

POLLARD PARK RESERVATION REQUEST FORM

Reservations requests accepted February 1, 2024. Approvals not guaranteed prior to March 2024.

2024 Park Season: April-October 2024 (weather dependent)

RESERVATIONS. Call 586-949-0400 option 4, Monday-Friday from 8AM-4:30PM for information or assistance.

Rental requests accepted from request form. After approval, renter has 10 business days to return payment and provide a copy of insurance.

In-Person rentals, visit the Township Offices at 47275 Sugarbush during business hours, Monday-Friday, 8AM-4:30PM.

Online rentals, visit online.parks.chesterfieldtwp.org to complete the Request Form. Email directly to Michele Vannerson at

mvannerson@chesterfieldtwp.org. Confirmation via email will be sent when rental request is approved. Field reservations at Pollard Park are limited for outside organizations. Rental requests are processed on a first-come, first-serve basis.

1. **RESPONSIBILITY.** The responsible party will need to be able to furnish proof of their approved rental onsite, if requested. Chesterfield Township will not be responsible for lost or stolen items while a facility is being rented. The renting party is responsible for ensuring the field is not left unattended. Organizations and businesses are not permitted to schedule practices/games on Pollard Park fields unless the Chesterfield Township Parks and Recreation Department has approved the reservation.
2. **FIELD SET-UP.** Fields will be set by Chesterfield Facilities staff Monday-Friday. Rentals occurring on the weekend are received in as-is condition from a Friday set-up. It is the inherited risk of the renting party that changes are not made on unmonitored fields prior to their rental time. Field set-up can be requested for a rental time for an additional charge. Weekend set-up is not available. The standard field set-up throughout the season for baseball fields is dragged, chalked, pitching mound, and bases. Base plugs are available at 60', 70', and 90' on fields 1, 2, 3, and 4. Field 5 base plugs are available at 60' and 70' and is recommended for divisions age 12 and under. The standard field set-up throughout the season for soccer fields is mowed grass and painted lines. Field 1 and 2 are size 11v11. Field 3 is size 8v8 and 4 is size 6v6.
3. **LIGHTS.** Lights are available on baseball diamonds 3, 4, and 5 and soccer fields A and B. Lights are available at an additional cost. Light usage is available from 6PM-10PM.
4. **FIELD CONDITIONS.** Weather cancellations are the responsibility of the renting party. The renting party must communicate a cancellation prior to the time the rental will take place via email to Michele Vannerson, mvannerson@chesterfieldtwp.org. If weather has rendered the field conditions 'unplayable' the renting party will be contacted at time of park closure. 'Unplayable' conditions are not limited to active weather. Field conditions and degree of potential damage are factored into the decision of the Chesterfield Parks and Recreation Department. If the renting party claims the field for play and it results in damage to the field, the renting party will be responsible for fees associate with field repairs.
5. **MAKE-UP DATES.** Make-up dates for cancellations or inclement weather can be provided, within the existing field schedule. Make-up date rescheduling is only valid during the current season. All pending make-up dates expire in October of the current season. The renting party must communicate a cancellation with planned make-up date prior to the time the rental will take place via email to Michele Vannerson, mvannerson@chesterfieldtwp.org.
6. **RENTAL FEES.** Rentals fees are non-refundable within two-months of the original rental date. Unknown circumstances within two-months of the rental date such as illness, weather, or scheduling conflict do not constitute a refund. Refunds for cancellations prior to two-months of rental must be made in writing. Rental fee refunds will be provided if your rental date is canceled by the Chesterfield Parks and Recreation due to unforeseen circumstances. Rental fee payment is due within 10 days of an approved rental request.
7. **INSURANCE.** Every organization renting fields at Pollard Park must show proof of insurance.
 - A) Insurance coverage must show: Chesterfield Township, 47275 Sugarbush, Chesterfield, MI 48047 as the certificate holder and needs to read "Charter Township of Chesterfield, Pollard Park, it's Employees, Staff, Agents, and Volunteers, is added for additional insured for event on ____ (date) at Pollard Park."
 - B) Insurance policies must be received at the Chesterfield Township Parks and Recreation Office at least two weeks prior to rental day. Proof of insurance can be delivered to the Parks & Recreation Office, 47275 Sugarbush, or emailed to mvannerson@chesterfieldtwp.org.
 - C) If an insurance policy is not received two weeks prior to a rental date, the requesting party will not be allowed on the premises. No rental fee refunds will be given for the inability to utilize unpermitted outside vendors.
8. **DAMAGES.** The rented fields must be returned in the same state they were received. Trash must be placed in or next to the designated trash cans. Payment for facility damages occurring by the renting party will be billed to the renting party. Future rental privileges may be revoked. Report any concerns to the staff onsite.

9. **ADDITIONAL EQUIPMENT.** Groups/individuals may bring in their own 10' x 10' pop up tent or portable grills. The renter must be able to transport these items to their facility space without use of motor vehicles. Personal, business and/or catering vehicles are not permitted on the lawn and will not have direct access to the rental site. Hand carts or wagons are permitted for transportation of equipment, catering items, tents, coolers, food or supplies of any kind to the rental location.
10. **OUTSIDE VENDORS.** An applicant must show proof of additional insurance for all non-traditional activities held on the premises. These activities include, but are not limited to; DJ Service, Bounce Houses, Food Trucks, and all other large items contracted through commercial companies. Bounce houses require their own generator. Outside vendors are only permitted during the time of a party's building or pavilion rental. Outside vendors are not permitted at Brandenburg Park without a facility rental.
11. **RESTROOMS.** During the park season, the permanent bathroom structures attached to the pavilion near the baseball diamonds are open for use during scheduled Chesterfield Parks and Recreation programming or when a staff member is onsite. Porta-potties are available for use at all times April-October. Rentals utilizing four or more fields will have a designated staff person onsite, including the use of permanent bathrooms. All bathroom structures are available to all park users. No bathrooms will be strictly reserved or available to reserve for a sport field rental.
12. **PARK AMMENITIES.** The rental of a field does not grant exclusive access to any recreational park amenity. Park amenities include freestanding picnic tables, open park space, playscape, pavilions, walking paths, soccer fields, baseball diamonds, batting cages, concession stand, and bathrooms.
13. **PARK RULES.** Pets, glass containers, liquor, fireworks, excessive loud noise or music, gambling, and illegal activities are not allowed at Chesterfield Township parks. Parking permitted in designated areas only. Off Road Vehicles (ORV) cannot be operated within the park. Hunting is not permitted at any time. All Charter Township of Chesterfield renters and guests are expected to follow current CDC guidelines, State of Michigan, Macomb County, and Local Executive Orders. Violators will be reported to the police without warning.
14. **PARK HOURS.** Park is open to the public Monday-Sunday from dawn until dusk. Rentals are available 9AM-10PM.
15. Chesterfield Township reserves the right to cancel or alter this rental agreement at any time. Park rules, regulations and ordinances can change at any time; should this occur, the renting party is required to immediately comply with such changes. No rental refunds will be issued, regardless of rules/regulations/ordinance changes that may occur after the signing of this contract. We reserve the right to cancel approved contracts, approve all park functions, and alter this rental agreement in any way without liability.

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 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 site. 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. Utilizing Charter Township of Chesterfield parks and facilities and participating in activities on Township 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. 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. I release any and all rights or claims for damages against Chesterfield Township and all individuals assisting in their park operations, for any and all injuries, loss or damage suffered by myself or my participants at or in any way connected with this activity. The lessee has read, understands and agrees to abide by all of the rules and regulations of the Chesterfield Township Park Sport Field Rental Agreement as indicated above.

SIGNATURE OF RESPONSIBLE RENTING PARTY: _____

DATE: _____

RENTAL AGREEMENT

Baseball/Softball

| | | | |
|------------|---------------------|------|-----------------|
| Diamond 1 | 60', 70', 90' bases | \$45 | 2.5 Hour rental |
| Diamond 2 | 60', 70', 90' bases | \$45 | 2.5 Hour rental |
| *Diamond 3 | 60', 70', 90' bases | \$45 | 2.5 Hour rental |
| *Diamond 4 | 60', 70', 90' bases | \$45 | 2.5 Hour rental |
| *Diamond 5 | 60', 70' bases | \$45 | 2.5 Hour rental |

Soccer

| | | | |
|----------|-------|------|---------------|
| *Field A | 11v11 | \$50 | 2 Hour Rental |
| *Field B | 11v11 | \$50 | 2 Hour Rental |
| Field C | 8v8 | \$40 | 2 Hour Rental |
| Field D | 6v6 | \$40 | 2 Hour Rental |

Additional Fees

| | |
|---|--|
| Baseball Tournament Fee for 4 fields (up to 14 hours) | \$540 |
| Baseball Chalked | \$25 |
| Soccer Painted | \$25 |
| *Lights Usage | \$30 per hour, \$15 each additional half-hour. |

Name of Organization / Group / Team Name: _____

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

Address: _____ City: _____ Zip: _____

Phone Number: _____

Email Address: _____

Specific Activity: _____ Age Group: _____

Type of Field Requested: _____ Dimensions Requested: _____
(including base/pitching mound lengths)

of Fields Requested: _____

Date: _____ Reservation Time: _____

Date: _____ Reservation Time: _____

Attach secondary listing of additional dates.

Field Set-Up Requested: YES or NO

Lights Requested: YES or NO

Additional Requests: _____

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

Application Approved: YES or NO Approved By: _____ Date: _____

Comments: _____
