



# LANSING PARKS & RECREATION

## ATHLETIC FIELD RENTAL PACKET

**Welcome to Lansing!** The Parks & Recreation Department has spearheaded youth and adult athletics in the mid-Michigan areas for over 60 years. You will find Lansing has something to offer! We work hand in hand with the Greater Lansing Sports Authority on providing the best possible event for you, your players, and your fans.

This packet has information that will help you get started hosting an event in the City of Lansing. If you have any questions, please feel free to contact me at the information listed below.

### Contact Information:

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**Athletic Special Event/Tournament Application and Game Schedule & Field Prep Forms** are available at our website at [http://www.lansingmi.gov/Lifetime\\_Sports\\_Programs](http://www.lansingmi.gov/Lifetime_Sports_Programs) and click on the Drop Down Menu "Forms". Applications can be submitted by email or mailed – see information above. Applications must be submitted along with the required Application Fee of \$200.00 (Fee is non-refundable). **If these items are not submitted together your request will not be reviewed.**

### Process and Time Line:

- |   |  |
|---|--|
| 1. Athletic Special Event/Tournament Application: | Submit 1 <sup>st</sup> Business Day of January of Event Year |
| 2. Game Schedule & Field Prep Form:               | Submit 1 <sup>st</sup> Business Day of January of Event Year |
| 3. Application Fee of \$200.00 Due:               | Submit 1 <sup>st</sup> Business Day of January of Event Year |
| 4. Signed Contract, & Insurance Due:              | 45 Business Days Prior to Event Start Date                   |
| 5. Final Payment Due:                             | 30 Business Days Prior to Event Start Date                   |

### Summary of Requirements/Facility Use Guidelines:

- Applicant will be required to furnish a certificate of comprehensive general liability insurance with minimum limits of one million (\$1,000,000.00) General Liability, two hundred thousand (\$200,000.00) for Damage to Property, and one million (\$1,000,000.00) for Bodily Injury or Death of one or more persons. City of Lansing (124 W Michigan Ave. Lansing, MI 48933) must be name as an additional insured. Insurance Certificate must be submitted with the Policy Endorsement Form which must also list the City of Lansing as an additional Insured.
- The applicant may set up a hospitality tent or tournament headquarters during the tournament.
- Scoreboards are available for use at Gier, Ranney, and Kircher Ballfields, however The City cannot guarantee their performance. It is asked that all scoreboard operators be at least 16 years of age.
- There is no smoking in any Score Tower.
- Concessions will be made available if requested at available ballfields. All proceeds are kept by The City.
- Teams may sell souvenirs, gifts or other merchandise as allowed by permit (if required) that is not in direct competition with operations of The City.
- The City of Lansing is not responsible for accidents, injury, or loss of property during times when the facility is made available for rent. **The City does not provide first aid supplies;** it is recommended all teams provide their own first aid kits.
- Playability during incimate weather shall be at the discretion of the Tournament Director, Site Supervisor and/or Grounds Crew. Player safety and potential damage to playing surface shall be a priority.
- Diamond Dry will be made available at \$10 per bag.
- Facility keys will not be issued to user groups unless authorized by the Parks and Recreation Department.

- All field/court maintenance will be performed by the Department's authorized or contracted personnel only.
- Throwing or hitting of balls into any fence is prohibited.
- No batting practice will be allowed on any surface.
- Facilities will be opened 1 hour before the first scheduled use, unless the user group makes different arrangements with Department staff.
- All facilities will be locked within 30 minutes upon the conclusion of their use, unless the user group makes different arrangements with Department staff.

**Fee Schedule** (All fees are "per game"):

Sport	Baseball/Fast Pitch Softball	Slow Pitch Softball	Soccer		Tennis	Football
Youth Tournaments	\$100	\$100	\$18		\$18	\$5 per hour Mon- Fr \$20 per hour Sat/Sun
Adult Tournaments	\$35	\$35	\$24		\$24	\$5 per hour Mon- Fr \$24 per hour Sat/Sun
Men's Tournament baseball games	\$120	n/a	n/a		n/a	n/a
Youth Event Practices	\$15 per hour	\$15 per hour	\$15 per hour		\$15 per hour	\$15 per hour
Adult Event Practices	\$20 per hour	\$20 per hour	\$20 per hour		\$20 per hour	\$20 per hour
Field Fittings	\$25 per fitting, per field	\$25 per fitting, per field	\$60 per fitting, per field	\$20 per fitting, per field	\$20 per fitting, per field	\$120 per fitting, per field

- Youth Events are categorized as ages 18 & Under, or High School Events
- Adult Events are categorized as ages 19 & Above

Youth and Adult Baseball and Youth Fast Pitch field fittings shall be scheduled every two games, Slow Pitch Softball games shall be re-fit after 4 games unless prior arrangements or agreements have been made or requested.

**Other Fees** (Fees are charged per use)

- Light Usage (\$45 Gier, Davis, Sycamore, Ranney; \$60 Kircher Municipal)– One time per evening charge Per Complex for light access
- Scoreboard Use (\$40 all complexes) – Charge is Per Field for the use & access to scoreboards & score towers

**Priority Users**

The following groups will be given priority in scheduling of events. Within each group, priority is determined on a first come, first serve basis. Dates from previous agreements will be taken into consideration.

**GROUP I**

City of Lansing Parks and Recreation Department and all other City sponsored events or programs.

**Group II**

Lansing Community College, Lansing School District and Lansing Catholic Schools

**GROUP III**

All other groups/organizations including non-resident school districts and for-profit event groups.

***Note: The Parks and Recreation Department reserves the right to reprioritize user groups and their events based on the perceived value of the event to the community.***