



## Civic Center Athletic Field Use Policy (Effective December 1, 2022)

NOTE: *Grand Traverse County Parks and Recreation herein referred to as "GTCPR".*

### **Field Preparation and Maintenance; Customer Orientation**

**Weekday:** Fields are groomed and striped by County staff Monday through Friday, only, for the first game/hour of rental on those days.

**Weekend:** Customers with weekend reservations are required to make arrangements to prepare their own fields. Supplies are available for weekend preparation only after: (1) Customer meets with the County Grounds Coordinator for a field prep and field supply orientation at least ten (10) days prior to the reservation, and (2) Customer completes a key sign-out form, and is issued a key by the Parks and Recreation Office for the supply room.

**Orientation Requirement, All Customers:** Regardless of weekend or weekday reservations, all Customers are required to schedule a Field Orientation with the Grounds Coordinator at least ten (10) days prior to reservation, to review Customer's expectations relative to the County's field maintenance requirements and procedures.

### **Inclement Weather**

**Weather-related Cancellations:** *When GTCPR cancels a Customer's field reservation due to inclement weather, GTCPR will issue a full refund. When a Customer anticipating inclement weather has canceled a reservation at least twenty-four (24) hours prior to the date and time of that reservation, then GTCPR only will charge for the first hour of a reservation per day, per field.*

**Stop Play When Thunder and Lightning Present:** As a matter of safety and precaution, all field and facility activities must come to a halt 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, NO EXCEPTIONS, and wait at least thirty (30) minutes from the last sound of thunder or sight of lightning before resuming play. Before deciding to continue play, Customer must determine whether enough time remains on the booked reservation to complete the field activity. If conditions persist, then Customer must cancel activity. The discretion of GTCPR's employees, supervisors, and officials, will be used when making such decisions.

### **Field Closures and Relocations**

- GTCPR reserves the right to close any field or facility at any time due to poor conditions or severe weather.
- GTCPR reserves the right to move rented field locations, if and as deemed necessary.
- Any Customer failing to honor any field closure or relocation by GTCPR is subject revocation of field use, and may be removed from the premises.

### **Concessions and Vendors**

**Concessions:** GTCPR retains sole and exclusive right to sell concessions at all of its parks, fields, and facilities. Should GTCPR choose not to provide concessions for an event, Customer must receive at least ten (10) days' prior approval from the GTCPR Director before bringing in vendors, with the understanding that GTCPR shall receive ten (10) percent of all gross receipts.

**Vendors/Novelty Sales:** Sale of t-shirts, hats, and other novelties by Customer shall have prior approval of Grand Traverse County Parks and Recreation Parks' Director. The County shall receive ten (10) percent of gross receipts from all such sales.



## **Insurance and Participant Waiver Requirements**

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

1. Grand Traverse County shall be identified as an additional insured;
2. liability limits shall be \$1 million (\$1,000,000), combined single-limit for personal injury and property damage;
3. rental dates must be covered by insurance;
4. League coordinator, or president shall file with the Grand Traverse County Parks and within thirty (30) days prior to start of reservation (or on a date agreed upon between Customer and GTCPR Director), certificate(s) of insurance indicating coverage that is in force prior to start of field use

**Waivers:** Customer is required to have all participants sign an accident waiver and release of liability, prior to each program/event. Customer may incorporate the content of Parks waivers into its own participant waiver or registration documents, provided that:

- a. all material terms, rights, and obligations contained in the Grand Traverse County forms are included in full and without substantive modification,
- b. the waiver clearly identifies Grand Traverse County, its elected and appointed officials, employees, volunteers, representatives, and agents as released and indemnified parties

It is the responsibility of the Customer to ensure that all participants (or their parent/legal guardian, in the case of minors) execute the approved waiver prior to engaging in any activities on County property.

If Customer does not have a prepared waiver, GTCPR can provide examples to Customer.

## **Park Rules**

All Customers and all participants in events on fields used by Customers are required to follow the *Grand Traverse County Parks and Recreation Commission Rules* which govern activities at Civic Center Park.

## **Parking and Vehicles**

- Driving and parking only is allowed in parking lots and driveways.
- No unauthorized vehicles are permitted to park or drive on the grass, sidewalks, trails, fields, etc. on Civic Center property.
- Parking of cars and traffic control is the responsibility of the Customer, as approved by the GTCPR Director.
- GTCPR has the right to contact a towing vendor to remove any unauthorized vehicles from unauthorized parking areas.

## **Clean-up**

- Normal clean-up following an event shall be performed by Customer. A basic guideline is to leave area in the same condition as it was rented.
- All waste paper and other rubbish must be deposited in the appropriate receptacles.
- If fields are located in an area without nearby trash receptacles, then all trash must be packed out by users. Trash is not to be left next to garbage disposal bins or on grounds.
- Customers with full-day reservations are solely responsible for emptying garbage disposal bins as they fill up during their reserved time. (Contact GTCPR for instructions.)
- If additional clean-up is required upon conclusion of use, an additional fee of \$50 per hour will be charged by GTCPR, and billed by invoice to Customer.

## Equipment

No signage, banners, tents, equipment, or other items may be located on the property, unless the use and location of item has received prior approval from GTCPR Director in the use agreement.

## Advertising

All advertising (except that which is incidental to the event/tournament) and all sale of merchandise or other materials is forbidden on premises, unless specific approval is obtained from GTCPR Director within thirty (30) days prior to reservation.

## Important Phone Numbers

- Grand Traverse County Parks and Recreation Office at Civic Center Park: 231-922-4818
- City of Traverse City Police Department's Non-emergency: 231-922-4550

## Field Dimensions and Map

### Civic Center Field Dimensions

Field	Foul Pole	Base Distance	Pitching Mound
Multi-purpose Field 1	N/A	N/A	N/A
Softball Field 2	LF 295' RF 272'	65'	50'
Softball Field 3	LF 280' RF 280'	65'	50'
Baseball Field 4	LF 170' RF 180'	60'	46'
Baseball Field 5	LF 165' RF 185'	60'	46'
Baseball Field 6	LF 180' RF 180'	60'	46'
Baseball Field 7	LF 180' RF 180'	60'	46'
Baseball Field 8	LF 230' RF 225'	80'	60' 6"

## Civic Center Map

