

POLLARD PARK RESERVATION REQUEST FORM

Reservations accepted as early as January 4th, 2020. Approvals in mid-March.

Rentals available as early as April 1st (weather and field condition dependent).

RESERVATIONS: Call 586-949-0400 ext. 4, Monday-Friday from 8AM-4:30PM or email abowers@chesterfieldtwp.org. All requests for reservations MUST include the following documentation: (1) Updated Certificate of Insurance (2) Physical Distancing Plan (3) Formalized schedule of practices/games. All Physical Distancing Plans will be reviewed, accepted and/or denied. Confirmation will be sent via email once reservation is approved. Reservations will be limited and are NOT guaranteed.

Your physical distancing plan should include aspects relating to the following:

- Participants adhering to physical distance guidelines
- Limiting practicing and/or games
- Reducing spectators at practices/games
- Minimizing the sharing of equipment
- Spacing requirements for pop-up canopy tents (if applicable and authorized)

RESERVATION POLICIES:

- Rental fees are non-refundable (unless canceled by the host organization)
- In the event of inclement weather, call 586-925-6989 within 24 hours following the weather event to receive a credit.
- Lights are scheduled to be turned on and off at the scheduled start at end time. Start time is typically 30 minutes prior to sunset. Lighting requests need to be made at least 14 days, in-advance, of the need.
- In case of poor field conditions, Chesterfield Township employees will make the decision whether the field is permissible for use. On event day, call 586-925-6989 if site suitability is questionable. If renter claims the field for play and it results in damage to the field, Renter will be responsible for fees associate with field repairs.
- All Charter Township of Chesterfield renters and guests are expected to follow current CDC guidelines, State of Michigan, Macomb County and Local Executive Orders. Personal responsibility to follow all safety guidelines is critical to help eliminate or reduce risks.
- Additional fees and surcharges may be assessed to individuals or groups requiring special accommodations resulting in additional costs to Chesterfield Township (i.e.: portable toilets, field damage, onsite employee wages, services, etc.)
- Organizations and businesses are not permitted to schedule practices/games on Pollard Park fields unless the Chesterfield Township Department of Leisure Services has approved the reservation. An approved field request form is required for use of the fields. Renters will need to be able to furnish proof of approval onsite, if requested. Non-compliance will result in contact to local authorities and/or law enforcement.

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 RATES

<u>Cost</u>	<u>Type of Field</u>	<u># of Fields</u>	<u>Time</u>	<u>Chalked & Dragged (One-time, excludes weekends)</u>
\$40	Baseball/Softball	1	2 Hours	Additional \$25
\$560	Baseball/Softball	Four Fields	One Full Day (Up to 14 Hous)	Additional \$125
\$40	Soccer Field D	1 (6v6 / 7v7)	2 Hours	Lines are maintained seasonally, additional chalking \$25
\$40	Soccer Field C	1 (8v8 / 9v9)	2 Hours	Lines are maintained seasonally, additional chalking \$25
\$50	Soccer Field B	1 (11v11)	2 Hours	Lines are maintained seasonally, additional chalking \$25
\$50	Soccer Field A	1 (11v11)	2 Hours	Lines are maintained seasonally, additional chalking \$25

LIGHT FEES: \$25 for one hour, \$12.50 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). Diamond #5 is a smaller field and is available for 12-U leagues or younger.

SOCCER FIELDS: Pollard Park has four soccer fields. Rental groups supply their own nets. Fields A & B have lights (fees apply).

PARK RESTRICTIONS: Use of Pollard Park is subject and according to all applicable codes, restrictions, and regulations of the Charter Township of Chesterfield and the Chesterfield Township Department of Leisure Services. * Hours of operation are 8:00AM-10PM* Adult supervision is

mandatory * Park entrance fees cannot be charged for any reason * Sale of goods is 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 any time.

PARK FEATURES: Portable Toilets, Playground, Perimeter Walking Path, Picnic Areas, Bleachers, Green Space, Baseball Fields, Soccer Fields.
SCHEDULED PARK SERVICES: Batting Cages, Concessions, Running Water/Restrooms, Field Lights, Employees (upon request/subject to ability)

Name of Organization / Group / Team Name: _____ Affiliation: _____

Main Contact Person (18 or Older): _____ Email: _____

Address: _____ City: _____ Zip: _____

Cell #: _____ Home #: _____ Work #: _____

Email Address: _____

Organization/League Website: _____

Type of Field Requested: _____ Specific Activity: _____

of Fields Requested: _____ Age Group: _____ # of Participants: _____ # of Spectators: _____

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Date: \_\_\_\_\_ Reservation Time: \_\_\_\_\_

Date: \_\_\_\_\_ Reservation Time: \_\_\_\_\_

Date: \_\_\_\_\_ Reservation Time: \_\_\_\_\_

Date: \_\_\_\_\_ Reservation Time: \_\_\_\_\_

Field Set-Up: Yes or No Base Distance: \_\_\_\_\_ Mound Distance: \_\_\_\_\_

The following items must be included in this request for reservation:

- ✓ Updated Certificate of Insurance with the Charter Township of Chesterfield listed as an additional insured
- ✓ Physical Distancing Plan
- ✓ Formalized Schedule of Practices/Games
- ✓ Valid Driver's License

Requests/considerations: \_\_\_\_\_

**PAYMENT OF FEES: Full payment is required within three (3) business days of an approved contract; on the fourth (4) day, approval will be revoked, and reservation will be reassigned, if payment is not received.**

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

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

Comments:  
\_\_\_\_\_  
\_\_\_\_\_

**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 the Charter Township of Chesterfield, 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 Township 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 the Chesterfield Township administration.** 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 and/or action by local law enforcement.

When using Charter Township of Chesterfield fields, facilities and/or participating in programs on Charter Township of Chesterfield property, individuals, groups and organizers are asked to follow these guidelines to keep yourself and others safe. Participate, only if, you feel healthy and safe to do so. The following information must be conveyed to all affiliates within your organization, group, or team.

1. If you or a member of your immediate family is exhibiting symptoms of COVID-19 or are feeling unwell, please stay home. Do not attend an activity on property owned by the Charter Township of Chesterfield until you are symptom and fever free for 48 hours.
2. It is impossible to mitigate all risk in regard to COVID-19 or other communicable health conditions. The Charter Township of Chesterfield cannot guarantee a disease-free environment. In accordance to CDC guidelines of best practices for decreasing the spread of COVID-19 we encourage; use of a cloth or paper facemasks (participant/spectator discretion unless indicated otherwise upon enrollment), adherence to the suggested physical distancing parameters, providing your own hand sanitizer with at least 60% alcohol for use and applying it after contact with equipment and in-between activities or locations. Only use our facilities if you feel safe to do so.
3. A reminder that utilizing Charter Township of Chesterfield parks and facilities and participating in activities on our property is of the renter and their guests' own free-will. As a park user, the renter, participants, families, and guests freely assume all risks, both known and unknown, regardless of the efforts, or lack of efforts, from the Charter Township of Chesterfield.

By signing this agreement, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that park users, this facility renter's organization, its participants and guests may be exposed to, or infected by COVID-19; such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to or infected by COVID-19 at a Charter Township of Chesterfield facility or park may result from the actions, omissions, or negligence of myself and others, including, but not limited to, Charter Township of Chesterfield employees, volunteers, program participants and any park user.

I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury, disability, death, illness, damage, loss, claim, liability, or expense, of any kind, that may be experienced as a renter or incurred in connection with my use of this facility and overall park use. On my behalf, on the behalf of my organization, participants, families and guests., I hereby release, covenant not to sue, discharge, and hold harmless the Charter Township of Chesterfield, its employees, agents, and representatives, of and from the claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. I understand and agree that this release includes any claims based on the actions, omissions, or negligence of Charter Township of Chesterfield, its employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after participation in any activity on property owned by the Charter Township of Chesterfield.

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

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