

How to reserve a sports field with City of Rochester Hills Parks



innovative by nature

12-2-20

Simply follow the steps below to obtain your field reservation(s).

1. Method.

The reservation process can be done in person or by phone, email (preferred), or USPS. Please see contact info below.

2. Web site.

To familiarize yourself with our reservation system and our rules and regulations, please visit our web site: www.rochesterhills.org > [Departments](#) > [Parks & NR](#) > [Sports Field Reservations](#)

3. Fees.

Look at our fee structure: <https://www.rochesterhills.org/SportsFields/SportsFacilitiesFees.pdf>
Make sure you realize what fees you will be charged.

4. Field locations.

Please look at the table below in # 5 to see what type of field you need.

5. Availability Calendars.

Look at the Availability Calendars on our web site.

- These calendars show you what is still available to reserve.
- If a time slot is not listed on the Availability Calendars, then it is currently **not** available.

Sport	Park	Field #	Availability Web Link	Notes	Other Web Links	
Hardball	Borden	Red + Green	Borden Green and Red	Maximum 90 foot bases	Location	Park info
Softball	Borden	White + Blue	Borden Blue and White	Maximum 70 foot bases	Location	Park info
Soft/hardball	Helen Allen	#1 North + #2 South	Helen Allen	Maximum 80 foot (North #1) and 70 foot bases (South #2)	Location	Park info
Soft/hardball	Avondale	#1	Avondale Park	Maximum 85 foot bases	Location	Park info
Soccer U7-8	Borden	#6 + #7 + #8 + #9	U7 + U8 fields 4v4	30 yd x 50 yd	Location	Park info
Soccer U9-10	Spencer	#1 + #2	U9 + U10 fields 7v7	45 yd x 60 yd	Location	Park info
Soccer U11-12	Borden	#10 + #11	U11 + U12 fields 9v9	50 x 73 yd	Location	Park info
Soccer U13+	Borden	#1 + #2 + #3 + #4 + #5	U13-adult fields 11v11	72 x 112 yd	Location	Park info
Multi-Purpose	Avondale	MP#1	Not available yet. Please call for info.	70 x 100 yd	Location	Park info

6. Insurance certificate.

Arrange for your Certificate of Insurance to be sent to us:

- **We will not issue any field permit UNLESS we have first received your correct insurance certificate.**
- *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 and delays.
- You can start that process at any time, even before requesting any fields.
- For [insurance requirements and instructions](#) and [example](#), please visit our [web site](#).
- For ball diamonds, if you play in AABC or USSSA, please request your certificate from [these contacts](#) (*they know exactly what to do about our special text requirements*):
<https://www.rochesterhills.org/SportsFields/AABCOrUSSSAcontacts.pdf>
- The correct certificate must be in our possession **before** we can start processing your field request (and no later than 48 hours prior to your first approved reservation).
- We recommend for your correct COI to be on file with us plenty early before you make a reservation request.

7. Request Form.

Complete the Request Form and send it to us (scan/email: [see below](#)):

[Ball Diamonds Request Form](#) OR [Soccer Field Request Form](#)

We will contact you to confirm or discuss your request.

8. Receive DRAFT permit.

- After we receive your Request Form **and** correct Insurance Certificate, we will create a DRAFT permit.
- We may be able to send the DRAFT to you before we receive your (deposit) payment (see #10 below).
 - If we do, you will need to sign the draft permit and return it to us.
- The DRAFT permit, or an email without a draft permit, will include payment instructions and a payment deadline.

9. Resident fee criteria.

To qualify for resident fees:

- We automatically apply **non**-resident fees *until* your roster proves you qualify for resident rate.
- We do not need your team roster(s) if you know you do not qualify for resident rate.
- See [Team Roster Clarifications](#).
 - If you think you qualify: arrange for your team roster to be sent to us by a qualified person.
 - Please note that even if you live in Rochester Hills yourself, your team does not automatically qualify for resident rate.
- Even if your (draft) permit is based on non-resident fees, **do not wait** with paying your deposit (see # 10 below) until this team roster process is completed!
 - Waiting will delay processing your (draft) permit and could result in your requested time slots being reserved to somebody else.
 - Rates on your initial permit will be reduced afterwards **if** you qualify for resident rate by the appropriate deadline.
 - Over-payments are refundable (see # 13 below).

10. Pay deposit.

Make deposit payment or pay the full fees:

- Deposit is minimum 25% of all [fees](#) and not less than \$25.--.
 - If the total fees due are less than \$25.--, the deposit is equal to the total fees due.
 - See [Sports Facilities Use Policy](#) section III.C.
- Waiting to pay your deposit may result in any available time slots being taken by somebody else.
- You will not receive a REAL permit unless you have made (and we received) the minimum deposit payment.
- This can be done by [cash or check, selected credit/debit cards, or electronic E-Check \(bank-to-bank\) payment](#).
- Payment by cash or credit card is the fastest way for us to start processing your request because we immediately receive that type of payment.
 - Checks and electronic E-Checks (bank-to-bank) payments prevent us from starting to process your field request because we do not receive those funds immediately.
- You will need a **REFERENCE #** when you make any type of payment at any time.
 - Contact us (see below) if you have not received this Reference # from us.
- If you pay [electronically](#) (not cash or regular check) you will receive a **CONFIRMATION #** (from the electronic system).
 - Make sure to note or copy that Confirmation #!
 - You will have to send that to us right away so we will have knowledge of your payment.
- Your DRAFT permit will be deleted if we have not received your deposit payment by the instructed deadline.

11. Receive your REAL (non-draft) permit.

- We will issue a "real" permit to you **AFTER** we have received:
 - your minimum deposit payment (see #10 above), and
 - your correct certificate of insurance (see #6 above).
- You will need to double-check, sign and return the permit to us.
 - The permit will be in Adobe format, with the option to sign electronically.
 - You may also print, hand sign, and return the signed permit by scan or photo image attached to your email.

12. Pay balance of fees.

- Any balance is due no later than 48 hours prior to each individual reservation on your permit.
- It is your responsibility to keep up with balance payments.
 - Failure to do so:
 - will prevent us from processing any additional reservation requests for you.

- may require you to make **full** (not just “deposit only”) payments **up front** before we process your new/future reservation requests.
- For payment methods and instructions, please see details in #10 above.
- Don’t hesitate to over-pay your assumed balance at any time (see #13 below).

13. Credits.

- Credits from rainouts, cancellations or over payments 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 (by email; see below).
 - Please note, 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.

14. Rainout procedures.

Ball diamonds: please see <https://www.rochesterhills.org/SportsFields/RainoutsBallDiamonds.pdf>

Soccer fields: please see <https://www.rochesterhills.org/SportsFields/RainoutsSoccer.pdf>

15. Lights procedure.

Please see <https://www.rochesterhills.org/SportsFields/LightsOnAtBordenPark.pdf>

16. Subscribe to web pages updates.

Please sign up for [updates](#).

- It will send you an automatic email when Sports Field Reservations web pages and Availability Calendars are updated with new ones.

Send all paperwork and questions to:

Bert Hallewas, CPRP, Park Ranger Sports
Borden Park
Office: 248-656-4797
Email: fieldreservations@rochesterhills.org

Mailing address:

Parks & Natural Resources Dept. attn. Bert
City of Rochester Hills
1000 Rochester Hills Drive
Rochester Hills, MI 48309

**Thank you for choosing a sports field with the City of Rochester Hills Parks Department!
Please let us know if you have any questions or feedback.**

Return to: [Sports Field Reservations](#) web page.