

# Field Rental Application

## City of Macedonia Parks & Recreation Department

1494 E. Aurora Rd, Macedonia, OH 44056 P:(330) 468-8370 [www.macrec.com](http://www.macrec.com)



### INTRODUCTION

Thank you for considering the City of Macedonia for your next activity. The Macedonia Parks and Recreation Department (MPRD) coordinates and issues permits for the use of city-owned fields and facilities while overseeing the care and maintenance of the entire park complex. This application outlines rental policies for the permitted use of facilities in the City. The City has established criteria for priority use due to the limited number of fields and facilities available. We will begin making block and individual date Reservations in February each year based on the allocation priority schedule. After initial implementation, all other rental inquiries are handled on a first come, first served basis.

Facility reservations can be made by groups and individuals. If a field is reserved by another party, unpermitted users must vacate. During the peak sports season, unreserved time is generally limited to daytime park hours during the week.

Contact information for MPRD:

Macedonia Recreation Center, 1494 E. Aurora Rd., Macedonia, OH 44056

Phone: (330) 468-8370 • Email: [kliggett@macedonia.oh.us](mailto:kliggett@macedonia.oh.us) • Website: [www.macrec.com](http://www.macrec.com)

### FIELDS AVAILABLE

Longwood Park

1) Baseball/Softball

- A Base options: 60', 65', 70', 80'; Fence: 200'
- B Base options: 60', 65', 70', 80', 90'; Fence: 300'; Pitcher's mound, Lights
- C Base options: 60', 65', 70', 80', 90'; Fence: 300'; Pitcher's mound, Lights
- D Base options: 60', 65', 70', 80'; Fence: 250'

2) Multi-purpose field

- Field #1 75yd X 120yd (225ft. X 360ft.), Soccer goals
- Field #2 75yd X 120yd (225ft. X 360ft.), Soccer goals
- Field #3 75yd X 120yd (225ft. X 360ft.), Soccer goals

Sugarbush Park

1) Baseball/Softball

- Sugarbush Base options: 60', 65', 70', 80' no fence

### RENTAL FEES (2 hour minimum required per field)

Field Deposit	\$250.00
Field Rental	Monday - Friday \$50 per field/per 2 hours  Saturday/Sunday \$95 per field/per 2 hours
Tournament Rental	\$ 300.00 per field/per day
Field Prep	Field dragged, & bases, pitching rubber installed included in rental fee. Chalked lines for <b>games</b> is included.
Light usage	\$10 per use per day (Field B & Field C)

*\*Additional fees may be applied for special lining requests or field maintenance requests outside of the normal scope.*

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### SPORTS FIELD RENTAL APPLICATION

The MPRD field request is for a group or individual to submit requests based off realistic needs for their activity. Users should not request fields unless they will use them, as our policies are geared toward maximizing our active spaces with interested users. ***\*Current rates are only guaranteed through June 30, 2024 due to supply issues.***

A. To apply for use of a field, submit the completed form to the Recreation Supervisor at the email provided by them or [kliggett@macedonia.oh.us](mailto:kliggett@macedonia.oh.us).

1. Application submittal for each year begins the first week of February and field allocation will start by the third week of February (subject to change). Requests for additional use of fields or requests submitted after the Field Allocation period will be addressed on a first come, first served basis.
2. Request must be submitted a minimum of 14 days in advance of usage date unless we have a last second opening and can coordinate the needed maintenance.
3. Time requests should start with first access to the field (i.e.: start of warmup if applicable) and should end when user is set to vacate the field. We suggest that you allow for typical overages, but do not request drastically more time than is needed, as cancellation fees may apply.
4. Other items to include on the field request form: any needed equipment, field size and needs, lining, additional set up, additional field preps, light usage, any other materials, or equipment that will be present at the time of requested use.

B. The Recreation Supervisor will communicate approval of use based on availability. Once approved, MPRD will request renter pay the \$250.00 deposit within 72 hours or reservation will be forfeited. Reservations made less than 14 days before the start date will be required to pay deposit and fees associated with rental at the time of the booking. Deposits can be taken in person, via phone, or completed online at [www.macrec.com](http://www.macrec.com). If completing block reservations only one deposit is needed.

C. All rental fees are due 30 days before agreement start date. Failure to submit payment will result in forfeiture of dates. If completing block reservations, renter will be expected to pay for one month at a time, in advance. Any cancellations directed by MPRD will be credited to the account and applied to the next month's payment.

### ALLOCATION PROCESS & DISTRIBUTION

MPRD will review policies, rates, and procedures on an annual basis, typically during the fall season. The purpose of the Field Allocation Process is to systematically accept requests for the upcoming calendar year from interested renters. Quality fields are in high demand and our intent is to continue the ongoing relationships while also inviting new renters in as space allows. Please know as MPRD expands programming this means less rentable space.

The City reserves the right to cancel any request as deemed necessary for the safety of all participants and in the best interest of the park, usually pertaining to weather or crowd safety. Reservations that have a history of being problematic or those which draw crowds of 500 or more people may be required to provide additional security at the expense of the renter. If renters become delinquent in payments, abuse the facilities, exhibit poor sportsmanship, provide a lack of supervision, or disregard policy MPRD may discontinue or revoke field reservations.

- Fields shall be assigned based on the Field Allocation Priority list below. If two or more user groups fall within the same classification, the City will consider the following factors when allocating fields: returning tournaments/activities, and performance history.
- Tournaments or activities that have been occurring on a specific date or weekend that are rooted in historical significance (i.e., hosted for multiple years) will be given priority; the dates and tournament rental request must still be submitted in writing during the application period.
- Once initial allocation is completed in February, the process will move to a first come, first served basis.
- Submittal of an application does not guarantee that the request will be approved.

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### ALLOCATION PRIORITY

Allocation of field usage will be determined in mid-February for the current year based on the following priority\* schedule:

- Group 1: City operated programs
- Group 2: Nordonia Hills City School District
- Group 3: Open rental opportunities (on a first come, first served basis)

*\*Scheduling priority shall be assigned to sports during their traditional, in-season time frames.*

### DEPOSIT & RENTAL FEE REQUIREMENT

Security deposits are 100% refundable provided the following conditions are met:

- The facility is left in a clean and orderly condition per the "Facility Inspection Checklist."
- Use of the area does not exceed the scheduled time.
- The area and its contents are accounted for without damage.
- Cancellation requests must be submitted 21 days ahead of the agreement start date. Requests not meeting this are subject to cancellation policies. Unpaid balances may be removed from deposit.
- All rules and procedures governing MPRD facility use are met.

If the above conditions are not met, an appropriate fee will be deducted from the security deposit. If cleaning, repair costs, or outstanding rental fees exceed the amount of the security deposit, the renter will be billed. Repairs will be billed at the full replacement cost incurred, including labor.

### INSURANCE REQUIREMENT – GAME, LEAGUE & TOURNAMENT PLAY

Renter shall secure and maintain a comprehensive general liability policy issued by one or more companies authorized to do business in the State of Ohio. Under such insurance:

1. The Renter must provide the MPRD a copy of the certificate of liability insurance 30 days in advance of rental.
2. Policy must name City of Macedonia, Ohio as additional insured and lists the address of 1494 E. Aurora Rd, Macedonia, OH 44056 as the address of certificate holder.
3. Liability limits shall be \$1,000,000 combined single limit for personal injury and property damage; including acts of negligence errors and mistakes.

### GENERAL RULES FOR DAILY SCHEDULING

Field rental hours: 7:00am – 11:00pm (may vary based on specific site) April - November. Maintenance services on City Holidays are contingent upon staff availability. Lights on Field B and Field C turn off at 11:00pm

Scheduling of activities should fall within the exact rental time requested. An individual/team may not enter the field of play and must vacate field according to the times stated in the agreement.

Users are required to provide schedules to show that all allocated fields are being utilized, submit the practice and game schedule with each field labeled in application. When submitting schedule, please include field specs that would be important for field lining, setting of bases and pitch mound, etc.

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#### TOURNAMENT POLICY

A person responsible for the event must be on site during the tournament dates and times. The tournament game schedule must be returned to the MPRD no later than 3 days prior to the scheduled tournament. The schedule shall include dates, fields, times, and any other information necessary. Sponsoring group will be directly responsible for entry fees, invitations, and all public relations regarding tournament/activity information. If tournament exceeds 500 people on site at any given time, a request for auxiliary officer on site will be needed. MPRD does not assist with added cost of security, renter is responsible for all fees.

#### WEATHER CANCELLATION & FIELD CLOSURE POLICY

MPRD reserves the right to close any field due to poor field conditions. Fields may not be used, and activities must be canceled when any of the following conditions exists:

- Standing water on playing surface
- Snow covered, or visible snow on surface
- Where grass is sparse, or field is worn badly, and ground is saturated
- Infield mud clinging to cleats and shoe
- Unsafe objects found on field (glass, unmovable rocks, etc.)
- Presence of thunder and lightning
- MPRD reserves the right to close fields for reasons not listed above should it be deemed necessary

Refunds & Reschedules in the event of field closures:

1. If MPRD dictates a field closure, staff will contact renter. Contact will be made to field user on weekdays at/prior to 4:00pm and 8:00am on weekends. It is the responsibility of the renter to notify parties using the fields that day. MPRD will work with renter on possible reschedule dates. If a reschedule date cannot be found, a full refund for the missed activity will be administered.
2. If MPRD staff on are not available by phone, the renter (permit holder) will make the decision on closing the fields. Please use the above list as reference for determining a closure. Permit holders will be financially responsible for any damage. Renter shall inform MPRD of its intent.
3. Should a renter arrive at a field and the above listed conditions exist, or the conditions change or worsen, the renter should cancel and notify MPRD immediately of their onsite cancelation. MPRD and the renter will work together first, to reschedule the missed activity, and if a reschedule is not possible, MPRD will refund appropriate amount for activities unused time.
4. Refunds may be available if a Tournament is canceled due to inclement weather and unsafe playing conditions. The refunded amount will be prorated based on actual usage.

Renters shall inspect all fields prior to each use to identify any safety hazards. Renters shall take reasonable measures to protect participants and spectators from known safety hazards. Renters shall promptly advise the MPRD of any known safety hazards.

#### NON-WEATHER CANCELLATION POLICY

Cancellation and schedule changes made 21 days or more prior to the rental date are eligible for a credit/refund. Changes or cancellations made less than 21-days' notice are subject to rental fees.

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#### MAINTENANCE POLICY

MPRD will maintain all fields. Requests for special field preparation should be included on the initial application form. At no time should a renter perform maintenance to any park amenity or add materials to the fields. Charges will be administered if a renter makes any field alterations. Extra fees may be incurred if rental requires maintenance (including lining) outside the norm.

Renter must provide exact maintenance request(s) for each field of rental per date at least 14 days prior to rental. Special maintenance requests should be included on application.

Please contact MPRD with special maintenance requirements or requests.

#### NON-EMERGENCY SITUATION

If a problem occurs during the activity and is non-emergency in nature (for example—problems with the fields, backed-up toilets, etc.,) please contact MPRD.

#### CONCESSIONS & VENDORS

MPRD retains exclusive rights to sell concessions at all its facilities. Should MPRD choose not to provide concessions for an activity, the renter may request approval from the MPRD Director to sell concessions. If a renter is selling concessions, additional rental fees will apply. Use of Concession must follow the guidelines set forth in existing MPRD permit and obtaining a county health permit certifications is required.

Vendors/Novelty Sales - Sale of t-shirts, hats and other novelties shall have prior approval of MPRD Director, additional fees may apply.

#### PARKING & TRAFFIC CONTROL

All vehicles must park in designated parking areas. 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. Nobody is permitted to park on sidewalks or drive up to the field area on the sidewalks for any reason. This must remain clear for MPRD and emergency personnel. Overnight parking is not allowed in our parks without prior approval from MPRD.

#### SIGNAGE & ADVERTISING

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

#### FIELD RULES & REGULATIONS

1. Users will not be permitted to use field(s) until all fees are paid and liability insurance is submitted to MPRD.
2. Renter agrees to comply with all applicable rules, regulations, and policies. Any misuse may result in cancelation of their permit. The applicant will be responsible for their own actions and the actions of the parties represented because of this permit.
3. Subleasing of fields is prohibited.
4. Charging of admission/gate fee is prohibited without prior written approval from the Parks and Recreation Director.
5. Hanging or distribution of promotional materials, banners, or related items is prohibited.

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6. After every use, all trash should be picked up by renter. Repair or cleanup beyond normal use will be billed to renter based on cost of service.
7. Motorized vehicles are prohibited on the walkway or grass.
8. No kicking/hitting/throwing balls into the fence, activity that will cause divots or other turf damage, removing goals from position.
9. Renter will be held accountable for all destruction, damage, or defacement of City property.
10. Disorderly conduct and/or abusive language are prohibited.
11. Any machine or device for the purpose of amplification of human voice, music or any other sound is prohibited without the prior approval of MPRD.
12. Pets must be on a leash not to exceed 6 feet in length. Owners must pick up after their pets.
13. Consumption of alcoholic beverages is prohibited.
14. Tents or other structures need ground stakes or other weight anchoring system.
15. Do not overcrowd fields by scheduling multiple practices or games in reserved areas. Allow a distance between fields for safe passage of spectators and participants and traffic.

MPRD reserves the right to cancel any rental for just cause or to amend the rules and regulation regarding use of City fields/facilities.

#### PERMIT VIOLATIONS & PENALTIES

Any act by a user group or individual that violates the rules and regulations may have their contract suspended or revoked without refund. Additional fines may be assessed for damage. MPRD will consider these below actions as violations (including but not limiting):

- Regular, recurring, and organized use of fields without a permit
- An activity taking place on a field other than what is included in their permit
- Field use of any kind when fields are closed by MPRD staff
- Misinformation given on Field Rental Application
- Unauthorized modification of the athletic field (includes creating lines with paint or chalk, any type of marking on the field and dragging)
- Damage to parking lots, bathrooms, landscaping or any other park and field structures or amenities on site
- Additional clean-up of the facility
- Violations of any Park Rules

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### Applicant Information

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Person Responsible (who will be on-site during rental): \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### Event Information (Additional list requests on back)

Event Name: \_\_\_\_\_

Field: \_\_\_\_\_

Approx. Attendance #: \_\_\_\_\_

spectators+participants

Date(s): \_\_\_\_\_

Time(s): \_\_\_\_\_

Lights?  Field Prep?  Concessions/Vendors?  Hanging Banners?  Sound System?

If yes, please specify request: \_\_\_\_\_

AGREEMENT: The undersigned hereby agrees to the following in with the Macedonia Parks and Recreation Department (MPRD):

- Rental fees are outlined in the rental policy, application does not guarantee field usage.
- If approved, renter must pay deposit to MPRD within 72 hours. The deposit will be applied to any damages occurred during rental or schedule changes not previously paid. If unused, deposit will be refunded within 30 days after final usage.
- Renter must submit proof of insurance, minimum \$1,000,000 liability policy with the City of Macedonia named as an additional insured. If this requirement is not fulfilled, the renter will not be allowed to play on any of the MPRD property.
- Renter must submit cancelations at least 21 days prior to rental date. Renter will be charged for schedule changes occurring less than 21 days prior to usage date. MPRD has the final decision on playable field conditions due to inclement weather or poor field conditions.
- Tournament games may not begin before 7:00am and must be completed by 11:00pm where lights are available, before dusk on all other fields.
- Renter must submit the activity requests no less than 14 days in advance to MPRD.
- Concessions will be operated by MPRD for activities and tournaments. If MPRD relinquishes operations, a separate fee is charged for those wishing to sell food items or use the concession stand. All Summit County Health laws must be followed.
- Parking, admission, or other relatable fees are prohibited.

In consideration of the City of Macedonia and MPRD I \_\_\_\_\_, the undersigned do hereby waive, release, save, and hold harmless, and indemnify the City of Macedonia, MPRD, their organizers, officers, employees, agents, and sponsors for any claims for damage for personal injury or loss of property which may be caused by any act or failure to act on the part of the City of Macedonia, MPRD, their organizers, officers, employees, agents, and sponsors. The undersigned further assumes the risk of all dangerous conditions in and around the City of Macedonia park property both real and personal and waive any and all specific notice of the existence of such dangerous conditions, if any. I have read, understand, and agree to abide by the policies pertaining to rental of the above facilities.

\_\_\_\_\_

\_\_\_\_\_

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www.macrec.com

Signature \_\_\_\_\_

Date \_\_\_\_\_



### Event Information

Event Name: \_\_\_\_\_

Field(s): \_\_\_\_\_

Date(s): \_\_\_\_\_

Time(s): \_\_\_\_\_

Lights?  Lining? If yes, please specify request? \_\_\_\_\_

### Event Information

Event Name: \_\_\_\_\_

Field(s): \_\_\_\_\_

Date(s): \_\_\_\_\_

Time(s): \_\_\_\_\_

Lights? Lining? If yes, please specify request? \_\_\_\_\_

### Event Information

Event Name: \_\_\_\_\_

Field(s): \_\_\_\_\_

Date(s): \_\_\_\_\_

Time(s): \_\_\_\_\_

Lights? Lining? If yes, please specify request? \_\_\_\_\_

Office Use Only:

Date: \_\_\_\_\_

Application Approved:  Yes  No

Authorized Signature: \_\_\_\_\_

Approved with the following exceptions and notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_