



**MIDDLEFIELD RECREATION**

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## FIELD RENTAL GUIDELINES

### RESERVATIONS

The Recreation Director or Program Supervisor must approve all reservations for baseball/softball fields, following the Cardinal High School baseball/softball season, as well as prior to and during the Geauga County Youth Baseball & Softball Association's season.

All reservations should be submitted to the Middlefield Recreation Department Staff. All reservations are subject to priority, field capacity and field maintenance. Field availability and preparation time are both considering factors. Recreation Department events and programs have priority over any other. **NO ONE CAN USE THE FIELD PRIOR TO APPROVAL.**

Reservations are only accepted through the completion of a signed rental agreement form. Permits will be issued to the party reserving the field. You must give **48 hours' notice** to reserve a field. Reservations for field use on the upcoming weekend must be made ***no later*** than **Wednesday by 4 p.m.** of the same week. Reservations can be made in person at the Municipal Center during regular business hours. Regular office hours are Monday through Friday from 8:00 a.m. to 4:00 p.m. Or online at [https://middlefieldrec.activityreg.com/ClientPage\\_t2.wcs](https://middlefieldrec.activityreg.com/ClientPage_t2.wcs)

All fees are due with the application at the time of reservation in accordance with reservation procedure. The type of use determines the rental fee.

Fields may be rented for prime time use only (see Rental Rates page 2).

Only a single field may be reserved for the reservation date with the exception of Sports leagues and private organizations that require ongoing use which must participate in the **Extended Use Facility Allocation** process.

All applications must be approved by a staff member from the Recreation Department before requested field use will be placed on the calendar. If a member of the Recreation staff is not available to approve a permit, the renter may leave the **application and payment** in the drop slot outside Village Hall and wait for approval (renter will be contacted by phone) or reserve and make payment online at [https://middlefieldrec.activityreg.com/ClientPage\\_t2.wcs](https://middlefieldrec.activityreg.com/ClientPage_t2.wcs). **PERMITS WILL NOT BE ACCEPTED WITHOUT PAYMENT.** If the application is not approved by the Recreation Staff a full refund will be issued (see Cancellations page 3). **The renter understands that they must abide by all field reopening protocol listed on the attached sheet titled "Field Rental Protocol." In the event a complaint is made and the event is shut down for not following the guidelines there will be NO fee refunded and a loss of rental privilege will be in place until the protocol procedures are lifted.**

Extended rental opportunities (i.e.: leagues, tournaments, travel teams, etc.) must be submitted at least 2 weeks in advance. Consideration will be given to all rental requests submitted on time but will be evaluated based on a first come basis. **All extended use field requests must include the following:**

- ❖ **Name of the organization/team.**
- ❖ **Contact person(s) with home address and phone number.**
- ❖ **Complete roster with verifiable addresses and phone numbers for each member of the organization/team (IF APPLICABLE).**

- ❖ **Field(s) requested and the park that fields are located in if known.**
- ❖ **Days and times requested.**
- ❖ **Proof of insurance in the amount of coverage required by the Village (1,000,000 single limit coverage) naming The Village of Middlefield as additional insured, before the permit will be approved.**

**SINGLE RENTAL RATES**

The rates below reflect single rentals and must be paid prior to event.

<b>Softball &amp; Baseball</b>	
<b>Prime-Time Field Rental:</b>	\$50 (includes bases & setup)*
<b>Prime-Time Field Rental w/Lights:</b>	\$100 (includes bases & setup)*

**EXTENDED RENTAL RATES**

Organizations/Individuals wishing to rent fields for tournaments or for an extended basis are required to enter into a Contractual Agreement with the Middlefield Recreation Department. A 10% deposit may be required.

**TRASH DISPOSAL**

Trash cans are available upon request. As a renting party you may be required to supply 55 gallon drum liners and dispose of all of your trash in the dumpsters located at Mineral Lake Park; leaving the requested cans empty upon departure.

**AVAILABLE FIELDS**

The following fields are available for rental reservations:

**Mineral Lake Park**

- ❖ **Marcu Field 4** – Little League (9 &10yrs) & 10-under Softball
  - 60’ base paths
  - 46’ pitcher’s mound
  - 150’ outfield fence
  - Concession Stand
- ❖ **Marcu Field 3** – Tball, Pee Wee & 10-under Softball
  - 60’ base paths

**Yoder Brothers Sports Complex**

- ❖ Multi-use field
  - 60’, 65’, 70’, 80’, 90’ base paths
  - 60’6” pitcher’s mound
  - 405’ outfield fence

**Lighted Softball Field**

- ❖ Field 7 – Multi-use field
  - 60’, 65’, 70’, 80’, base paths
  - 54’ pitcher’s mound
  - 280’ outfield fence
  - Concession Stand

**CONCESSIONS**

There will be NO CONCESSION SALES while the field rental protocols are in place.

**FIELD PREPARATION/MAINTENANCE & CONDITIONS**

Field preparation or maintenance by renting organizations WILL NOT be permitted.

All field usage is based on weather and surface conditions. Conditions deemed unfit for play is at the discretion of Recreation staff and all decisions made are final. Renters must adhere and obey these decisions.

*With the exception of hand drags, rakes and liners; no apparatus or equipment may be located on the sport fields unless the use and location of equipment has received prior approval and the facility permits states the approval.*

Private vehicles may **not** be driven or parked on turf surfaces, sidewalks, service driveways or emergency zones.

#### Field 7 Light Policy

The lights on field 7 are on a timer system that is activated by an employee of the Village on the date in which they have been reserved. Additionally they are operated by an automated system activated by an electronic eye that senses darkness. Lights will not come on prior to dusk (which is around 9pm).

The lights will shut off at 11:00pm according to Village ordinance. If the lights malfunction ALL GAMES ARE CANCELED. Please call 440-488-7572 to report the problem. Renters will be given the choice of a full credit to be applied to another day or partial refund of \$50. \*Light repairs will take place during regular business hours ONLY.

### CANCELLATIONS

Middlefield Recreation reserves the right to cancel any reservation due to field conditions or any other reason deemed necessary. The renter will not be charged in situations where Middlefield Recreation cancels the reservation. If this occurs the rental group will be refunded or credited for all time not used. You will receive a refund in the form of a Village check within 4-6 weeks, according to the Finance Department's bill-paying schedule.

If the cancelation of the event occurs due to the renter not following the provided and posted protocol the renter will forfeit their rental fee and will not be permitted to rent a field until after the protocol is listed.

Those permit holders wishing to cancel field reservations must give **24 hours' notice** in order to receive a **credit for all time not used**. **Credits will not be issued to those individuals/organizations that do not follow this procedure.**

### GENERAL USE GUIDELINES

The Middlefield Village & CLSD Athletic Fields require special consideration to maintain them in the best possible condition. The following rules and regulations are in place to preserve the integrity of the fields for the best interests of all users. Failure to comply with these rules and regulations may jeopardize your group's future use of Middlefield Village & CLSD Athletic Fields.

- ❖ Middlefield Recreation reserves the right to immediately terminate the use of fields and the user agrees to immediately vacate the premises upon notification of termination for failure to adhere to the rules and regulations or COVID-19 Protocol.
- ❖ The permit and the responsible party (18 years of age or older) must be on-site when the field is being used.
- ❖ League Coordinators, Presidents, Tournament/Event Directors, etc. are directly responsible for informing team managers, coaches, players and spectators of policies of field usage.
- ❖ Users, its members, guests and invitees will show respect and sportsmanship towards staff, officials, opposing team(s) and spectators.
- ❖ The Recreation Department must approve admission fees, requests for donations, and sales of merchandise, prior to the start of an event. The Recreation Department reserves the right to assess a percent of the proceeds.
- ❖ User groups requiring additional/special services (diamond dry, extra field maintenance etc.), will be assessed an additional fee. Only facilities applied for may be used.
- ❖ The Middlefield Recreation maintenance staff will provide all field maintenance. **User groups will be allowed to hand drag, rake, and line ONLY.**

- ❖ User groups will make decisions to cancel practice, games, and tournament/special events due to weather and/or field conditions. The Recreation Department will have the FINAL decision.
- ❖ Failure to refrain from organized play or practice on a closed field WILL result in the loss of future field use privileges.
- ❖ User groups must vacate fields and dugouts upon the conclusion of their scheduled rental time. Fields may be reserved for further use by other rental groups following. Please use social distancing protocol when entering and exiting the fields.
- ❖ User groups must leave the park in/facility in satisfactory condition (clean and free of damage). All litter and garbage must be disposed of properly. User groups damaging city/school property will be held responsible for the cost of repair, replacement, or clean up.
- ❖ Smoking or the use of any kind of tobacco product shall be prohibited on or near all Village of Middlefield and CLSD fields.
- ❖ No alcoholic beverages are permitted within the Village's or CLSD Athletic Fields or parks.
- ❖ User groups may not store items on Village of Middlefield or CLSD property during or after your event. The Village of Middlefield and CLSD is not responsible for any lost or stolen property.
- ❖ Parking is permitted in designated parking areas only. All vehicles improperly parked are subject to be towed at the owner's expense.
- ❖ The Village of Middlefield is not responsible for loss, theft or damage to vehicles.
- ❖ Participants, children and spectators must be under supervision of user group's representative throughout the entire scheduled event and also adhering to the Baseball Field Rental COVID-19 Protocol.
- ❖ No hitting into fences with baseballs or softballs
- ❖ Climbing fences is prohibited.
- ❖ Additional rules and regulations may be required for a specific athletic facility.
- ❖ ALL FIELD USE MUST END BY 11:00PM INCLUDING THE LIGHTED FIELD.
- ❖ Users agree to indemnify, defend, and save harmless The Village of Middlefield, its agents, and employees from and against any accident, injury, including death, and or loss of property or damage to neighboring property.
- ❖ Failure to comply with park regulations may cause the cancellation of reservation and forfeit the right to use Village facilities in the future. Permits are revocable at any time for violation of rule, ordinance, or state law.

**Extended Field Use Agreement Contract**

I have applied for field use as a legal representative of \_\_\_\_\_.  
I hereby certify, on behalf of my organization, that we understand and agree:

1. To accept the terms and conditions outlined in the Athletic Field Rental Guide and the Field Rental Protocol Guide.
2. To abide and enforce all guidelines and regulations listed in the Athletic Field Rental Guide, and inform our members of the guidelines & regulations.
3. To pay the required fees and deposits as listed in the Athletic Field Rental Guide at the time of the rental.
4. To schedule our organization’s activities on the Village of Middlefield’s and Cardinal Local School District fields on only the hours and dates assigned for our use through the Middlefield Recreation Department.
5. To procure and maintain for the duration of the agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the use of the premises.
6. To defend, indemnify and hold harmless the Village of Middlefield and Cardinal Local School District, their officers, officials, employees, and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for the loss or damage to school property, which arises out of the use of premises or from any activity, work or thing done, permitted, or suffered by User in or about the premises, except only such injury or damage as shall have been occasioned by the sole negligence of the Village or CLSD.

I agree and understand that permission to use the facilities granted may be revoked or canceled at any time by the Middlefield Recreation Department or Cardinal Local School District and our association or league will have no claim or right to damages or reimbursement for any loss, damage, or expense resulting from revocation or cancellation.

I agree and understand that our organization has no right or authority to sublet field space to other organizations or individuals.

I have read and understand all conditions, rules, and regulations specified in the 2020 Athletic Field Rental Guide and this Agreement Contract. I am authorized to sign on behalf of group listed above.

Name \_\_\_\_\_ Organization \_\_\_\_\_  
PLEASE PRINT

Signature \_\_\_\_\_ Date \_\_\_\_\_

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**FOR STAFF USE ONLY**

Administrative Signature \_\_\_\_\_ Date \_\_\_\_\_



## **Village of Middlefield – Field Rental Protocol**

**It is the responsibility of the renter to distribute/share these requirements prior to the event with all players, coaches, spectators and officials before their arrival at the venue.**

### **Arrival to Venue (All participants and spectators)**

- 1) Adhere to six-foot physical distancing while at the field.
- 2) Prior to coming to the field a self-evaluation symptom check MUST be done. Anyone experiencing symptoms must stay home.
- 3) No team water coolers or shared drinking stations.
- 4) Compliant game balls must be designated to each team for use while that team is playing defense. (each team uses their own ball)
- 5) Prior to competitive tournaments, the Village of Middlefield WILL alert the local health department of the event.

### **Players and Coaches**

- 1) Coaches and players must adhere to physical six-foot distancing except when the ball is in play.
- 2) Per 5/22/2020 guidelines it is recommended that Coaches must wear face coverings at all times.
- 3) Per 5/22/2020 guidelines it is recommended that Athletes must wear face coverings at all times while not actively participating in the field of play.
- 4) Must ensure that players are following COVID-19-related prevention measures listed in this protocol.
- 5) No team water coolers or shared drinking stations
- 6) Must adhere to six foot social distancing practices off the field of play.
- 7) Must wear face coverings at all times when not actively participating in the field of play.
- 8) Must not share water or equipment. Belongings should be used only by the individual owner or operator including, but not limited to water bottles, gloves, bats, hats, and other on- and off-field gear.
- 9) No touch rule – players should refrain from high fives, handshake lines, and other physical contact with teammates, opposing players, coaches, umpires, and fans. A “tip the cap” can be used following the game in lieu of the handshake line.
- 10) No spitting or eating seeds, gum, other similar products.

## Umpires

- 1) Must adhere to six-foot social distancing practices when interacting with players, coaches, and spectators off the field of play.
- 2) Must wear face coverings at all times.
- 3) Must avoid exchanging documents or equipment with players, coaches, or spectators.

## Spectators

- 1) Stay home if you are sick or do not feel well.
- 2) Arrive no more than 10 minutes early or wait in designated waiting areas or in your car.
- 3) Use social distancing and maintain at least six-feet between individuals in all areas.
- 4) Do not gather in groups of more than 10.
- 5) Do not enter player areas.

## Leaving the Field

- 1) Team meetings should occur virtually or over the phone rather than in a team huddle.
- 2) Athletes are strongly recommended to travel to the venue alone or with a member(s) of their immediate household, if possible. Face coverings are strongly recommended for individuals traveling to and from the venue.
- 3) Team meals should not occur at the field.
- 4) Individuals should not congregate in common areas or parking lot following the event or practice
- 5) Umpires should adhere to social distancing practices when interacting with players, coaches, and spectators off the field of play.
- 6) Individuals should not exchange items.

**If the cancelation of the event occurs due to the renter not following the provided and posted protocol the renter will forfeit their rental fee and will not be permitted to rent a field until after the protocol is listed.**



# Responsible RestartOhio

## Baseball, Softball & Batting Cages



### Mandatory

#### Arrival to Venue

- **All participants, spectators, and employees must adhere to six-foot physical distancing while at the facility/course.**
- Must conduct daily symptom assessments by coaches and players (self-evaluation). Anyone experiencing symptoms must stay home.\*
- No team water coolers or shared drinking stations.
- Compliant game balls must be designated to each team for use while that team is playing defense.
- Prior to competitive tournaments, event owners must alert the local health department of the event.
- These requirements must be shared prior to the event with all players, coaches, spectators, officials, and employees prior to their arrival at the venue.

### Recommended Best Practices

- Digital check-in and registration for all events.
- Lineups should be entered online or by spoken word and recorded by officials/umpires without exchanging any physical documents with coaches or players.
- Athletes are strongly recommended to travel to the venue alone or with a member of their immediate household.

#### Practice

- **Coaches and players must adhere to physical six-foot distancing except when the ball is in play.**
- Must conduct daily symptom assessments by coaches and players (self-evaluation). Anyone experiencing symptoms must stay home.
- No team water coolers or shared drinking stations.

- Coaches should wear face coverings at all times.
- Athletes should wear face coverings at all times while not actively participating in the field of play.
- Face coverings are strongly recommended for any spectators.
- For each practice session, it is recommended that coaches divide players into groups and establish rotating shifts when possible.
- Athletes should bring individual water containers.
- Virtual meetings should be considered when possible.
- Athletes are strongly recommended to travel to the venue alone or with a member(s) of their immediate household, if possible. Face coverings are strongly recommended for individuals traveling to and from the venue.
- Whenever possible, equipment and personal items should have proper separation and should not be shared. If equipment must be shared, proper sanitation should be administered between users.

#### Athletes

- **Must adhere to six foot social distancing practices off the field of play.**
- Must conduct daily symptom assessments by coaches and players (self-evaluation). Anyone experiencing symptoms must stay home.\*
- Must not share water or equipment. Belongings should be used only by the individual owner or operator including, but not limited to water bottles, gloves, bats, hats, and other on- and off-field gear.
- No touch rule – players should refrain from high fives, handshake lines, and other physical contact with teammates, opposing players, coaches, umpires, and fans. A “tip the cap” can be used following the game in lieu of the handshake line.

- Should wear face coverings at all times when not actively participating in the field of play.
- Hand washing or hand sanitizing, in the absence of soap and water, are strongly recommended for athletes during the games.
- Whenever possible, equipment and personal items should have proper separation and should not be shared. If equipment must be shared, proper sanitation should be administered between users.
- Consider prohibiting spitting, eating seeds, gum, or other similar products.

\*Per the CDC, symptoms include cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, and new loss of taste or smell.

## Mandatory

### Spectators

- **Must adhere to six foot social distancing practices. This includes in and around bleachers for anyone not in the same family.**
- Must conduct daily symptom assessments (self-evaluation). Anyone experiencing symptoms must stay home.\*
- Must not enter player areas (on the field of play or bench areas).
- Must keep six-feet or more distance from the backstop.

### Coaches

- **Must adhere to six-foot social distancing practices.**
- Must conduct daily symptom assessments by coaches and players (self-evaluation). Anyone experiencing symptoms must stay home.
- No touch rule – coaches should refrain from high fives, handshake lines, and other physical contact with teammates, opposing players, coaches, umpires, and fans. A “tip the cap” can be used following the game in lieu of the handshake line.
- Must ensure that players are following COVID-19-related prevention measures included herein.

### Umpires/ Officials

- **Must adhere to six-foot social distancing practices when interacting with players, coaches, and spectators off the field of play.**
- Must conduct daily symptom assessments (self-evaluation). Anyone experiencing symptoms must stay home.
- Must avoid exchanging documents or equipment with players, coaches, or spectators.

### Leaving the Venue

- Individuals should not congregate in common areas or parking lot following the event or practice
- Umpires should adhere to social distancing practices when interacting with players, coaches, and spectators off the field of play.
- Individuals should not exchange items.

### Confirmed Cases

- Immediately isolate and seek medical care for any individual who develops symptoms.
- Contact the local health district about suspected cases or exposure.
- Organizer must maintain a complete list of coaches, players, and employees present at each event to include the date, beginning and ending time of the event, plus name, address, and phone contact to be made available upon request from local health district.

## Recommended Best Practices

- Strongly recommended to wear face coverings at all times.
- Hand washing or hand sanitizing, in the absence of soap and water, is recommended strongly during the games.

- Should wear face coverings at all times.
- Coaches should ensure the players are adhering to social distancing in dugouts and other seating areas and wearing face coverings while not actively participating on the field of play.
- Whenever possible, equipment and personal items should have proper separation and should not be shared. If equipment must be shared, proper sanitation should be administered between users.
- Consider prohibiting spitting, eating seeds, gum, or other similar products.

- Should wear face coverings at all times.
- Digital check-in and registration for all events.
- Umpires calling balls and strikes should allow adequate distance behind the catcher while still able to perform their duty.

- Team meetings should occur virtually or over the phone rather than in a team huddle.
- Athletes are strongly recommended to travel to the venue alone or with a member(s) of their immediate household, if possible. Face coverings are strongly recommended for individuals traveling to and from the venue.
- Team meals should only occur in compliance with the guidelines issued for restaurants in the state of Ohio.

- Work with local health department to identify potentially infected or exposed individuals to help facilitate effective contact tracing/notifications.
- Once testing is readily available, test all suspected infections or exposures.
- Following testing, contact local health department to initiate appropriate care and tracing.