The following procedure explains how we handle lights on your reserved field. Lights are only available at Borden Park.

1. **Cost:**
   - **Fees** are in addition to the field rental rate.
   - Residents and non-residents pay the same fee.
   - Ball diamonds: fees are $15.-- per hour (prorated) per ball diamond.
   - Soccer Field #1: fees are $25.-- per hour (prorated).

2. **Time ON:**
   - Our staff will turn on your lights when you or your umpire request them to be turned on.
   - You can find a Park Employee by the Batting Cages, or in the Central Office (brown dome building by the flag pole), or we could be working on a project anywhere else in the park.
     - So it's best to find us early and let us know your expectations ahead of time.
     - Please don't wait until the last minute before you want lights; you may not find us fast enough or we may not be able to react fast (based on other assigned duties and possible emergencies).
   - When we turn on the lights for your field, we record the starting time on our Lighting Log (in the Central Office, where the on/off switches are for the lights).

3. **Time OFF:**
   - Our staff will turn your lights OFF after everybody in your group has safely left the field and returned to the parking lot.
   - Or when our staff has safely left the field after picking up your bases (if you have requested bases on your fields). This may take about 10-15 minutes.
   - Typically that all happens simultaneously.
   - We then record that ending time on the same Lighting Log.
   - **NOTE:** if you leave your field EARLIER than planned (per your field permit):
     - You must contact our staff to inform us to turn your lights off earlier than planned.
     - Otherwise we may not check your field until the planned ending time (per your field permit) and light fees will be charged accordingly.
     - Best place to find our staff is at the Batting Cages or at the Central Office (brown dome building by the flag pole).

4. **INVOICE:**
   - After all your reservations on your permit are finished, we process the Lighting Log based on the # of hours (prorated) the lights were on for you during all your reservations according to the Lighting Log.
   - We subtract your light fee from any (rainouts) credit that you may have in our system.
   - We then send you a separate invoice by email, along with a copy of your Lighting Log.
   - For new customers we may require that you pay an estimated lights fee up front when you obtain your field permit.

Please contact us if you have any questions:
- Email: fieldreservations@rochesterhills.org
- Borden Park Office: 248-656-4797 (not staffed during evening hours!)