. The Township does attempt to be flexible in accommodating Users but, ultimately, the health and safety of the User and the condition and playability of the Township Fields takes priority. This may require the closure of Township Fields, denial of use of a Township Field, and/or alternate sites for use.

Township Field and Facility Closures

Township Fields and facilities may be closed at the discretion of the Parks Manager or his/her designated representatives. Closures are kept to a minimum when Township Fields and facilities remain in playable condition. Priority is given to maintenance needs, rest and renovation periods and sustainability for all Township Fields. The Township may close Township Fields or facilities for the following reasons including, but not limited to:

The Township engages in work involving any of the Township Fields or facilities.

When in the sole discretion of the Township, the health and safety of participants are threatened due to including but not limited to, impending conditions, including, but not limited to, heavy rains, lighting, high winds, muddy conditions, pesticide application or other natural condition.

Township Field Lining/Marking

1. Lining of Township Fields is prohibited without a permit.
2. Burning lines on Township Fields is not permitted.

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3. Any User failing to comply with established guidelines and notification requests are subject to pay for all damages occurring to the Township Fields and the termination of User's permit.

Township Field Modifications

Requests to modify or improve any Township Field or facility shall be submitted with conceptual drawings to the Van Buren Township Parks and Recreation Department.

No temporary or permanent structures or equipment shall be erected on Township Fields or facility unless approved by the Township and is dedicated for community use.

Submission of a request to modify or improve a Township Field or facility does not constitute approval. Approval will be considered according to Township policy and at the discretion of the Parks Manager or appropriate Township representative, depending on the scope of the modification. Approval, if given, will be provided in the form of a written document and will outline the scope of the project as approved.

Requests to modify, resize, or add multiple use of a Township Field shall be submitted with conceptual drawings to the Van Buren Township Parks and Recreation Department. Users may not modify a Township Field for use by more than two teams without approval noted on your permit.

WAIVERS, ETC.

The Parks and Recreation Director reserves the right to waive policies in whole or in part; to waive restrictions and conditions; to impose restrictions and conditions; to require special security; to impose additional insurance requirements; to require municipal inspections and approvals; and to take such action as may be necessary to ensure the health, safety and welfare of park Users and the residents of Van Buren Township.