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

3-6-20

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 > City Government > Departments > Parks & NR > Parks > Sports Field Reservations > Reserve a Sports Field

3. **Fees.**
   Look at our fee structure: https://www.rochesterhills.org/DocumentCenter/Home/View/132
   Make sure you realize what fees you will be charged.

4. **Availability Calendars.**
   Look at the Availability Calendars on our web site: https://www.rochesterhills.org/index.aspx?NID=362
   - 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.

<table>
<thead>
<tr>
<th>Sport</th>
<th>Park</th>
<th>Field #</th>
<th>Availability Web Link</th>
<th>Notes</th>
<th>Other Web Links</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hardball</td>
<td>Borden</td>
<td>Red + Green</td>
<td>Borden Red and Green</td>
<td>Maximum 90 foot bases</td>
<td>Location</td>
</tr>
<tr>
<td>Softball</td>
<td>Borden</td>
<td>White + Blue</td>
<td>Borden Blue and White</td>
<td>Maximum 70 foot bases</td>
<td>Location</td>
</tr>
<tr>
<td>Soft/hardball</td>
<td>Helen Allen</td>
<td>#1 North + #2 South</td>
<td>Helen Allen</td>
<td>Maximum 80 foot (North #1) and 70 foot bases (South #2)</td>
<td>Location</td>
</tr>
<tr>
<td>Soft/hardball</td>
<td>Avondale</td>
<td>#1</td>
<td>Avondale Park</td>
<td>Maximum 85 foot bases</td>
<td>Location</td>
</tr>
<tr>
<td>Soccer U7-8</td>
<td>Borden</td>
<td>#6 + #7 + #8 + #9</td>
<td>U6 + U7 + U8 fields 4v4</td>
<td>30 yd x 50 yd</td>
<td>Location</td>
</tr>
<tr>
<td>Soccer U9-10</td>
<td>Spencer</td>
<td>#1 + #2</td>
<td>U9 + U10 fields 7v7</td>
<td>45 yd x 60 yd</td>
<td>Location</td>
</tr>
<tr>
<td>Soccer U11-12</td>
<td>Borden</td>
<td>#10 + #11</td>
<td>U11 + U12 fields 9v9</td>
<td>50 x 73 yd</td>
<td>Location</td>
</tr>
<tr>
<td>Soccer U13+</td>
<td>Borden</td>
<td>#1 + #2 + #3 + #4 + #5</td>
<td>U13-adult fields 11v11</td>
<td>72 x 112 yd</td>
<td>Location</td>
</tr>
<tr>
<td>Multi-Purpose</td>
<td>Avondale</td>
<td>MP#1</td>
<td>Not available yet. Please call for info.</td>
<td>70 x 100 yd</td>
<td>Location</td>
</tr>
</tbody>
</table>

5. **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.
   - 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/DocumentCenter/View/10086
   - 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 reservation).
   - We recommend for your correct COI to be on file with us plenty early before you make a reservation request.
6. 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.

7. 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.
  ➢ If we do, you will need to sign the draft permit and return it to us.
- The DRAFT permit will include payment instructions and a payment deadline.

8. 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 #9 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 #12 below).

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 (option #1), selected credit/debit cards (option #2), or electronic (bank-to-bank) payment (option #3).
- Payment by cash (option #1) or credit card (option #2) is the fastest way for us to start processing your request because we immediately receive that type of payment.
  ➢ Checks (option #1) and electronic bank-to-bank payments (option #3) prevent us from starting to process your field request because we do not receive those (deposit) 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 (options #2+3) 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.

10. Receive your REAL (non-draft) permit.
- We will issue a “real” permit to you AFTER we have received:
  ➢ your minimum deposit payment (see #9 above), and
  ➢ your correct certificate of insurance (see #5 above).
- You will need to check, sign and return the permit to us.

- 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 us require you to make full (not just “deposit only”) payments up front before we process your future reservation requests.
12. 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.
    - 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. Rainout procedures.
- Ball diamonds: please see https://www.rochesterhills.org/DocumentCenter/View/10645
- Soccer fields: please see https://www.rochesterhills.org/DocumentCenter/View/10646

- Please see https://www.rochesterhills.org/DocumentCenter/View/10028

15. Web pages updates notification.
- Please sign up for Notify Me.
  - It will send you an automatic email when Field Reservations web pages are updated with new ones.
  - Two options are possible:
    - **Sports Field Calendars (see #4 above):**
      - During the reservation season these calendars are updated as often as possible (typically on Fridays).
      - This includes:
        - Availability Calendars and
        - Existing Reservations Calendars.
    - **Sports Fields Information:**
      - General sports fields information pages on our web site, with new deadlines and other important information.
      - These typically only get updated a few times per year. However, you don’t want to miss it when that happens!
  - To sign up, please visit Web Updates notification: Notify Me

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.