Baseball / Softball Field Reservation

Information for 2020 Season

City of Rochester Hills
Parks & Natural Resources

12-12-19 updated 1-28-20
Info for each following year will be posted ASAP each year in mid December.

Web Updates notification: "Notify Me" - sign up for web updates of your choice by email notification:

<table>
<thead>
<tr>
<th>Sports Field Calendars</th>
<th>Access various sports calendars to view which fields have already been reserved and which are still available.</th>
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</thead>
<tbody>
<tr>
<td>Sports Fields Information</td>
<td>Receive notifications when information regarding the various sports fields available in the city parks has been updated.</td>
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</tbody>
</table>

1. All field reservations for all the City of Rochester Hills parks will be handled by Borden Park Staff. For information, please contact us by phone or email (see contact info below).

2. PROOF OF INSURANCE:
We will not issue any field permit to you UNLESS we have first received your correct certificate of insurance.
- Due to the very specific text requirements, we suggest you take care of the insurance requirements as soon as possible to avoid any last minute surprises.
- For insurance requirements and example, please visit our web site.
- For AABC and USSSA insurance contact information, please visit [https://www.rochesterhills.org/DocumentCenter/View/10086](https://www.rochesterhills.org/DocumentCenter/View/10086).
- You can start that process at any time, even before requesting any fields.

3. AVAILABILITY:
Please visit our web site:
During the year this web page is updated regularly and should give you a fairly good idea about field availability before you contact our office. Please sign up for Web Updates notification: "Notify Me”.

Borden Park availability:
Two hardball diamonds + two softball diamonds.
Any day starting Monday, April 6,
except for fields/times already reserved by RARA.

**NOTE:** Availability may increase after RARA finalizes its schedule for the Borden fields.
Please check back on our Field Availability Calendars at any time.
Or sign up for Web Updates notification: “Notify Me”

For diamond sizes and base distances, please visit our Base distances map
No fields available at Borden on Monday June 22 thru Monday June 29 due to the Festival of the Hills fireworks.

Avondale Park availability:
Any day starting Monday, April 6 through October.
This one diamond accommodates up to 85’ bases.
For diamond sizes and base distances, please visit our Base distances map
No fields available at Avondale on Monday June 22 thru Monday June 29 due to the Festival of the Hills fireworks.

Helen Allen Park availability:
Any day starting Monday, April 6 through October.
The NORTH diamond (HA #1 North) accommodates up to 80’ bases.
The SOUTH diamond (HA #2 South) accommodates up to 65’ bases.

**NOTE:** both fields have a permanent, *non-removable* pitching rubber at 50 feet.
For diamond sizes and base distances, please visit our Base distances map
No fields available at Helen Allen on Monday June 22 thru Monday June 29 due to the Festival of the Hills fireworks.
4. **APRIL SETUPS:**
   *April setups* are subject to Maintenance Staff availability and can be done *only* for league *games* (not for practices and scrimmages).

5. **DEADLINE:**
   *New this year!* We will **NOT** accept any requests for *PRACTICES* and *SCRIMMAGES* until **AFTER** all requests for *GAMES* have been processed and Availability Calendars (reflecting what *GAMES* have been scheduled) have been posted on our web site.

<table>
<thead>
<tr>
<th>Deadline</th>
<th>Please note:</th>
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<tbody>
<tr>
<td>League Games (no scrimmages)</td>
<td>Friday, January 3, 2020 at 9 AM</td>
</tr>
<tr>
<td>Practices + Scrimmages</td>
<td>Monday, January 13, 2020</td>
</tr>
<tr>
<td></td>
<td>• <em>Availability Calendars</em> should be posted on our web site. Please use <em>Notify Me</em> to be notified about the web page update.</td>
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<tr>
<td></td>
<td>• <em>Practice requests submitted before Monday January 13 will be returned unprocessed.</em></td>
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<tr>
<td></td>
<td>Monday, January 27, 2020 at 9 AM</td>
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<tr>
<td></td>
<td>• You may <em>NOT</em> submit before <em>Availability Calendars</em> have been posted on our web site.</td>
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<tr>
<td></td>
<td>• Submit on a separate sheet from any game requests.</td>
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</tbody>
</table>

Please note these deadlines are only for the first round of field requests. You may still submit field requests at any time during the year if you missed these first deadlines. Those “late” requests will be processed separately (please visit [How to Reserve a Sports Field](#)).

6. **HOW TO SUBMIT YOUR REQUEST:**
   - You must use the *Ball Diamonds Reservation Request Form*, which is available as a “fillable pdf” on our web site. You can save it and email it as an attachment (or print it and scan/mail/email it).
   - Please make sure to include *all* information on the form to avoid delays in processing your request.
   - Submit your list in person, send it by email (preferred), or snail mail it to the contact listed below.
   - Any incomplete forms or lists received or submitted after the above deadline will disqualify your request from being processed with other requests from equal Categories with the same deadline.
   - *Please read item #2 above regarding our insurance requirement.*

7. **PROCESSING ORDER:**
   - All requests will be processed according to the "Facilities Use Policy" (#400-2011).
   - This policy establishes *four* Priority Categories of field users, and a possibility for a *Lottery* to solve potential conflicts within each Category.
   - All field requests will be processed in order of the four Priority Categories, starting with Category I, followed by Category II, etc.
   - The lottery system (within each Category) also allows for differentiation between “*returning field users*” *(from the previous one year)* and “*new field users*” *(that did not reserve fields the previous one year)*.

8. **CATEGORY II NON-PROFIT STATUS:**
   - *Category II* groups must have proven to be an official non-profit organization before their request can be processed, or they will be processed with requests from *Category III or IV*.
   - To determine your NP status, call (517) 241-6470 or go to: [https://cofs.lara.state.mi.us/corpweb/CorpSearch/CorpSearch.aspx](https://cofs.lara.state.mi.us/corpweb/CorpSearch/CorpSearch.aspx).
   - Please note your non-profit id # **will** be checked to see if you qualify as a Category II user group.
   - You will not qualify as a Category II user group if you do not have a valid non-profit id # (or if you are not “in good standing”). This means your request will not be processed until after all Category II requests have been processed.
   - *Category II* (“*A Local Recreation Provider*) is defined as a non-profit or not-for-profit group organized for the primary purpose of providing and delivering recreational opportunities.

9. **LOTTERY PROCEDURE:**
   If any Lotteries are necessary, you MUST be present at the Lottery to obtain field time slots. You may choose to
send somebody else to represent you. **Category II** lotteries (if needed) will take place on:

For **GAMES**: Tuesday, January 7, 2020 at 6 PM
For **PRACTICES**: Monday February 3, 2020 at 6 PM

a. Location: to be announced *(either Borden Park Office or City Hall)*.
b. Lotteries will start at the posted time; we will not wait for anybody.
c. At the Lottery, you will see a large wall calendar with all taken/available time slots for each field. You can observe availability calendars at 5:30 PM.
d. Each participant gets to take a turn in the circle of participants.
   - For **league games**: one representative per LEAGUE is allowed to participate (representing all coaches/teams of that league) if that league pays for those games.
   - one representative per TEAM is allowed to participate if that TEAM pays for its own games.
   - For **practices and scrimmages** each coach is allowed to participate individually.
   - You will be allowed to book the **number** of field times based on your previously submitted list (see #6 above). You will be allowed to choose a different available field or field **time/date** once your requested field times are no longer available.
e. Cancellations: Field times obtained through Lottery are subject to a full cancellation fee (zero refund) even if the cancellation occurs more than 30 days prior to the reserved time slot. This is to discourage participants from booking more field times than needed in order to increase their scheduling flexibility (this early in the year; January), which could negatively affect other participants who really need more times.
f. Lottery rules may be changed by Parks Staff as needed.

10. **FEES:**
    Fees are posted on **Sports Facilities Fees** and will be based on non-residency until you provide an **official team roster** to prove residency of your team(s). Team rosters for individual coaches making reservations must be submitted directly by a League Official, not by the individual coach/manager. See details on separate **“Team Rosters Clarifications”**.

11. **BEFORE you receive your field permit:**
    You will receive a printed field permit one week after each Lottery. However, **before we issue your permit you will first need to**:
    - **Pay a deposit of 25% of your total fees.**
      - For payment options (including credit card or electronic “bank to bank” payments), please go to **Sports Field Reservations Payment Options**.
    - **Provide your correct certificate of insurance** (see # 2 above).

12. **BALANCE OF FEES:**
    Balance will be required no later than 48 hours prior to the start of each individual reservation on your permit.
    Don’t hesitate to over-pay your assumed balance at any time.
    Credits from rainouts, cancellations, over payments or resident discounts can be:
    - Used at any time in the future (this year or future years) for new/additional reservations.
    - Used to pay for field **light fees**.
    - Refunded to you upon your request in writing. However, refunds take some time because they have to be approved and processed at City Hall. They also are very labor intensive for City Hall staff, so we prefer to handle any refunds collectively at the end of your permit/season.

13. **HOW TO MAKE A RESERVATION:**
    For more detailed information on reservation procedures, please also visit this very useful link: **How to reserve a Sports Field**. It walks you through the reservation process, step by step.

14. **POLICY:**
    Please visit the **“Facilities Use Policy” (#400-2011)** for complete information on our policies, procedures, cancellation policy, and insurance requirements.

15. **CONTACT INFORMATION:**

Submit your field request and other inquiries to: Bert Hallewas, CPRP, Park Ranger Sports Phone (248) 656-4797 E-mail: fieldreservations@rochesterhills.org

www.rochesterhills.org > Living In > Parks > Sports Field Reservations