

## POLLARD PARK FIELD REQUEST FORM

The Parks and Recreation Department will begin accepting field request forms after the first of the year. Requests will not be assigned or approved until after March 1<sup>st</sup> of a calendar year. Confirmations are sent approximately 4-weeks after this date.

**GUIDELINES FOR FIELD USE:** Use of Pollard Park is subject and according to all applicable codes, restrictions, and regulations of Chesterfield Township and the Chesterfield Township Parks and Recreation Department \* Park hours of operation are 7:30AM-11PM \* Adult supervision is mandatory \* Park entrance fees cannot be charged for any reason \* Sale of goods is also prohibited \* Excessive loud music or noise is prohibited \* No glass, liquor, or dogs allowed inside of the park \* No parking on the lawn. Parking permitted in designated areas only \* Off Road Vehicles (ORV) cannot be operated within the park \* Hunting is not permitted at anytime.

**SCHEDULING:** Teams are not allowed to schedule home games unless the Department of Parks and Recreation has provided time slots/fields in advance and in writing. Non-compliance will result in denial of field use.

**PERMIT:** At all times, the approved field request form should be retained on person(s) using the fields.

**LIABILITY INSURANCE:** Each user group must furnish valid liability insurance with a minimum of \$1,000,000 in coverage that indicates the Charter Township of Chesterfield as additional insured.

### FIELD RENTAL FEES

Cost	Type of Field	# of Fields	Time	Chalked & Dragged (One-time, excludes weekends)
\$35	Baseball/Softball	1	2.5 Hours	Additional \$25
\$480	Baseball/Softball	All Fields	One Full Day	Additional \$125
\$35	Soccer Field D (Bring your own portable goals to meet field dimensions)	1 (7v7)	2 Hours	
\$45	Soccer Field C	1 (9v9)	2 Hours	
\$45	Soccer Field B	1 (11v11)	2 Hours	
\$45	Soccer Field A	1 (11v11)	2 Hours	

**LIGHT FEES:** \$20 for one hour, \$10 each additional half-hour.

Light usage **MUST** be scheduled in advance. Fees will be invoiced after the event and must be paid upon receipt of invoice.

**BASEBALL/SOFTBALL FIELDS:** Pollard Park has five baseball/softball fields. There are 60', 70' & 90' base pegs on each field. Bases are on the fields, but rental groups may need to move them to meet their specifications. Diamond #'s: 3, 4 & 5 have lights (fees apply).

**SOCCER FIELDS:** Pollard Park has four soccer fields. Fields A & B have lights (fees apply).

**Name of Organization / Group / Team Name:** \_\_\_\_\_ **Affiliation:** \_\_\_\_\_

**Main Contact Person (18 or Older):** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Cell #:** \_\_\_\_\_ **Home #:** \_\_\_\_\_ **Work #:** \_\_\_\_\_ **Fax #:** \_\_\_\_\_

**Alternate Contact Person (18 or Older):** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Cell #:** \_\_\_\_\_ **Home #:** \_\_\_\_\_ **Work #:** \_\_\_\_\_ **Fax #:** \_\_\_\_\_

**Type of Field Requested:** \_\_\_\_\_ **Specific Activity:** \_\_\_\_\_

**# of Fields Requested:** \_\_\_\_\_ **Age Group:** \_\_\_\_\_ **# of Participants:** \_\_\_\_\_ **# of Spectators:** \_\_\_\_\_

**Date Requested:** \_\_\_\_\_ **Time Requested:** \_\_\_\_\_ **Bases:** \_\_\_\_\_ **Mound:** \_\_\_\_\_

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**Date Requested:** \_\_\_\_\_ **Time Requested:** \_\_\_\_\_ **Bases:** \_\_\_\_\_ **Mound:** \_\_\_\_\_

**RELEASE OF LIABILITY**

To the fullest extent permitted by law, the named group or organization agrees to defend, pay in behalf of, indemnify, and hold harmless Chesterfield Township, its elected and appointed officials, employees, volunteers, and others working in behalf of Chesterfield Township against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed or recovered against or from Chesterfield Township, its elected officials, employees, volunteers, and others working in behalf of Chesterfield Township, by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of or is in anyway connected or associated with the above indicated activity & use of Chesterfield Twp. Pollard Park during the indicated days, dates, and times. **I understand that I am responsible for the payment of all rental fees including field use, set-up, light usage, and any clean-up considered excessive by park foreman. Full payment is required with reservation or within seven (7) calendar days of an approved contract; on the eighth (8) day, approval will be revoked and rental dates may be reassigned if payment is not received. Each user group must furnish valid liability insurance with a minimum of \$1,000,000 per occurrence and naming the Charter Township of Chesterfield as an additional insured. All cancellations are subject to a 30% cancellation fee. If cancellation occurs less than three-weeks (3) prior to the event, the entire rental fee is forfeited. I have read and agree to adhere to the guidelines and all conditions listed in this agreement.** I have read and understand the rules and regulations for this request and agree that they will be honored and enforced by myself, the organization or groups I am associated with; participants, and spectators while using the permitted field. I acknowledge that failure to comply with any of the above listed guidelines will result in my field permits being revoked.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*Current, valid liability insurance for your team/organization for no less than \$1,000,000 and naming the Charter Township of Chesterfield as an additional insured must be submitted with this request.**

----- STAFF USE ONLY -----

Application Approved:      YES      or      NO      Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Comments:

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\_\_\_\_\_  
\_\_\_\_\_