



Pittsfield Charter Township

Department of Municipal Services

Parks and Recreation

701 West Ellsworth Road, Ann Arbor, MI 48108

Phone: (734) 822-2120 • Fax: (734) 996-3015

Website: www.pittsfield-mi.gov

Mandy Grewal, Supervisor

Matthew R. Best

Municipal Services Director

mbest@pittsfield-mi.gov

Kim McIntire

Recreation Coordinator

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Rich Wade

Park Superintendent

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Pittsfield Township Athletic Field Permit Information

SCHEDULING PRIORITY

1. Pittsfield Township Parks & Recreation Programs – during programming, field marking and goals are not to be moved or marked over.
2. Pittsfield Township Special Events
3. Returning teams will have priority during rental timeline.

RENTAL PROTOCOL

- All rentals require first rental payment and must be submitted in writing.
- A corresponding Field/Facility Rental Application must be submitted and approved before any official permit/contract regarding field/facility reservations are administered.
- Rental Applications can be obtained on the Pittsfield Township Parks & Recreation website or obtained by contacting Pittsfield Township Parks & Recreation Office.
- Pittsfield Township Parks & Recreation will process rental applications according the above priority and contact the potential renter in order to verify any outstanding requests and/or availability in regards to their rental application.
- A finalized permit will be given at the Pittsfield Township Parks and Recreation Office.
- Seasonal rental applications/request must be filed during the corresponding yearly timeline dates in order to be considered in a timely fashion (outlined below).
- ***Failure to follow the application Timeline may result in delay request processing and/or reduce field availability.***

RENTAL TIMELINE

Spring/Summer Dates – From March (weather dependent)–August

RETURNING RENTERS

- Initial field reservation applications will be accepted January.
- Your rental request will not be considered if there is a past due balance on your account.
- We will accept rental applications for the Fall field rental season from May.
- Renters who are not up to date with payments will not be allowed to reserve additional space.

NEW RENTERS

- Beginning February field reservations will be accepted on a first paid basis depending on availability.
- **Fall Dates** – August–November (weather dependent)
- Beginning June field reservations will be accepted on a first paid basis depending on availability.

RENTER RESPONSIBILITIES

- It is a renter's responsibility to monitor their field usage, including which field they are scheduled on, as well as start and end times. Renters that go past their scheduled end times will be billed for additional time and may be subject to other penalties such as overages fee and future account stipulation.
 - Please note Pittsfield Township reserves the right to cancel future rental dates if a renter does not abide by the dates and timeslots listed on their permit.
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- It is the renter's responsibility to hold an updated, physical permit at the beginning of their reservation time. A Park Ranger has the right to request proof of reservation at any time. Unauthorized use of a field and/or facility is strictly prohibited and may result in future rental stipulation.
- Any changes to a permit/contract must be submitted in writing. (See Cancellation/Refund/Change in Schedule Procedure)
- Renters are responsible for the conduct of their participants. Please ensure participants are respectful of our facilities and other renters.
- Goals are NOT to be moved.
- While we do our best to schedule rentals, sometimes conflicts do happen. Please contact Pittsfield Township Parks & Recreation immediately if there is an issue at a facility. We cannot address a problem that we are unaware of.
- All other park rules apply with renting of field/facility.
- Pittsfield Township Parks close at dusk. If rental end time is after dusk, renters are required to leave before the park gets dark.

PARKING AND VEHICLES

- Parking is allowed in parking lots only, exception at Lillie Central, parking is ONLY allowed on one side to allow for Emergency Vehicle access. Responsibility is to the renter of fields.
- No unauthorized vehicles are permitted on the grass, sidewalks, trails and fields.
- Towing is at the expense of vehicle owner.

PAYMENT PROCEDURE

- All rentals require first rental payment in order to confirm reservation.
- For rentals that comprise five (5) or fewer dates, the renter must pay the entire balance owed on their permit/contract prior to their first reservation date, or they will not be allowed access to the facility.
- For rentals that comprise six (6) or more dates, the renter has the option to establish a payment plan if they are unable to pay the rental charges in full. Payment plans will be billed on the first of each month, one month prior to the reservation date.
- It is the renter's responsibility to ensure that payments are made on time.
- Pittsfield Township Parks & Recreation reserves the right to request payment in full or deny a payment plan from any renter. In addition, Pittsfield Township Parks & Recreation reserves the right to cancel or deny future rental dates/requests if a renter does not meet the payment requirements.
- Payments must be submitted to the Pittsfield Township Parks & Recreation Office and can be paid by cash, credit card, or check. Payments can be made in-person, mailed or online (service fee).

CANCELLATION/REFUND/CHANGE IN SCHEDULE PROCEDURE

- Cancellation requests or requests for changes in rental dates must be submitted in writing.
- Cancellations/changes 30 or more days prior to reservation date – Full refund, minus \$10 administrative fee.
- Cancellations/changes 14-29 days prior to the reservation date – 50% refund of rental with \$10 administrative fee.
- Cancellation/changes less than 14 days prior to the reservation date – No refund.
- Refunds will take two (2) to four (4) weeks to process and are mailed.
- An exception to this policy will be made for cancellations due to severe weather or unplayable field conditions.

FIELD PREP

- If chalk/paint is not requested upon reservation of field and field prep document is not completed applicant must submit Field Prep document request 10 business days prior to rental date.
- If initial set-up is requested for field rentals the document must be submitted 10 business days prior to rental date.
- No field prep will be made until payment is received.
- It is the renter's responsibility to request re-lining on the lines for the fields. Request must be submitted in writing 10 business days. It is not the Pittsfield Parks & Recreation responsibility to track and maintain field lines unless requested.

- In an event of cancellation by the Pittsfield Township Parks & Recreation Department due to weather conditions; request of credit must be submitted in writing. Renter's must request new date for lining of field 10 business days prior to new rental date.
- Pittsfield Township Parks & Recreation reserves the right to make final determination as to the playability of the fields.
- All cancelations of field prep must be submitted in writing. This includes cancelations due to weather (see above Cancellation/Refund/Change in Schedule Procedure).

CONTACT INFORMATION

Field Reservation applications can be e-mailed to recreation@pittsfield-mi.gov, faxed to (734) 996-3015, or mailed to Pittsfield Township Parks & Recreation, 701 W. Ellsworth, Ann Arbor, MI 48108



PITTSFIELD CHARTER TOWNSHIP

Municipal Services Department

Parks and Recreation

701 W. Ellsworth Rd. Ann Arbor, MI 48108 (734) 822-2120

ATHLETIC FIELD PERMIT AGREEMENT

All leagues, teams and organized groups must have a permit for use of park athletic fields.

Name of Organization/Team: _____

Representative's Name: _____ email: _____

Address: _____ City: _____ Zip: _____ Phone: _____

Type of use (check one): Practice Game Tournament Check one: Youth Adult

COST OF FIELDS

Park Ranger: 734-474-1314

Note: Field Rental Fee does not include additional field prep. Fields are rented "as is".

FIELD	RESIDENT	NON-RESIDENT	FIELD	RESIDENT	NON-RESIDENT
Lillie South Field #1	\$55/hr	\$60/hr	* Lacrosse/Rugby Only		
Lillie South Field #2	\$55/hr	\$60/hr	Lillie Central #4*	\$35/hr	\$40/hr
Lillie South Field #3	\$45/hr	\$50/hr	Wall Park #4*	\$45/hr	\$50/hr
Lillie Central Field #1 - #3	\$35/hr	\$40/hr	** 11v11 Soccer Only		
Wall Park #1-#3	\$45/hr	\$50/hr	Wall Park #7-8**	\$55/hr	\$60/hr
Wall Park #5	\$45/hr	\$50/hr	Baseball/Softball Fields		
Wall Park #6	\$45/hr	\$50/hr	Pittsfield Township Field #1	\$45/hr	\$50/2hr
Marsh View Meadows	\$45/hr	\$50/hr	Montibeller Softball Field #1 & 2	\$45/hr	\$50/2hr

COST OF FIELD PREPARATION AND RE-LINING

SOFTBALL		LACROSSE/RUGBY		ULTIMATE		SOCCER	
Drag	\$30	Initial Prep	\$250	Initial Prep	\$250	Initial Prep	\$180
Chalk	\$40	Re-Lining	\$110	Re-Lining	\$110	Re-Lining	\$100

FIELD REQUESTS

Dates of Rental	Time for Rental	Field Request	Initial Prep/ Drag/ Chalk	Re-Lining Y/N	Renter will Line Field	Fee

SPECIAL REQUEST

CANCELLATIONS, REFUNDS, AND/OR CHANGES IN RENTAL DATES

Cancellation requests or requests for changes in rental dates must be submitted in writing recreation@pittsfield-mi.gov.

Cancellations/changes 30 or more days prior to reservation date – Full refund, minus \$10 administrative fee.

Cancellations/changes 14-29 days prior to the reservation date – 50% refund of rental with \$10 administrative fee.

Cancellation/changes less than 14 days prior to the reservation date – No refund.

No refunds will be given for weather conditions unless Pittsfield Township closes the park or pavilion, in which case a full refund will be given.

Cancellation refunds will take two (2) to four (4) weeks to process and are mailed.

ADDITIONAL FEES

Additional Clean-up: \$25.00 per hour

Damage: \$25.00 per hour (labor) + material or replacement costs

Cancellation/Change: As per policy above + \$10.00 Administrative fee. Refunds will not be given for weather conditions.

When a permit has been agreed upon, payment is expected in full. An approved Permit Agreement will also provide a formal posting at the site. No refunds or reductions in fee will be given for non-use of scheduled fields or park facilities. If weather conditions make the fields unplayable, as determined by the Parks & Recreation Department, a refund or credit will be issued.

I have received a summary of the Pittsfield Township Code, Chapter 16, Article II, Sections 31-47 and the general rules. I have read, understand, and agree to comply with these rules.

The undersigned hereby verifies the he/she (1) has the authority to sign this request for the above named organization, (2) has read the Pittsfield Charter Township park and shelter rental guidelines and ordinances, and agrees to all arrangements therein, and (3) agrees to indemnify, defend and save harmless Pittsfield Charter Township, its officers, agents and employees from and against all loss and expense by reason of liability imposed by law of bodily injury, including death at the time resulting therefrom, sustained loss of use thereof, arising out of or in consequence of performance of this agreement, whether such injuries to persons or damage to property is due or claimed to be due to the negligence of the contractor, Pittsfield Charter Township, its officers, agents and employees, excepting only such injury or damage as shall have been occasioned by the sole negligence of Pittsfield Charter Township, its officers, agents and employees. The undersigned further understands that failure to comply with all arrangements herein stated or falsification of any information called for in this request will be grounds for denial of this or any future requests.

Signed _____ + _____ Driver's License # _____ Date _____

Rental Amount: \$ _____ Receipt #: _____ Received By: _____



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Mandy Grewal, Supervisor

Pittsfield Township Parks & Recreation Department
Assumption of Risk and Waiver of Liability

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to be airborne and spread mainly from person-to-person contact. As a result, federal, state, and local governments and federal and state health agencies recommend social distancing and have, in many locations, prohibited the congregation of groups of people. The Pittsfield Township Parks and Recreation Department (PTPRD) has created new protocols and put in place safety measures to reduce the spread of COVID-19; however, PTPRD cannot guarantee that you will not become exposed to or infected with COVID-19 by entering upon and using PTPRD premises.

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•• By signing this agreement, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that I may be exposed to or infected by COVID-19 by entering upon and using PTPRD premises, and that such exposure or infection may result in personal injury, illness, permanent disability, and/or death. I understand that the risk of becoming exposed to or infected by COVID-19 may result from the acts or omissions of myself and others, including, but not limited to, PTPRD employees, volunteers, and others entering upon and using PTPRD premises. I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any illness or injury to myself or my child(ren) including, but not limited to, personal injury, disability, death, illness, damage, loss, claim, liability, or expense of any kind that I may experience or incur in connection with my entering upon and using PTPRD premises. On my behalf, and on behalf of my child(ren), I hereby release, covenant not to sue, discharge, and hold harmless PTPRD, Pittsfield Township, and their officials, employees, instructors, volunteers, agents, and representatives, from and against any and all liability, claims, demands, actions, causes of action, damages, and expenses arising or in any way related to my entrance upon and use of PTPRD premises. I understand and agree that this release and covenant not to sue includes, but is not limited to, any claims related to COVID-19 based on the acts or omissions of PTPRD, Pittsfield Township, or their officials, employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after my entrance upon and use of PTPRD premises.

Stay at home if you or others at home are exhibiting any symptoms of the coronavirus. According to the CDC, people with COVID-19 have had a wide range of symptoms reported—ranging from mild symptoms to severe illness. These symptoms may appear 2-14 days after exposure to the virus and can include: fever, cough, shortness of breath or difficulty breathing, chills, muscle pain, headache, sore throat, new loss of taste or smell.

Sign: _____ Date: _____
Print Name: _____