

Sports Field Use Procedures

Williamstown Township
4990 North Zimmer Rd.
Williamston, MI 48895
517-655-3193 fax: 517-655-3971

Definitions:

Qualified Community Organization means any 501-3c organization which promotes or sponsors athletic, recreational or social activities and primarily serves residents of the Township.

Athletic Fields mean soccer, football, baseball, softball park pavilions and all similar sport or athletic facilities of the Township.

Season or Seasonal Use means a period of at least four weeks with consistent weekly and weekend use.

Resident User Teams means group of players that consist of primarily residents of the township.

User Teams means a group of players that participate in an Organization that is non-profit located out of the area or regionally based and is made up of players that is primarily non-residents of the Township.

Insurance

Williamstown Township Board does not provide insurance coverage for injuries suffered while participating in programs or using fields or facilities. All participants and users of Park facilities do so at their own risk. Therefore, anyone participating in programs or using Park facilities should make their own provisions to provide adequate coverage with their own insurance carriers.

Qualified Organizations must provide a certificate of insurance naming the Township, its employees, agents and officers as an additional insured.

All teams must provide a roster of players along with a certificate of liability from the organization with which they participate.

Reservations

The following facilities may be reserved by Qualified Community Organizations, Field User Teams and members of the general public in accordance with these rules:

- a. Athletic Fields, such as soccer, baseball or other grassy play fields;
- b. Outdoor courts, such as tennis, basketball or volleyball;
- c. Park Pavilions

The Township will work to accommodate all requests with priority given to returning Qualified Community Organizations and Resident Teams. After March 1st reservations will be on a first come first served basis.

Reservations can be made at the Township during the hours of 10-4 Tuesday and Thursday and 1-7 on Wednesday.

Reservation fees are non-refundable and due before the start of the season. Reservation fees, for an event that has been cancelled due to weather, may be applied to a new rental date within the current season, provided the facility is available for use.

Reservations of the Grand River fields will be posted on the Well House. Reservations for the Zimmer Rd. field will be posted on the fence.

Previous Qualified Community Organizations and Resident User Teams may show intent to reserve the fields for a season by February 1st of the given year with a non-refundable fee of \$100 per Team or \$250 per Qualified Community Organization with requested time frame of use specified with deposit.

An actual schedule must be submitted at least 4 weeks prior to beginning of play with the full reservation fees paid at that time along with all other required documentation or risk the possibility of not receiving desired field schedule.

* All groups are to provide their own recreation equipment.

* Each Team and Organization is responsible for dragging and marking the fields for use. In the case of multiple teams or organizations using the same field during a season, additional stipulations will be made by the Township for marking of fields. All teams and organizations agree to adhere to request by the Township.

* Each team or organization is limited to conducting only the activities specified in their Field Use Permit. Examples of activities that will not be allowed without prior approval include clinics, conditioning camps, tournaments or any unauthorized use.

* All Teams and Organizations will be billed a prorated share, based on field usage, of the cost to provide and maintain a port a potty from April 1st to November 1st at the Grand River Park.

Reservation fee schedule for field usage

Ball fields: Township Hall and Grand River Park

Games: \$25.00 each

Practices: \$15.00 times available: 4-5:30, 5:30-7 or 7-8:30

(Other arrangements may be accommodated depending on scheduling)

*Games take precedence over practices

Soccer Fields: Grand River Park

Games: \$25.00 for 2 games or fraction thereof

Practices: \$15.00 times available: 4-5:30, 5:30-7:00 or 7-8:30

(Other arrangements may be accommodated depending on scheduling)

*Games take precedence over practices

Township Hours: 10:00 a.m. – 4:00 p.m. Tuesday and Thursday

1:00 p.m. - 7:00 p.m. Wednesday

s:\township park - parks & rec\forms and rental procedures\field rental policy.docx