

## FIELD RENTAL GUIDELINES

### RESERVATIONS

The Village of Middlefield must approve all reservations for baseball/softball fields, following the Cardinal High School baseball/softball season, as well as prior to and during the Youth Baseball & Softball season. All reservations should be submitted to the Village of Middlefield 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.

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 **72 hours notice** to reserve a field. Reservations for field use on the upcoming weekend must be made **no later** than **Tuesday by 3:30 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.

All fees and deposits 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 Rental** process.

All applications must be approved by a staff member from the Village before requested field use will be placed on the calendar. If a member of the Village staff is not available to approve a permit, the renter may leave the **application and payment** with the front desk staff and wait for approval (renter will be contacted by phone). **PERMITS WILL NOT BE ACCEPTED WITHOUT PAYMENT.** If the application is not approved by the Village Staff a full refund will be issued (see Cancellations page 3).

### SINGLE RENTAL RATES

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

#### **Softball & Baseball**

**\$250 deposit (refunded after event) for non-village residents using the field. Deposit will only be returned if field and grounds are left in good condition free of trash and without damage.**

<b>Prime-Time Field Rental, with renter raking after play:</b>	\$50 (includes bases & lining)*
<b>Prime-Time Field Rental without renter raking after play:</b>	\$150 (includes bases & setup)*
<b>Prime-Time Field Rental w/Lights &amp; with renter raking after play:</b>	\$100 (includes bases & lining)*
<b>Prime-Time Field Rental w/Lights &amp; without renter raking after play:</b>	\$200 (includes bases & lining)*

### EXTENDED RENTAL RATES –(2 or more consecutive days or Leagues)

Organizations/Individuals wishing to rent fields for tournaments or for an extended basis are required to enter into a Contractual Agreement with the Middlefield-Cardinal Recreation Department. A \$50 rental fee if raking (\$150 without raking) or \$100 rental fee for field with lights with raking (\$200 rental fee without renter raking after play) per day is required plus a \$250 deposit is required per day unless authorization from the Village Administrator is given.

**Extended Rental** Extended Rental opportunities (i.e.: leagues, tournaments, travel teams, etc.) must be submitted at least 60 days 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.
- ❖ Event Contact person(s) who is/are responsible for the rental with verifiable home and mailing address and contact 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.
- ❖ Signature of Event Contact Person acknowledging responsibility for event and any event damage (if applicable).

**TRASH DISPOSAL**

Trash cans are available upon request. As a renting party you may be required to supply a trash dumpster to dispose of all of your event trash depending on the size and length of the rental.

**AVAILABLE FIELDS**

The following fields are available for rental reservations:

**Mineral Lake Park**

- \_\_ **Marcu Field 2** – Little League (9 & 10yrs) & 10-under Softball
  - 60’ base paths
  - 46’ pitcher’s mound
  - 150’ outfield fence
  - Concession Stand
- \_\_ **Marcu Field 1** – 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 (additional permit required for use)



## CONCESSIONS

Sale of refreshments at any athletic event that requires approval from the Middlefield Village Staff is by permit **only**. Concession permits must be received 48 hours in advance at the Middlefield Municipal Center Office. All concessions are subject to Board of Health ((440) 285-2228 ext. 6578) and fire department (440) 632-1907 regulations.

**Concession Stand rates:** \$25 per day

## FIELD PREPARATION/MAINTENANCE & CONDITIONS

Field preparation or maintenance by renting organizations WILL NOT be permitted unless prior approval is received.

All field usage is based on weather and surface conditions. Conditions deemed unfit for play is at the discretion of Village/Cardinal 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

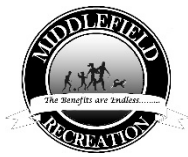
The lights on field 7 are on a timer system that is activated by an employee of the Village on the date in which they have been reserved. Additionally they are operated by an automated system activated by an electronic eye that senses darkness. Lights will not come on prior to dusk (which is around 9pm).

The lights will shut off at 10:00pm according to Village ordinance. If the lights malfunction ALL GAMES ARE CANCELED. Please call (440) 632-5248 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 Village reserves the right to cancel any reservation due to field conditions. The renter will not be charged in situations where the Village 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.

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. (initial each line)

- Middlefield Village 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.
- Once school is in session, only weekend rentals.
- The permit and the responsible party (25 years of age or older) must be on-site when the field is being used.
- The renter is directly responsible for the event and is directly responsible for informing League Coordinators, Presidents, Tournament/Event Directors, 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 Village must approve admission fees, requests for donations, and sales of merchandise, prior to the start of an event. The Village of Middlefield 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 rented for may be used.
- The Village 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 Middlefield-Cardinal Recreation Program will have the FINAL decision.
- Failure to refrain from organized play or practice on a closed field may result in the loss of deposit and 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 immediately following. Please use your best judgment and courtesy when entering and exiting the fields.



- User groups must leave the park/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. Any costs above the deposit will be assessed to the Event contact person listed on this application for payment.
  
- Smoking or the use of any kind of tobacco or electronic cigarette 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, unless approved by the Middlefield-Cardinal Recreation Program. 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.
  
- 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/group, that we understand and agree:

1. To accept the terms and conditions outlined and initialed in the Athletic Field Rental 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
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-Cardinal Recreation Program.
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 Village of Middlefield 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.

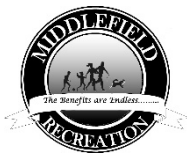
I have read and understand all conditions, rules, and regulations specified in the Athletic Field Rental Guide and this Agreement Contract. I am authorized to sign on behalf of group listed above.

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

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

**FOR STAFF USE ONLY**

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



**FIELD RENTAL APPLICATION**

Must be filled out completely to be valid

NAME OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_

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

**REQUESTED FIELD:**

Mineral Lake Park

- Marcu Field 2** – Little League (9 & 10yrs) & 10-under Softball
  - 60' base paths
  - 46' pitcher's mound
  - 150' outfield fence
  - Concession Stand

- Marcu Field 1** – 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

Please choose base path length & Write above

Lighted Softball Field

- Field 7 – Multi-use field
  - 60', 65', 70', 80', base paths
  - 54' pitcher's mound
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Please choose base path length & Write above

DATE(S) REQUESTED(if more room is needed list on page 8) \_\_\_\_\_

TIME REQUESTED \_\_\_\_\_

\_\_\_ GAME    \_\_\_ PRACTICE    CONCESSIONS \_\_\_ YES \_\_\_ NO

The Village Administrator reserve the right to waive the rental fee and or deposit if deemed appropriate. The permit holder will leave the field in a clean, neat condition. If it is necessary for the Village to provide cleaning services following the reserved activity, the permit holder may be charged an additional fee and a review of future use by the permit holder will occur. Village Administrator reserve the right to assess any additional fee if the facility is damaged due to intentional or malicious neglect. The Middlefield Cardinal Recreation Program/Middlefield Village Officials also reserve the right to cancel, deny or revoke any future permits for any of its facilities if deemed appropriate.



MIDDLEFIELD- CARDINAL RECREATION PROGRAM  
E-mail: cnaftzger@middlefieldohio.com

Phone: (440) 632-5248  
Fax: (440) 632-0591  
14860 N State Avenue  
Middlefield, Oh 44062

I agree 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.

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE

- Office Use Only -

PERMIT APPROVED: \_\_\_ YES \_\_\_ NO

REASON FOR NON-APPROVAL \_\_\_\_\_

\_\_\_\_\_  
Total Rental Amount: \$ \_\_\_\_\_

Method of Payment: \_\_\_ Cash \_\_\_ Credit Card \_\_\_ Check

Total Deposit Amount: \$ \_\_\_\_\_

\_\_\_\_\_  
ADMINISTRATIVE SIGNATURE

\_\_\_\_\_  
DATE

If More Room is needed for Rental Dates Please list below: