



northvilleparksandrec.org

OUTDOOR RENTAL GUIDE

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Outdoor Policies and Procedures

RENTAL GENERAL INFO

- 1) Rental Inquiry: Requests for facility rental must be made 30 days before the rental date. Reservations made less than 30 days may be accommodated, if staffing and scheduling allows.
- 2) Single-use rentals: Rental space for single use renters is open to the public on a first come-first served basis after the rental period opens.
- 3) Rented Time: Event rental time must include event set-up and tear down time; setup may not begin before rented time. Event must be continuous, unless permission is given from NPR event manager. Field/pavilion must be clean and clear of decorations, food, and people by end of rental period. Overage time will be charged at the room rate and may risk security deposit being retained.
- 4) Rented space: Field rentals are for specific field rented only, if additional field needs to be added they must be rented. If space not included in rental contract is utilized the renter will be billed for the use of that space. This amount will be deducted from the security deposit. Any amount above the security deposit will be billed directly the renter.
- 5) Parking/Exterior Use: Use of areas outside the pavilion/field is restricted to the parking facilities unless specific approval is obtained prior to the event.

DAY-OF EVENT

- 6) Pre-Event: Nothing may be dropped off prior to the event. The field/pavilion must be returned to its original condition before the event began at the event conclusion.
- 7) Staff on duty: A park attendant will be on duty during all rentals. Any accidents must be reported to the park attendant immediately. Park Attendant Phone: 248.755.6667

PROHIBITED

- 8) Grills and fire prevention
 - Prohibited: Candles, open flames, fireworks, and fires are prohibited. Grilling must be done in park grills only.
- 9) Smoking: Prohibited in all City facilities, parks, and parking lots. Smoking is permitted 100 feet outside of the building. Violations will result in forfeiture of your rental security deposit.
- 10) Event Sales: Admission fees and sales during a rental are prohibited, unless written permission is provided by NPR
- 11) Logo use: Facility rental does not imply co-sponsorship by Northville Parks and Recreation, parks and rec logos or contact information are prohibited on any event publication including social media.
- 12) Hard balls: Prohibited in the gym and mini-gyms.
- 13) Prohibited: Golf activities, off-road vehicles, horses, feeding wildlife, ground fires, fireworks/sparklers, hunting/weapons. Karaoke, bands, or DJs in pavilion or parks.

14) Vendor/Client Relationship Renter is responsible for the policies to be followed by any subcontractors and will be held accountable for subcontractor's actions.

LAWS and CANCELLATIONS

15) Event Cancellation: Every effort will be made to provide the space to the renter that is secured. However, in the event NPR must cancel a rental due to circumstance beyond our control, including but not limited to weather, loss of utilities, or other reasons, the reservation will be rescheduled for a mutually agreeable alternative date, or all fees and deposits will be refunded in full.

FIELD USE POLICY

16) The purpose of this document is to establish a system for the equitable and orderly distribution of the Northville Parks and Recreation (NPR) athletic facilities. The fields located within Northville parks are utilized for multiple sports from season to season. Fields are maintained by the Parks' Maintenance staff.

17) Athletic Facilities are in high demand. Field rental requests must be submitted to and approved by NPR in order to reserve a field, except for designated "practice" fields, which are available on a first come, first serve basis at no charge.

18) All players and spectators are expected to follow the policies within this document. Failure to comply with the policies in this document may result in forfeiture of rental fee, payment of additional damage fees, if applicable, and loss of future facility use privileges.

19) NPR reserves the right to develop and enforce additional rules and regulations as may be required for protection of the parks and facilities, and the safety of park users.

FIELD USE GUIDELINES

20) Rental Age Requirement: Renters must be 21 years or older to rent a space. Anyone under 18 in your group must be supervised by minimum of 15:1 ratio of adults to minors at all times. Minors are not allowed to roam in other areas of the facility.

21) Rental Length Minimum: Fields must be rented in 2-hour minimum time blocks.

22) Rentable field use: Fields can be rented for games, practices, or workouts.

23) Field Closures: NPR reserves the right to close any facility at any time due to poor field conditions or move rental field locations if deemed necessary. If NPR cancels the rental, NPR will make every effort to re-schedule the rental. If we are unable to re-schedule, a full refund will be issued for the cancelled reservation.

WEATHER POLICY

24) Weather decisions regarding field and facility usage for rentals will be made at the discretion of the NPR Maintenance staff. The weather hotline will be updated by 2pm on weekdays and 7am on weekends. Weather hotline: 248-449-9951

25) After severe weather or large amounts of rain, NPR may close or restrict the use of outdoor facilities. As a matter of safety and precaution, all activities must come to a stop if thunder is heard or lightning is seen during any field usage. All players, coaches, officials, and spectators are to return to their cars and wait 30 minutes from the last sound of thunder or sight of lightning before resuming play. NO EXCEPTIONS.

26) If the weather clears, play may be resumed 30 minutes after last sound of thunder or sight of lightning.

PARK HOURS

27) All field rental users must adhere to posted park hours, unless prior arrangements have been made.

28) Renters are only authorized to utilize the specific fields/courts specified and approved in the rental agreement.

29) Parking and Vehicles: Parking is allowed in parking lots only. No unauthorized vehicles are permitted to be on the grass, sidewalks, trails, fields, etc.

30) Clean Up: Normal clean up shall be performed by the renter. The area should be left in the condition it was received. All waste paper and other rubbish must be deposited in the appropriate receptacles. If fields are located in an area without garbage disposal bins, trash must be packed out by the renter. Owners are expected to clean up after their pets.

FIELD USE PRIORITIES

TIER 1

1) NPR, Northville Township, and City of Northville sponsored or co-sponsored activities/programs

2) Northville Public Schools

3) Community Partners: Approved Youth Sports organizations with current facility rental agreements

4) Community Partners: Recognized Northville Agencies, Organizations and Groups

TIER 2

5) (can book on first business day of each month, for the next month)

6) Renters from previous year, in good standing

7) Pre-approved organizations, groups, teams (see Tier 2 Organizations in Reservation and Payment Procedures below)

TIER 3 (can book starting on Mondays, for the next week)

7. Other teams, groups, organizations and businesses

Cancellation/Refund Policy

- Refund eligibility will vary based on the length of time between the cancellation request and the approved reservation:
- If the renter requests a refund within 24 hours after receiving notice that a reservation has been approved, a full refund minus a \$15 administrative fee will be issued.
- 30 days prior to the rental start date: 50% refund of rental fee
- 29-15 days prior notice to the rental start date: 25% refund of rental fee
- 14 days or less prior notice to the rental start date: NO REFUND
- 2. No refunds issued for "no-shows"
- 3. NPAR reserves the right to cancel or refuse the use of the facility to any person or organization for just cause, with or without due notice. Full refund will be issued if NPAR needs to cancel an event.
- 4. NPAR will not approve a refund or date change for shelter rental due to inclement weather.
- 5. NPAR reserves the right to close any facility at any time due to inclement weather, poor field conditions, or to move field rental locations if deemed necessary. If NPAR cancels the rental, we will make every effort to re-schedule the rental. If we are unable to re-schedule, a full refund will be issued for the cancelled reservation

Security Deposit

- Security Deposit must be paid upon booking to hold rental date
 - a. Returned after rental, if space is cleaned up and no damage or additional charges occurred
 - b. Tables and chairs must be clean of food and decorations

- c. All decorations and wall hangings must be cleared from rental space
- d. Large messes on the floor must be cleaned up. Cleaning supplies and trash bags will be provided by a building/park attendant
- e. All policies in this guide are adhered to and no damage occurs
- f. The building/park attendant will dispose of full trash bags at event completion.
 - Returns via check will be issued through the mail within 2-4 weeks after processing
 - Returns via debit/credit will be issued back to original card in 1-2 days of processing

Reservation and Payment Procedures

□ Tier 2 organizations, groups or teams can be approved at any time. In order to get approved, the team/group renting the field must be made up of at least 60% Northville residents, and comply with liability insurance requirements. Team roster and liability insurance must be received prior to making a field reservation request. Send to rentals@twp.northville.mi.us for approval.

Insurance

Insurance NPR shall require that all renters provide liability insurance. After reviewing the description of the rental and potential risk factors, NPR will notify the renter of what insurance coverage is needed. When required, renter shall provide a valid certificate of insurance in the minimum amount of general liability, based on Township and City guidelines, naming Charter Township of Northville and City of Northville as an additional insured prior to the rental. General liability insurance must name the following for \$1 million: Charter Township of Northville, 44405 Six Mile Road, Northville, MI 48168.

-Caterer drop-off: State of Michigan food license required

-Caterer serving on site and/or Food Truck: General liability insurance, State of Michigan food license, and endorsement required

-Inflatable bounce house: General liability insurance and endorsement required

How to book a rental

