

**FACILITY RENTAL & USAGE GUIDELINES
CITY OF MICHIGAN CITY, INDIANA - DEPARTMENT OF PARKS AND RECREATION**

Approved by Michigan City Parks & Recreation Board on February 21, 2002 and November 1, 2007

USE OF PARK & RECREATION DEPARTMENT FACILITIES



APPLICATIONS and FEES

Any organization or individual desiring to use Michigan City Parks & Recreation facilities shall submit a complete written "Acknowledgement Form for Use of Park & Recreation Facilities" AND request for "Facility Rental & Usage Form" to the Park & Recreation Department for approval.

- A. Requests for facility use when charges are involved will require full payment upon approval by the Recreation Director, Superintendent, and/or Park Board.
- B. The Recreation Director, Superintendent, and/or Board shall clear each request with respect to date, time, and other arrangements and will provisionally approve or deny use of Park property and facilities on the basis of Park Board policy.
- C. The Park Board reserves the right to demand sufficient time for full investigation, notice and arrangements of all requests for the use of Park property and reserves first claim to the use of its own property. Cancellations may be issued by the Recreation Director, Superintendent and/or Board with or without due notice, and where applicable, refunds may be provided. All approvals are to be granted with this understanding.
- D. In no case will those who have been granted permission assign, transfer, sublet, or charge a fee to others for the use of Park property.
- E. The Michigan City Parks & Recreation Department reserves the right to charge an admission, parking, or other fees to Patriot Park. (The Park Department will give notice to any league, group, or organization if fees will be charged as part of the usage agreement.) No outside group is allowed to charge any admission, parking, or any other fee without consent and approval by the Recreation Director, Superintendent, and/or Park Board.
- F. Any group or individual renting or using any property or facility of the Park & Recreation Department hereby agrees to hold harmless the City of Michigan City, the Department of Parks & Recreation, its Board, employees, and agents from any and all liability arising from or related to in any way the use of the property or facility including costs of defense, judgments, settlements, and attorney's fees.
- G. The Park Board reserves the right and requires that a **Certificate of Liability Insurance** be provided along with facility usage requests. **Applications can not be approved without an insurance certificate naming 1) City of Michigan City 2) Department of Parks & Recreation, and 3) Michigan City Park Board as additionally insured.** The *Board Attorney* and/or Park Board will make the final decision concerning the insurance coverage and certificate.
- H. Any group who wishes concessions be offered during the activity must make this request at the time reservation is made for utilization of the facility. The sale of all concessions shall be in the control of the Parks & Recreation Department. No rental or sponsored group shall be allowed to bring its own concessions for sale without authorization from the M.C. Parks & Recreation Department.
- I. The Michigan City Parks & Recreation Department reserves the right to determine when a staff member or an employee of the City must be utilized for supervision, security or custodial services. The person or group must pay for such service when required in accordance with this policy. A Park Department supervisor, staff member or City employee shall be on duty whenever deemed necessary by the Recreation Director, Superintendent and/or Park Board. The staff member/employee's hourly rate (or overtime rate if so required) will be charged to the renter.
- J. Groups or persons will not be granted rental approval when the request is for activities that are in conflict with Park Department programs, contracts, affiliations, or not authorized by Park Board policy.

FEES

- K. **Patriot Park Rental Fees:** \$200 per day per field. If the event continues a second day, \$200 per day per field up to a maximum \$1800 if all five baseball/softball fields are used or if all soccer areas/fields are used. If event on second day finishes before noon, the charge will be \$100 per field (not \$200). \$100 PER FIELD FOR ADDITIONAL AFTERNOON/EVENING ONLY EVENTS OR FOR A "PRACTICE" on a single baseball, softball or soccer field.
- L. **Adams-Gardena-Pullman-Other Rental Fees:** \$100 per day. \$40 PER FIELD FOR SINGLE AFTERNOON / EVENING USE.
- M. **ORGANIZED GROUPS/ORGANIZATIONS:** Outside groups that use Patriot Park will be charged the Patriot Park daily rates. However, any group/organization that is sponsored by or partners with M.C. Parks and uses Patriot Park on a regular, consistent basis for leagues or activities, such as the M.C. Soccer Club, will be charged a rate as per its' defined usage. The Department of Parks & Recreation will establish a pre-determined fee and use agreement. Said fee will be determined prior to usage approval being granted. The Recreation Director, Superintendent, and/or Park Board will recommend and approve all such fees.

SCHEDULES, FIELD PREPARATIONS, EQUIPMENT, and MAINTENANCE OF FACILITIES

- A. ***A copy of your complete schedules must be in the Recreation Director's possession in order for fields to be prepared for games. If we do not have schedules, fields will not be prepared for games or practice.***

Distance requirements for bases and pitching, or for soccer goals, etc., or any other field specifics, must be included with each schedule submitted. If requirements are not included, fields may not be set-up as you are expecting.

- B. The Michigan City Parks & Recreation Department, after receiving schedules from the separate leagues or organizations, reserves the right to re-assign dates, times, or facilities for any reason.
- C. Any misuse of the Michigan City Park & Recreation Department's facilities may cause your league, organization, or group to forfeit all remaining scheduled dates, times, facilities, and/or Parks.

- Item "D" was passed at April 22, 1998 Regular Meeting of the Michigan City Park Board

- D. Any organization using Parks & Recreation facilities and/or parks/fields must clean-up all litter, garbage and debris before leaving each time the facility or park is used by said organization.

More specifically, the organization granted permission to use the facility should instruct coaches and/or supervisors to bring a plastic garbage bag to the facility each time a particular team has a scheduled game, and use it to assure all waste is disposed of properly. The plastic bag and/or refuse can be thrown in the garbage barrels provided at the facilities and parks.

Failure to comply may result in forfeiture of previously approved facilities, and/or a fee being charged to the organization for cleanup.

- E. Teams from organized groups **may not practice on fields already prepared for games by the Parks Department.** All coaches from respective groups and organizations should be given specific instructions and a copy of "approval schedules" to avoid this situation. Failure to cooperate and comply will result in termination of usage privileges.
- F. The City of Michigan City, Department of Parks & Recreation is not responsible for providing any equipment. The Parks & Recreation Department will not be responsible for any damage, miss-use, or theft of any and all equipment owned or provided by individual leagues, groups, or organizations at our facilities. Any league, organization, or group that wishes to supply its' own equipment that remains at Parks & Recreation facilities must request such for approval to the Park Department. Any and all equipment approved to be positioned and left at

Parks' facilities may be used by other groups, and may not necessarily be for the exclusive use of said leagues, organizations, or groups.

- G. Groups must follow and enforce all Parks & Recreation and Patriot Park rules.
- H. No unauthorized vehicles are permitted beyond the signs indicating such, and/or beyond the locked chain heading towards the concession area.
- I. All leagues, organizations, or groups are asked to treat and respect M.C. Parks & Recreation facilities as if it is their own!



Patriot Park

THE PEOPLE OF
MICHIGAN CITY WELCOME YOU!

RULES

1. NO GLASS CONTAINERS
2. NOISE ORDINANCE ENFORCED
3. NO OVERNIGHT PARKING OR CAMPING
4. NO LITTERING
5. NO GROUND FIRES
6. HUNTING IS PROHIBITED ON ALL PARK PROPERTY
7. NO PETS OUTSIDE OF VEHICLES
8. CURFEW: 11:00 p.m. DAILY
9. PICNIC SHELTERS AVAILABLE THROUGH RESERVATIONS AT PARK OFFICE 873-1506
10. NO MOTORIZED VEHICLES EXCEPT IN DESIGNATED PARKING AREAS
11. NO METAL DETECTORS ON GRASS
12. ALCOHOL IN DESIGNATED AREAS ONLY, PROHIBITED ON ROADWAYS & PARKING LOTS
13. NO SKATEBOARDING EXCEPT IN DESIGNATED AREAS

WE RECYCLE!
PLEASE USE PROPER RECEPTACLES

The preceding rules apply to all
City of Michigan City park property



Persons, Leagues, Groups, or Organizations may be allowed usage ONLY upon completion and submitting the following forms to:

**Michigan City Parks & Recreation Department
Attn.: Jeremy Kienitz
Six on the Lake
Michigan City, IN 46360**

ACKNOWLEDGMENT FORM FOR USE OF PARKS & RECREATION FACILITIES

- Approval is not valid until this form is completed, signed, and returned to the Parks Lakefront Office in Washington Park.
- Make sure you submit an insurance certificate. Applications can not be approved without an insurance certificate naming 1) City of Michigan City 2) Department of Parks & Recreation, and 3) Michigan City Park Board as additionally insured.**

I _____, as representative of the organization known as
PRINT NAME
_____, agree to follow and enforce all rules and policies of the
Michigan City Parks & Recreation Department as per the guidelines and rules I have received on this date
of _____, and I accept all legal responsibilities on my part described therein. Further, I
understand that failure to meet all terms of the guidelines and rules may result in termination of approval to
use Parks & Recreation facilities. I understand that I am responsible for the supervision of activities and of
the Parks facilities we are using. Additional responsible person(s) may also be submitted in writing to the
Michigan City Parks & Recreation Department to include complete name, complete address, email address,
home, work, and cell phone numbers.

Representative Signature: _____



**CITY OF MICHIGAN CITY, DEPARTMENT OF PARKS & RECREATION
FACILITY USAGE / RENTAL REQUEST FORM**

APPLICATION DATE: _____

NAME OF GROUP: _____ REQUESTED BY: _____

ADDRESS: _____
COMPLETE ADDRESS INCLUDING STREET, CITY, STATE and ZIP CODE

PHONE NUMBER: _____ WORK #: _____

CELL#: _____ EMAIL: _____

FACILITY YOU ARE REQUESTING: _____

AREA(S) BEING REQUESTED: _____
I.E.: "5 BASEBALL DIAMONDS" OR "3 SOCCER FIELDS"

DATE(S) OF EVENT(S): _____

NAME OF EVENT(S): _____

DESCRIPTION OF EVENT(S):

TIME: DOORS OPEN: _____ Date Schedules Provided: _____
EVENT BEGINS: _____ Schedules Provided by: _____
EVENT ENDS: _____ Date Insurance Certificate Provided: _____

Thanks in advance for submitting your insurance certificate ASAP. Applications can not be approved without an insurance certificate naming 1) City of Michigan City 2) Department of Parks & Recreation, and 3) Michigan City Park Board as additionally insured.

BELOW THIS LINE FOR OFFICE USE ONLY

APPROVED	DISAPPROVED	DATE: _____
SIGNATURE: _____		
FEES TO BE CHARGED: _____		
COMMENTS:		