



Field Rental Application:

Date: _____

Organization

Name

Representative:

First Name

M.I.

Last Name

Birthday

Gender

Residence:

Street Address

City

State

Zip Code

Telephone Number / Email Address:

Primary Phone

Secondary Phone

Email Address

Emergency Contact:

Name

Phone Number

Relationship

Date Requested:

Residency (primary location of organization):

- City of Howell
 Oceola Township
 Genoa Township
 Marion Township
 Howell Township
 Other: _____ (please specify)

Rental For:

- Soccer
 Football or Flag Football
 Ultimate Frisbee
 Lacrosse
 Other _____

Field Needed:

- Page Field
 Oceola Township Athletic Field
 Genoa Township Athletic Field 1 (closest to parking lot)
 Genoa Township Athletic Field 2 (closest to highway)

Dates of Use

Times (start to finish)

1. _____
2. _____
3. _____
4. _____
5. _____

(if more dates are required, please use a separate sheet of paper.)

Fees:

Rental Rate: _____ # of rentals x \$70/hour = \$ _____

Lining will be invoiced per need.

Total Due: \$ _____

Athletic Field Facilities:

The Howell Area Parks and Recreation Authority operates and maintains a unique mix of athletic fields for lease by community organizations and individuals. The following Athletic Fields are within the Authority boundaries and are available:

Page Field:

This facility is located at 415 N. Barnard Street and is known as one of the premiere 11v11 soccer fields in the area.

Oceola Township Athletic Fields:

This facility is at 1577 N. Latson Road at the Oceola Township Hall has 8 - 6v6 soccer fields with goals, 4 - 3v3 soccer fields, and 1 - 11v11 (85 yard x 50 yard) field.

Genoa Township Athletic Fields:

This lighted outdoor facility at 2911 Dorr Road has two regulation size 11v11 soccer fields with goals.

Rental Rates:

Individual fields are available to rent at an hourly rate of \$70.00/hour in half hour increments. The collection of rental fees cover the cost of maintenance for the fields that are reserved for use by application only.

Additional Charges for Lining:

Additional charges will be incurred for specific lining that does not conform to already existing lining of the fields (fields are lined every two weeks). Please call Howell Area Parks & Recreation 72 hours prior to rental if additional lining is requested (lining fee will be applied). The Howell Area Parks & Recreation Authority reserves the right to change and update the lining on any of the fields listed above at their sole discretion.

Hours:

Our athletic Fields are available for rent from April to October as follows:

Page Field 8am-9pm (based on natural light)

Oceola Township Athletic Fields 8am-9pm (based on natural light)

Genoa Township Athletic Fields 8am-10pm

Parking:

Each athletic facility has generous parking spaces as well as designated areas for handicap parking. Please do not park behind the Township Hall buildings at Oceola or Genoa.

Priority Booking:

When not occupied by the activities of the Howell Area Parks & Recreation Authority, priority of use for scheduling is on a first-come, first-served basis.

Reservations:

All reservations will be on a first-come, first-served basis when rental fee and application approval has been submitted. All rental fees must be paid for at time of application and preferably 30 days prior to the scheduled event date. If you need to change dates or times, a \$20 administrative processing fee will be assessed per change.

Recurring Rentals:

Many organizations use our Athletic Fields on a weekly, monthly, and yearly basis. Application agreements will be accepted for the coming year beginning January 1st. You must prepay for all dates when application is submitted. There are no discounts for recurring rentals. Rental rates for the upcoming year will be set by November.

Application approval takes approximately two (2) business days to process. Once your application and payment has been processed and accepted, we will send an email to confirm the date and time of your event/function.

Submitting Your Application:

Applications for field rentals will NOT be taken by telephone. There are four ways to submit your application:

1. You may request a rental online: www.howellrecreation.org/facility-rentals
2. You can bring a copy of your signed application and cash, check, or credit card information to the Oceola Community Center during normal business hours.
3. You can mail form and payment to: Howell Recreation, 1661 N. Latson Rd. Howell MI 48843.
4. You may email a copy of your signed application to parksandrec@howellrecreation.org and you'll be contacted for payment..

If it is discovered that a renter is using the facilities without prior authorization, the organization's rental privileges will be suspended until further notice. In addition, a fee may be assessed. All players and spectators are expected to follow rental guidelines. Failure to do so may result in loss of facility privileges.

Cancellations/Refunds:

There are NO refunds if you cancel your application 30 days or less prior to your game, event, or function. There are also NO refunds if you do not show up on the day of your event. NO EXCEPTIONS. If you cancel prior to 30 days, a \$30 processing fee will be assessed to your rental. In the event of inclement weather beyond our control that requires the Howell Area Parks & Recreation Authority to cancel your activity, you will be issued a full refund OR we can issue you a voucher that may be used to re-book your game, event, or function with us at a time and date mutually agreed on within the next year. Refunds will be issued based on your original method of payment (cash & check payments will be issued check refunds, credit card payments will be credited back to the original card) and may take up to three weeks to process. The Howell Area Parks & Recreation Authority reserves the right to cancel an activity if we feel that it will be detrimental to the maintenance and safety of the fields and players.

Additional Rules & Field Use Policies:

Solicitation of funds is not permitted and no admission fees may be charged by individuals or groups without the prior written consent of the Howell Area Parks & Recreation Authority. The permit holder is responsible for the proper use of the facilities. Athletic Fields shall be left in the condition in which they were received. Normal clean up shall be performed by the applicant following use. Normal clean up shall include removal of all materials brought in, disposal of all trash in proper receptacles. Any cost incurred by the Authority for additional clean up shall be assessed to the permit holder.

Additional Rules & Field Use Policies:

Renters shall conduct themselves appropriately and be courteous to neighbors and other people in the surrounding area. Permit holder agrees to guarantee that the following rules will be observed by all individuals in attendance at the function/event. The permit holder accepts responsibility for assuring the following:

- Orderly behavior, no profanity, fighting, violence, or intimidation is allowed.
- Appropriate attire must be worn at all times.
- Financial responsibility for any damages due to use of the facilities.
- Responsibility to follow directions of staff/personnel.
- The activity is lawful and in conformity with regulations of Federal and State laws as well as local municipalities.
- All rules and regulations must be adhered to at all times. The following are prohibited at the Athletic Fields and failure to comply with this regulation will cause the said function/event to be closed immediately:
 - Possession or consumption of alcohol/drugs in and around the premises.
 - Smoking or Vaping.
 - Gambling for profit unless licensed by the Michigan Bureau of State Lottery.
 - Firearms, knives, or other weapons.
 - Use of areas other than ones designated on the permit.
 - Signage, banners, tents, etc.

Permit holders selling or serving food for events that are open to the public (free or for pay) must comply with current Livingston County Health Department regulations. Applications for a temporary food license can be obtained by calling the Livingston County Health Department at 517-546-9858. A copy of the temporary food license must be on file with HAPRA 5 days prior to your event/function date.

The permit holder understands and agrees that if at any time HAPRA determines that the activities pose a danger to persons or property, HAPRA shall have the right to close down all or part(s) of the function/event covered by this agreement. There will be no refunds to permit holder if the facility closes for these reasons.

HAPRA and its constituents shall not be liable for any injury or property damage occurring or to the demised premises or to any persons thereon resulting from (1) a loss of property by theft or burglary, (2) accidental damage to persons or property on or about the premises from the use of any utility on the premises, (3) any damage caused by action of the natural elements, or (4) damage or injury resulting from the conduct of employees/volunteers of the permit holder, whether negligent or otherwise.

Permit holder shall not make any claim against HAPRA for any loss or damage described herein. The Permit holder shall be responsible for the application of insurance proceeds, if any, to the repair or replacement of the premises or property thereon necessitated by any damages caused by the above circumstance, and if the injury was not insured against, the permit holder shall repair the demised premises or replace or repair property thereon at the sole expense of the permit holder.

HAPRA shall not be liable to the permit holder, or the agents, employees, customers, patrons, visitors, or guests of the permit holder. The permit holder understands and agrees that HAPRA reserves the right to nullify any/all applications and agreements within a 60 day grace period of function/event to generate space for Authority functions. The permit holder understands and agrees that HAPRA will be held harmless for any loss of profits or expenditures that may originate due to cancellation.

Information:

For more information, please contact Howell Area Parks & Recreation at 517-546-0693 ext. 0

HAPRA Rental Agreement:

1. I have received, read, and will abide by the rules and regulations of this agreement.

a. Reservations **Initial here** _____

b. Set Up/Clean Up **Initial here** _____

c. Other **Initial here** _____

2. I understand that I am responsible for all guests attending my event and will ensure that they follow the rules and regulations stated with this application.

3. I understand that if the rules and regulations are violated, my rental may be cancelled and/or offenders will be required to leave the fields.

4. I understand that there will be no refunds for my rental. If I need to transfer my rental date to another, I understand this must be done at least 1 week prior to the event and I will be assessed a \$20 fee that must be paid prior to the transfer being completed.

5. I certify that the information given in this application is true and accurate.

Signature

Date

We _____ agree to the rental rates listed. This agreement is good for the 2023 outdoor season. Prices are subject to change annually based on the anticipated increases in field maintenance costs, but all increases will be made public prior to the signing of a new agreement.