



**City of Novi**  
**Parks, Recreation and Cultural Services**  
**Field Rental Procedure and Guidelines**

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**Field Use Policy**

The purpose of this document is to establish a system for the equitable and orderly distribution of the City of Novi athletic facilities. The fields located within Novi Parks are utilized for multiple sports from season to season. Fields are maintained by the Parks' Grounds Crew.

Individuals wishing to use Novi Parks' public athletic facilities in an "as is" condition, may do so during normal park operating hours, providing that the field has not been prepared for play later in the day or that another party has not previously reserved fields for use. There is no charge for such use.

Athletic Facilities are in high demand. In order to reserve an unprepped field for practice or reserve and a prepared field for a practice or game, a Field Rental Application must be submitted and approved by Novi Parks. Novi Parks has the right to refuse use if space is not available or if the activity for which the rental is requested is objectionable.

All players play and spectators are expected to follow the guidelines within this document. Failure to comply with the guidelines may result in forfeiture of security deposit, payment of additional damage fees, if applicable, and loss of facility use privileges.

Novi Parks reserves the right to modify these policies and procedures and to develop and enforce additional rules and regulations as may be required for the protection of the parks, individual facilities and the users of the parks.

**Facilities / Fields Available**

<p><b>Baseball / Softball Fields</b></p> <p><b>Locations</b>          ITC Community Sports Park          Ella Mae Power Park          Wildlife Woods</p> <p><b>Field Size / Distances</b>          Varies per season. Please inquire through rental request form.</p>	<p><b>Football</b> (no goal posts)</p> <p><b>Location</b>          Wildlife Woods</p> <p><b>Field Size / Type</b>          65 yd x 30 yd</p> <p><b>Location</b>          ITC CSP          65 yd x 30 yd (3)</p>	<p><b>Lacrosse</b></p> <p><b>Location</b>          ITC Community Sports Park          Wildlife Woods</p> <p><b>Field Size / Type</b>          110 yd x 60 yd</p>	<p><b>Soccer Fields</b></p> <p><b>Locations</b>          Brookfarm Park          ITC Community Sports Park          Lakeshore Park          Wildlife Woods</p> <p><b>Field Size / Type</b>          Varies by location per season. Please inquire through rental request form.</p>
<p><b>Outdoor Basketball Courts</b></p> <p><b>Locations</b>          ITC Community Sports Park</p>	<p><b>Sand Volleyball Courts</b></p> <p><b>Locations</b>          Lakeshore Park</p>		

**Payment**

- **Tournaments:** A non-refundable security deposit of \$250 is required **with the application** to secure the date. The balance of the rental fee is due 30 days before the tournament for new tournaments, and 30 days after the tournament for returning tournaments.
- **Field Reservations:** A field reservation can be secured through Novi Parks online registration at [cityofnovi.org/registration](http://cityofnovi.org/registration). All fees are to be paid in full at the time of reservations.

- An un-received deposit or final balance will result in forfeiture of the reservation and a ban from renting for a year.

## Prepped Field Rental Rates

### Novi Resident Rate

Type of Field	Novi Res. Weekday Rate	Novi Res. Weekend Rate	Quantity	Rate	Total
Baseball / Softball	\$110 per prep	\$145 per prep			
Football	\$120 per prep	\$150 per prep			
Lacrosse or Soccer	\$88 per prep	\$120 per prep			
<b>Sub Total</b>					<b>\$</b>

### Non-Resident Rate

Type of Field	Non-Res. Weekday Rate	Non-Res. Weekend Rate	Quantity	Rate	Total
Baseball / Softball	\$132 per prep	\$160 per prep			
Football	\$145 per prep	\$175 per prep			
Lacrosse or Soccer	\$107 per prep	\$128 per prep			
<b>Sub Total</b>					<b>\$</b>

### Tournament Rental Rates

Tournament Rates	Rate	Quantity	Rate	Total
Mid-Day Prep (Required for tournaments over 6 hours in a day)	\$60 per prep – Weekdays			
	\$100 per prep- Weekends			
Staff Supervisor	\$16 per hour			
Team Fees Fee required for each team registered for the tournament	\$30 per team			
<b>Sub Total</b>				<b>\$</b>

### Optional - Additional Fees

Item	Rate	Quantity	Rate	Total
Practice Baseball Field/ Basketball or Volleyball Court (field/court as is / no preparation)	\$30/ hour			
Soccer Field- No Lines	\$65 an hour			
Field Lights (must be off by 11 pm, will start 10 minutes prior from expected sunset)	\$25/hour per field			
10x10 Tent Rental	\$200			
Softballs	\$60/dozen			
Table/Chair	\$5 each/ \$1 each			
<b>Sub Total</b>				<b>\$</b>
<b>Grand Total</b>				<b>\$</b>
<b>Deposit Due</b>				<b>\$</b>

## Field Use Guidelines

- Any individual or group representative must be at least 21 years of age to reserve the use of a field.
- A complete Field Rental Application must be submitted and approved by Novi Parks. NO RESERVATIONS WILL BE ACCEPTED OVER THE TELEPHONE.
- Applications may be submitted at any time during the current rental year.
- Applications must be submitted to Novi Parks at least 2 weeks prior to the date requested.

### Field Use Priorities

1. City of Novi sponsored or co-sponsored activities / programs
2. Government Agencies serving the City of Novi, including the Novi School District
3. Novi Community Service Groups, Civic Organization, designated Youth Sports Providers
4. Novi residents, groups, agencies and businesses
5. Non-resident groups / organizations

### Days and Hours of Use

- Fields are available for rental, April 1 through October 31.
- Hours are 8am to Dusk, unless otherwise posted.
- For safety reasons, daily events should conclude 30 minutes before dusk on fields that are not lighted.
- Renters are only authorized to utilize the specific fields/courts specified and approved in the application process.

### Insurance

All organizations, leagues and vendors shall secure and maintain, at no expense to the City of Novi, a comprehensive general liability policy issued by one or more companies authorized to do business in the State of Michigan. Under such insurance:

- The City of Novi shall be identified as an additional named insured and must include an endorsement page;
- Liability limits shall be \$1,000,000 combined single limit for personal injury and property damage;
- The insurer shall be placed with a provider having no less than a Best rating of A-VII; and
- Permits require insurance verification at the time of application submittal. The organization, league coordinator or president shall, at the time of application submittal, file with the City of Novi certificate(s) of insurance showing insurance coverage in force prior to start of field use or activities.

### Tournament Rentals

- Final tournament game schedule or start and end times, must be submitted prior to the rental date.
- The appropriate contact information of the tournament coordinators must be provided on the application.

### Alcohol Use

- Alcoholic beverages are not permitted in Novi Parks' facilities, with the exception of Lakeshore Park.

### Concessions & Vendors

- **Concessions** - The City retains sole and exclusive rights to sell concessions at all athletic fields and facilities. Should the City choose not to provide concessions for an event, the renter must receive prior approval from the Novi Parks Recreation Supervisor before bringing in vendors.

### Cancellations & Reschedules

- All cancellations/reschedules (including a reduction in number of fields needed) must be submitted to the Novi Parks Recreation Supervisor in writing.
- Cancellations submitted more than 30 days prior to the field reservation will result in a full refund, minus the non-refundable deposit.
- Cancellations submitted 30 days or less prior to the field reservation will not receive a refund.
- **Field preps include the labor and chalk/paint needed. If needed it will also include up to 3 bags of turface per prep. Example: 4 fields = 4 preps = 3 bags of turface per field.**

- If a weather-related cancellation is made by Novi Parks prior to field preparation beginning, every effort will be made to reschedule the event. In the event that a reschedule date is not available, the renter will receive a full refund minus the non-refundable deposit.

#### Field Closure

- Novi Parks reserves the right to close any facility at any time due to poor field conditions and move rental field locations if deemed necessary.
- Any renter failing to honor field closure is subject to revoking of field permits and removal from the premises.

#### Weather Policy

- Decisions regarding weather for sports and special events will be made at the discretion of Novi Parks employees, supervisors and officials by 4:30pm on weekdays and 7am on weekends.
- After severe weather or large amounts of rain, Novi Parks 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 practice or a game. 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.** If the weather clears, play may be resumed 30 minutes after last sound of thunder or sight of lightning.

#### Parking and Vehicles

- Parking is allowed in parking lots only.
- No unauthorized vehicles are permitted to be on the grass, sidewalks, trails, fields, etc.
- Parking of cars and traffic control is the responsibility of the renter.

#### 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.
- If additional clean-up is required, an additional fee of \$50 per hour will be charged for clean-up.

#### Signage & Advertising

- No signage, banners, tents, equipment or other apparatus may be located on the facility unless the use and location has received prior approval from Novi Parks.
- All advertising (except that which is incidental to the event) and all sale of merchandise or other materials, is forbidden on premises, unless specific approval is obtained prior to the event (see Concessions & Vendors).

#### Important Phone Numbers

Novi Parks, Recreation and Cultural Services Hotline	248.347.0473
Novi Police Department Emergency	911
Novi Police Department Non-Emergency	248.348.7100