

# Baseball / Softball Field Reservation Information for 2021 Season City of Rochester Hills Parks & Natural Resources



innovative by nature

12-2-20 > 1-7-21

Info for each following year will be posted ASAP each year in mid December.

[www.rochesterhills.org/sportsfields](http://www.rochesterhills.org/sportsfields)

[City of Rochester Hills](#) > [Departments](#) > [Parks & Natural Resources](#) > [Sports Field Reservations](#)

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 [website](#).
  - For AABC and USSSA insurance *contact information*, please visit <https://www.rochesterhills.org/SportsFields/AABCOrUSSSAcontacts.pdf>
  - You can start that process at any time, even before requesting any fields.

### 3. **AVAILABILITY:**

Please visit our web site to view the [Availability Calendars](#).

*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 automatic [Notifications](#) to be notified by email.*

#### **Borden Park availability:**

Two hardball diamonds + two softball diamonds.

Any day starting Monday, [April 5](#),

**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 [Availability Calendars](#) at any time.

Or sign up for [Notifications](#).

For diamond sizes and base distances, please visit our [Base distances map](#)

**No fields available at Borden on Monday June 28 thru Monday July 5 due to the [Festival of the Hills fireworks](#).**

#### **Avondale Park availability:**

Any day starting Monday, [April 5](#) 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 Borden on Monday June 28 thru Monday July 5 due to the [Festival of the Hills fireworks](#).**

#### **Helen Allen Park availability:**

Any day starting Monday, [April 5](#) 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 Borden on Monday June 28 thru Monday July 5 due to the [Festival of the Hills fireworks](#).**

### 4. **APRIL SETUPS:**

Setups in April are subject to Maintenance Staff availability and can be done **only** for league **games** (not for practices and scrimmages).

This is to facilitate our Maintenance Staff to concentrate on their highest priorities during the time when their seasonal staff is not complete yet while still being responsible for getting all our parks ready for the new season.

5. **DEADLINE:**

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 website.

	<b>Deadline:</b>	<b>Please note:</b>
League <b>GAMES</b> (no practices + scrimmages)	Monday, January 4, <a href="#">2021</a> at 9 AM	<ul style="list-style-type: none"> <li>You <b>may</b> submit sooner.</li> </ul>
Practices + Scrimmages	First "allowed" date to submit: Friday, January 15, <a href="#">2021</a>	<ul style="list-style-type: none"> <li>Updated <b>Availability Calendars</b> (reflecting times already taken by league <b>GAMES</b>) should have been posted on our <a href="#">website</a> by this date. <i>Please sign up for automatic <a href="#">Notifications</a> to be notified by email.</i></li> <li><b>Practice requests submitted before Friday January 15 will be returned unprocessed.</b></li> </ul>
	Deadline: Monday, January 25, <a href="#">2021</a> at 9 AM	<ul style="list-style-type: none"> <li>You may <b>NOT</b> submit requests before updated <b>Availability Calendars</b> have been posted on our <a href="#">website</a>. <i>See info box above here.</i></li> <li>Submit requests on a <a href="#">form</a> separate from any game requests that you may have submitted earlier.</li> </ul>

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 website. You can save it and email it as an attachment (or print it, handwrite information, and scan/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 deadlines will disqualify your request from being processed with other requests from equal Categories (see # 7 below) with the same deadline.
- Please read item #2 above regarding our insurance requirement.**

7. **PROCESSING ORDER:**

- All requests will be processed according to the [Sports 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](#) (*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".
- 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/SearchApi/Search/Search>.
- 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.

9. **LOTTERY PROCEDURE:**

If any Lotteries are necessary due to conflicting requests, 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:** Friday, January 8, [2021](#) at 6 PM  
 For **PRACTICES:** Monday, February 1, [2021](#) at 6 PM

- Location: to be announced (*either [Borden Park Office](#) or [City Hall](#)*).
- Detailed information regulating the lottery will be provided to participants ahead of time.

10. **FEES:**

Fees are posted on the [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 Methods](#).
- **Provide your correct certificate of insurance** (see instructions in # 2 above).

12. **BALANCE OF FEES:**

Your 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 [Sports Facilities Use Policy \(#400-2011\)](#) for complete information on our policies, procedures, cancellation policy, and insurance requirements.

15. **CONTACT INFORMATION:**

<b>Submit your field request and other inquiries to:</b>	Bert Hallewas, CPRP, Park Ranger Sports Phone (248) 656-4797 E-mail: <a href="mailto:fieldreservations@rochesterhills.org">fieldreservations@rochesterhills.org</a>
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