

CITY OF SOUTH LYON ATHLETIC FIELD/COURT USE APPLICATION AND PERMIT POLICY & PROCEDURE

Intent and Purpose

The intent and purpose of this policy is to provide for the fair and equitable permitting of use of City athletic fields and courts by individuals and groups.

City Athletic Field and Court Permit Application Procedures

- Applications to obtain permit for use of City athletic fields and courts will be accepted by SLARA beginning the 2nd Monday of January at 8:00 am of the calendar year for dates in that year.
- Applications should be submitted a minimum of thirty (30) days prior to the requested date of use to obtain a permit for use of the field or court.
- Applications shall be submitted in person, in the drop box, or via facsimile directly to the Recreation Director
- **Applications for permits for multiple dates shall be subject to a \$25 non-refundable application fee which shall be due and payable to the "SLARA". Absolutely no permits will be approved until applicable application fees are paid. For modifications requested to approved permits, a \$5 fee will be charged for each request.**
 - * A Permit Modification is defined as a requests to change times or change locations on a previously approved permit. *If any dates approved in the original permit need to be cancelled and not rescheduled, please inform the SLARA as soon as possible. No charges will be assessed.*
 - * For activity cancellations due to inclement weather, an alternate date may be requested without incurring the "Permit Modification Fee". These makeup requests must be submitted within 7 calendar days of the cancelled date and requested dates are not guaranteed and are based on field availability.
 - * Any additional dates requested (not included in the original Permit Application) throughout the calendar year constitute a new Permit Application and all applicable fees will be charged.
- Applications will be received and reviewed by SLARA on behalf of the City of South Lyon. A permit shall not be valid until approved by the Director of SLARA in writing.
- Only completed applications will be accepted, reviewed and considered. A completed application must include the following:
 - * A completed Athletic Field/Court Use Permit Application Form, including a signature acknowledging and agreeing to the Field/Court Terms of Use and Waiver of Liability and Hold Harmless agreement.
 - * A list of requested practice dates and games, including additional dates for rescheduling rainouts or other canceled games or practices.
 - * A current copy of the applicant's articles of organization or incorporation, if applicable.
 - * A certificate of general liability insurance coverage for injuries to persons or damage to property that may arise from or in connection with the permitted use of the athletic field or court and/or the activities associated with it in a minimum amount of \$1,000,000 per occurrence and aggregate with the following wording added as Additional Insured: "It is understood and agreed that the following shall be Additional Insured: The City of South Lyon, including its elected and appointed officials, all employees and volunteers, all boards, departments, and/or authorities and their board members, employees, and volunteers." The applicant's insurance shall be primary and non-contributory.

South Lyon Area Recreation Authority

**318 W. Lake Street, South Lyon, MI 48178
(248) 437-8105**



Permitting Priority Guidelines

The City acknowledges its right to establish a reasonable method of permitting and scheduling the use of fields and courts. To protect these fields and courts from unregulated use that could potentially cause harm to them, five categories of athletic field and court users are defined to promote orderly and timely accessibility and use of the fields and courts as well as identify factors considered in the review, scheduling and approval of permits for use of same. The City athletic fields and courts are public property. Any unreserved fields or courts are available to the public on a first come, first served basis.

Permit Applications will be reviewed and considered according to the following priorities:

Type I: Programs and activities provided and/or sponsored by the City of South Lyon.

Type II: South Lyon based, non-profit organizations, including but not limited to South Lyon Area Recreation Authority, South Lyon Junior League, South Lyon Soccer Club, South Lyon Lacrosse, Boy Scouts, Girl Scouts, Church Groups, etc.

Type III: South Lyon private individuals.

Type IV: South Lyon for profit businesses, organizations or activities.

Type V: Non-South Lyon based non-profit organizations, private individuals, businesses, etc.

In reviewing an application, in addition to the above user priorities, the City may also consider other factors, including, without limitation: the programming of the City, the City's affiliations with certain organizations and groups, the applicant's need (whether season, multiple or single dates and/or facilities), number of participants, residency of applicants and participants, and the overall impact of the requested use on the City's established recreational needs and goals. A South Lyon organization, group, or individual is defined as one having a business or residential address in the corporate boundaries of the City.

If multiple applications are submitted for the same field(s)/court(s), the SLARA Director will contact all organizations involved to arrange a meeting to best determine field/court usage and finalize permits for use. A decision will be reached that allows fair and equitable time for each applicant based on needs and other relevant factors. This meeting shall take place within a reasonable time following receipt of the applications or the scheduling conflict becomes known. Priority will be given to those sports and uses which are to be considered "in season" during the requested dates.

Additional Terms

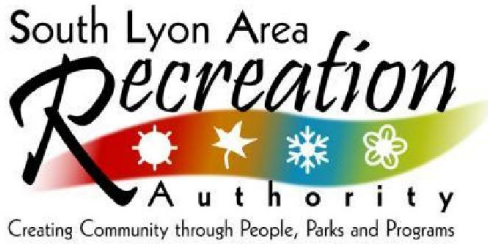
Permit applications for full season use of athletic fields and courts must be submitted annually. Future permit applications will not be automatically approved based on the previous year's approved permit.

The liability of the City of South Lyon for failure to honor an issued permit for use of an athletic field or court as a result of an act of God, field or court condition, or other incident beyond the reasonable control of the City shall be limited to providing a reasonably satisfactory alternate date and/or time for the event or activity scheduled under the Permit.

The City 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 waive fees, in whole or in part; to impose additional insurance requirements; to require municipal inspections and approvals; and to take such steps as may be necessary to ensure the health, safety and welfare of the residents of the City and the users of the athletic fields and courts.

The City of South Lyon reserves the right to deny any application for a permit to use an athletic field or court if deemed in the best interest of the City.

Applicants and Permittees agree to abide by all ordinances, policies, and rules and regulations applicable to athletic fields and courts.



South Lyon Area Recreation Authority
 Attn: DIRECTOR
 318 W. Lake Street
 South Lyon, MI 48178
 Tel. 248.437.8105 Fax. 248.437.4324

City of South Lyon: Athletic Field/Court Use Permit Application

Name of Applicant/League/Organization: _____

Mailing Address: _____

Applicant/Contact Person: _____

Mailing Address of Contact: _____

Contact Phone: _____ Contact Email: _____

Requested Date(s) of Use: _____

**If more space is needed, please attach an organized schedule of dates/times requested.*

Exact Time of Event(s) (Beginning & End): _____

Expected # of Participants: _____

Please select which park and facility you are requesting to use: (check all that apply)

- | | |
|---------------------------------------|------------------------------------------------|
| Maddie Doty Baseball Field _____ | McHattie West Baseball Field _____ |
| McHattie Sand Volleyball Courts _____ | McHattie Park/Dorothy Street Green Space _____ |
| Volunteer North Ball Field _____ | Volunteer South Ball Field _____ |
| Volunteer North Soccer Field _____ | Volunteer South Soccer Field _____ |
| Volunteer Sand Volleyball Court _____ | |

Are you a non-profit organization: ___ No ___ Yes: If yes, Fed ID # _____

Does your membership base consist of 2/3 South Lyon residents: ___ No ___ Yes

Name of Insurance Carrier: _____

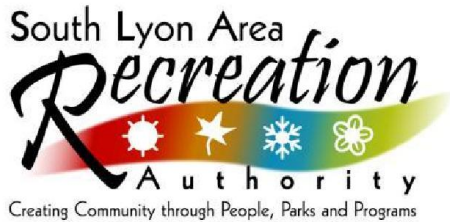
**Attach a copy of current insurance certificate*

Athletic Activity or Event Description: _____

Will an admission fee for spectators be charged on the dates requested: ___ No ___ Yes: If yes, please detail: _____

Will concessions be sold onsite: ___ No ___ Yes: If yes, please attach a copy of your permit

**Public sale or distribution of food requires a concession permit through the Oakland County Health Department.*



FIELD/COURT TERMS OF USE

- Applicant/Permittee agrees to abide by all City and park use policies, ordinances and other applicable laws.
- Applicant/Permittee shall not charge a parking fee.
- Vehicles must be parked only in designated spaces and areas.
- No alcoholic beverages are allowed at City athletic fields, courts or parks without a separate event permit.
- Fields and surrounding areas must be cleaned up after the event. If the City is required to clean up after the use, the Applicant/Permittee will be charged a clean-up fee.
- Any damages caused by the Applicant/Permittee shall be immediately reported to the City Clerk. Costs incurred by the City to repair damage will be charged to the Applicant/Permittee.
- The City of South Lyon is not responsible for any damage to property or personal injury arising out of use of City athletic fields or courts or other park facilities.
- **WAIVER OF LIABILITY & HOLD HARMLESS AGREEMENT.** To the fullest extent permitted by law, _____ [Applicant Name/League/Organization] agrees to defend, pay, on behalf of, indemnify, and hold harmless the City of South Lyon, its elected and appointed officials, employees, and volunteers and others working on behalf of the City of South Lyon against any and all claims, demands, suits or losses, including all costs, connected therewith, and for any damages which may be asserted or claimed or recovered against or from the City of South Lyon, its elected officials, employees, volunteers or others working on behalf of the City of South Lyon, by reason of personal injury or death, and/or property damage, including loss thereof, which arises out of or is in any way connected or associated with the use.

I have read and agree to the above Field/Court Terms of Use.

Applicant/Permittee Signature

Date

Printed Name

Title

For Office Use ONLY

Application Received: Date: _____ Time: _____ Received by: _____

Permit Application Fee \$25 / Permit Modification \$5

Please circle payment method: Credit Card Check # _____ Cash

Credit Card # _____ Exp. Date: _____ 3 Digit PIN: _____

Permit Approved: Date _____ Printed Name _____ Signature: _____