City of Novi Parks, Recreation and Cultural Services
45175 W Ten Mile Rd | Novi, MI 48375 | 248.347.0400 | noviparks@cityofnovi.org

Field Rental Policy

Purpose and Scope

The purpose of this policy is to establish clear, consistent guidelines for the use and rental of athletic fields within the City of Novi. This policy ensures equitable access, supports safe and responsible use, and outlines expectations for individuals, groups, leagues, and organizations utilizing Novi Parks athletic facilities.

Novi Parks reserves the right to amend these policies and to establish additional rules as needed to protect park spaces, facilities, and park users.

Field Use Guidelines

Eligibility

- Individuals or group representatives must be at least 21 years of age to reserve a field.
- A completed Field Rental Application must be submitted and approved by Novi Parks.
- Applications may be submitted at any time during the current rental year and must be submitted at least two weeks prior to the requested date.

Priority Use

1. City of Novi sponsored or co-sponsored activities/programs
2. Government agencies serving the City of Novi, including the Novi Community School District
3. Novi community service groups, civic organizations, and designated youth sports providers
4. Novi residents, groups, agencies, and businesses
5. Non-resident groups and organizations

Days and Hours of Use

- Fields are available for rental from April 1-October 31.
- Standard rental hours are 8am to dusk unless the field is lighted or otherwise posted.
- For safety reasons, all activities must conclude 30 minutes before dusk on non-lighted fields.
- Renters may only use the specific fields/courts listed and approved in their reservation.

Insurance Requirements

Organizations, leagues, tournaments, and vendors must secure and maintain comprehensive general liability insurance at no cost to the City of Novi. These insurance requirements help protect both park users and City assets. Requirements are as follows:

- The City of Novi must be listed as an additional insured (endorsement page required)
- Coverage limits must be $1,000,000 combined single limit for personal injury and property damage
- Coverage must be active prior to any field use
    - Proof of insurance must be submitted to Novi PRCS prior to the rental date

Private, non-commercial events such as birthday parties, family gatherings, and informal social activities do not require liability insurance, provided:

- The event is not sponsored by a business, league, organization, or vendor, and
- No sales or vendors are present

Alcohol Use

- Alcoholic beverages are not permitted at Novi Parks athletic facilities.

Concessions and Vendors

- The City retains exclusive rights to sell concessions at all athletic fields and facilities.
- If the City elects not to provide concessions for an event, renters must obtain prior approval from the Novi Parks Recreation Supervisor before bringing vendors onsite.
- Food trucks, merchandise vendors, or sponsor tents also require prior approval.

Tournaments

- Final tournament game schedules or confirmed start/end times must be submitted prior to the rental date.
- Tournament applications must include accurate contact information for all coordinators.

Weather Decisions and Field Closures

- Weather-related decisions for sports and special events are made by Novi Parks staff by 4:30pm on weekdays and 7:30am on weekends.
- After severe weather or heavy rain, fields may be closed or restricted.
- All activity must stop immediately if thunder is heard or lightning is seen. All individuals must return to vehicles and wait 30 minutes from the last observed thunder or lightning before resuming play. No exceptions.
- Novi Parks reserves the right to close or relocate field use at any time due to poor field conditions, safety, or maintenance needs.
- Renters who ignore field closures are subject to permit revocation.

Parking and Vehicles

- Parking is permitted in designated parking lots only.
- Unauthorized vehicles are prohibited on grass, sidewalks, trails, and fields.
- Renters are responsible for managing parking and traffic control at their events.

Cleaning Requirements

- Renters must leave fields and surrounding areas in the same condition in which they were received.
- All trash must be placed in designated receptacles or packed out if bins are not available.
- Additional cleanup required by staff will be billed at $50/Hour.

Signage and Advertising

- No signage, banners, tents, equipment, or apparatus may be placed on the facility without prior approval from Novi Parks
- Advertising and merchandise sales are prohibited unless explicitly approved (see Concessions and Vendors).

Reservations and Scheduling Procedures

How to Reserve a Field

- All field rental reservations require a completed Field Rental Application and submit it to Novi Parks.
- Reservations are NOT accepted over the phone.
- New rental applications may be submitted beginning **January 1** for the upcoming rental year (April 1-October 31). Returners may submit applications during the priority window (see Returning Renters).
- Applications must be submitted at least **two weeks** prior to the requested date.

Returning Renters

- Novi Parks reserves the right to limit or deny future reservations for any group or individual that has demonstrated a pattern of non-compliance, excessive schedule changes, late payments, disruptive behavior, misuse of facilities, or failure to adhere to these policies and procedures.
- Returning renters are provided a priority scheduling window from **October 1-December 1** to submit their Field Rental Application, request dates for the upcoming rental year, and complete any required reservation fees.
- Priority applies only during this window. **Beginning January 1**, Novi Parks opens field reservations to new renters, and any returners that have not submitted their requests and payments will be scheduled based on standard field use priorities and availability.

Reservation Review and Approval

- All applications are reviewed by Novi Parks staff to determine eligibility, facility availability, and compliance with field use priorities.
- Approval is based on the Field Use Priority System outlined above and processed on a first-come, first-served basis within each priority level.
- Upon approval, Novi Parks will issue an invoice for the required fees. Reservations are not confirmed until payment is received. Please see Payments and Fees for additional information.

Required Information

Applications must include:

- Contact information for the individual or organization responsible for the rental as well as the individual who will be on-site
- Detailed event information, including dates(s), times, number of fields, activity type, and field dimensions
- **Tournaments**: Final game schedule or confirmed start/end times once available

Reservation Types

Novi Parks accepts the following reservation types:

- Tournaments – youth, adult, and multi-day events
- League and Groups – seasonal or ongoing; non-tournament use
- Practices – prepped or as-is fields
- Private Events – birthday parties, social gatherings

Recurring or Multi-Date Reservations

- Renters may request multiple dates within a single application.
- Novi Parks may limit the number of dates held at one time for high-frequency users.

Payments and Fees

General Payment Requirements

- Payment timelines and required payments vary depending on the type of reservation.
- A reservation is not considered confirmed until the required payment is received.
- All invoices must be paid by the stated due date.

Tournaments

- A $250 deposit per tournament is required to hold requested dates. This is invoiced after Novi Parks receives the Field Rental Application and will be applied as a credit toward the final invoice for that tournament.

- Following the conclusion of the tournament, Novi Parks will issue a final invoice based on actual usage, including standard field prep, mid-day preps, lighting fees, and other additional services or materials as applicable.
- Final tournament payments are due 30 days after the tournament date.
- Failure to pay outstanding invoices may result in loss of future scheduling privileges until the balance is paid in full.

Non-Tournaments

- **Recurring/Multi-Date:**
    - Due to high demand, recurring non-tournament rentals are required to pay 50% of anticipated rental fees at the time of reservation. This payment is then applied to the total cost of the reservation and secures the scheduled dates until final payment is made.
    - The remaining balance will be invoiced after the rental period based on actual field usage, lighting, and field preparations completed.
    - Payments are due 30 days after the conclusion of the rental.
    - Any unused time due to weather or schedule changes will be reflected in the final invoice.
    - If groups repeatedly reserve large amounts of field time and release them later, Novi Parks reserves the right to limit future date requests or require higher deposits.
- **One-Time/Single-Day**:
    - One-time non-tournament rentals must pay the full reservation fee at the time of booking.

Field Preparation Fees

Field preparation charges apply to tournaments, league rentals, and any reservation requiring prepped fields. To add field preparation to an existing rental, please notify Novi PRCS at least two weeks in advance.

Standard field prep includes:

- Labor
- Chalk/paint
- Up to three bags of Turface per prepped field

Mid-day field prep is required for tournaments over 6 hours and includes:

- Batter's box repairs
- Pitching mound repairs
- Additional chalk/paint
- Any other areas addressed as needed by staff

Lighting Fees

- Lights are available on Fields 1-4 at Ella Mae Power Park.
- Lighting fees are billed based on actual hourly use and must be whole hour increments.
- Lights may only be turned on/off by authorized Novi Parks staff.

Late or Missing Payments

- Failure to submit required payments may result in cancellation of reserved dates and/or delay of future reservations until balances are resolved.
- Novi Parks reserves the right to restrict future requests until payments are up to date.

Cancellations and Refunds

Tournament Cancellations

- All cancellations and/or field or date reductions must be submitted in writing to the Novi Parks Recreation Supervisor.
- Cancellations submitted more than 30 days prior to the reservation date will receive a refund of the $250 deposit, minus a 15% administrative fee.
- If a renter cancels the tournament 30 days or less prior to the event date, the renter forfeits the $250 deposit.

Non-Tournament Cancellations

- If a renter cancels their reservation more than 30 days prior to their scheduled rental date, the renter will receive a refund of the reservation fee, minus a 15% administrative fee.
- Cancellations submitted 30 days or less before the scheduled rental date are not eligible for a refund of reservation fees.
- **Recurring/Multi-Date:**
    - The above Non-Tournament Cancellation policies apply to multi-date reservations.
    - Renters may drop dates or fields at any time; however, refund eligibility is based on the *specific date* being released:
        - If a renter drops a date or field more than 30 days before that date, the fees are eligible for a refund, minus a 15% administrative fee.
        - If a renter drops a date or field 30 days or less before that date, the fees are non-refundable.
    - The final invoice will only include actual usage, and renters will not be charged for dates or fields they release.

Rescheduling and Field Closures

- All rescheduling requests must be submitted in writing to the Novi Parks Recreation Supervisor.
- Novi Parks reserves the right to close, adjust, or relocate any field at any time due to unsafe conditions, maintenance needs, or weather.
- **Tournaments:**
    - If Novi Parks cancels due to weather before field preparation begins, staff will attempt to reschedule.
    - If no reschedule date is available or can be agreed upon, the renter will receive a refund of the $250 deposit, minus a 15% administrative fee.
- **Non-Tournaments:**
    - *Recurring/Multi-Date:* Any unused time due to weather or schedule changes will be reflected in the final invoice.
    - *One-Time/Single-Date*: If Novi Parks cancels due to weather before field preparation begins and rescheduling is not possible, any fees paid will be refunded minus a 15% administrative fee.

Refunds

- Refunds are processed within 30 days.

Available Fields

Novi Parks offers athletic fields at several park locations throughout the city. Availability varies by season, weather conditions, scheduled programs, and maintenance needs. Novi Parks may adjust field assignments to ensure safe and equitable use.

Baseball/Softball

- Ella Mae Power Park
- ITC Community Sports Park
- Wildlife Woods

Soccer

- Brookfarm Park
- ITC Community Sports Park
- Lakeshore Park
- Wildlife Woods

Lacrosse

- ITC Community Sports Park
- Wildlife Woods

Football

- Wildlife Woods (no goal posts)

Basketball

- ITC Community Sports Park

Cricket

Novi Parks does not maintain a dedicated cricket pitch. Cricket use is accommodated on fields at:

- Ella Mae Power Park
- ITC Community Sports Park

Available field sizes and dimensions vary by location. Please contact Novi Parks for detailed field specifications.

Important Phone Numbers

Novi Parks, Recreation, and Cultural Services Weather Hotline	248.347.0473
Novi Police Department Non-Emergency	248.348.7100
Emergency Services	911

2027 Field Rental Rate Sheet

Prepped Field Rental Rates

Resident Rates

Type of Field	Novi Resident	
	Weekday Rate	Weekend Rate
Baseball / Softball	$121	$160
Football	$132	$165
Lacrosse	$97	$132

Non-Resident Rates

Type of Field	Novi Non-Resident	
	Weekday Rate	Weekend Rate
Baseball / Softball	$145	$192
Football	$158	$198
Lacrosse	$116	$158

Additional Tournament Rental Rates

Tournament Rates	Weekday Rate	Weekend Rate
Mid-Day Prep **Required for tournaments over 6 hours in a day*	$60/Prep	$100/Prep
Site Supervisor	$16/Hour	
Temporary Fencing **Includes setup and teardown*	$100/Field	

Other Rental Rates

Item	Resident Rate	Non-Resident Rate
No Preparation - As Is **Baseball, Softball, Cricket*	$30/Hour	$36/Hour
Soccer Field **No lines*	$65/Hour	$80/Hour
Field Lights **Must be off by 11pm*	$30/Hour per Field	
10x10 Tent Rental	$200	
Softballs	$70/Dozen	
Table	$5 Each	
Chair	$1 Each	

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Field Rental Application

Please complete the entire Field Rental Application; incomplete or unsigned applications will not be accepted. Reservations are not confirmed until payment is received. Please return the completed application to Erin at ejunge@cityofnovi.org.

☐ Returning Rental ☐ New Rental

Name: _____ Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

On-Site Point of Contact (If different from above): _____

On-Site Contact Phone Number: _____

Dates and Times

Day(s) of the Week: _____

Dates: _____

Time (Start and End): _____

Type of Rental

☐ Tournament
☐ League
☐ Practice
☐ Private Event
☐ Other: _____

Facilities/Fields

For information on field usage, please see Available Fields in the Field Rental Policy.

☐ Brookfarm Park
☐ ITC Community Sports Park
☐ Lakeshore Park
☐ Power Park
☐ Wildlife Woods

Field Size/Dimensions Needed:

_____

Tournament Rentals Only

Is a Novi Parks run concession stand desired?
☐ Yes ☐ No

Do you request to bring in vendors for novelty sales?
☐ Yes ☐ No

Prepped Field Rental Rates

Resident Rates

Type of Field	Novi Resident		Quantity	Rate	Total
	Weekday Rate	Weekend Rate			
Baseball / Softball	$121	$160			
Football	$132	$165			
Lacrosse	$97	$132			
				Subtotal	**$**

Non-Resident Rates

Type of Field	Novi Non-Resident		Quantity	Rate	Total
	Weekday Rate	Weekend Rate			
Baseball / Softball	$145	$192			
Football	$158	$198			
Lacrosse	$116	$158			
				Subtotal	**$**

Additional Tournament Rental Rates

Tournament Rates	Weekday Rate	Weekend Rate	Quantity	Rate	Total
Mid-Day Prep **Required for tournaments over 6 hours in a day*	$60/Prep	$100/Prep			
Site Supervisor	$16/Hour			**$16**	
Temporary Fencing **Includes setup and teardown*	$100/Field			**$100**	
				Subtotal	**$**

Other Rental Rates

Item	Resident Rate	Non-Resident Rate	Quantity	Rate	Total
No Preparation - As Is **Baseball, Softball, Cricket*	$30/Hour	$36/Hour			
Soccer Field **No lines*	$65/Hour	$80/Hour			
Field Lights **Must be off by 11pm*	$30/Hour per Field			**$30**	
10x10 Tent Rental	$200			**$200**	
Softballs	$70/Dozen			**$70**	
Table	$5 Each			**$5**	
Chair	$1 Each			**$1**	
				Subtotal	**$**

Prepped Field Subtotal	**$**
Additional Tournament Subtotal	**$**
Other Subtotal	**$**
Grand Total	**$**
Deposit/Reservation Fee Due	**$**
Remaining Balance Due	**$**

Additional Notes/Comments

Release/Indemnification

I submit this application for a field rental through Novi Parks and certify that the information provided is true and complete. I agree to follow all City of Novi Field Rental Policies and Procedures and understand that failure to do so may result in denial, revocation, or restriction of rental privileges.

I am fully aware of and understand the potential risks involved with my, my child's, or my group's use of City of Novi facilities and/or participation in activities on City property, including but not limited to cuts, bruises, broken bones, and other injuries, damages, or losses. I hereby agree to assume all risk of injury, damage to persons or property, or death resulting from my, my child's, or my group's use of the facilities or participation in any activity or event described on this application.

I fully release and discharge the City of Novi, its officers, agents, employees, volunteers, sponsors, and organizers from any and all liability for injury, death, damages, or loss that I, my child, or my group may have or incur as users of the facilities or participants in the listed activity or event. I further agree to indemnify and hold harmless the City of Novi, its officers, agents, employees, volunteers, sponsors, and organizers from and against any and all claims or liabilities arising out of, or in any way connected to, my, my child's, or my group's use of City facilities or participation in the listed activity or event. This Release, Waiver, and Assumption of Risk shall be binding upon my heirs and dependents.

Signature: _____ Date: _____

Office Use Only

Application

☐ Approved ☐ Denied

Payment

Deposit/Fees Due: _____

Total Reservation Fees: _____

Liability Insurance

☐ Required ☐ Waived

Insurance Received: _____

Vendor Fees

☐ Yes ☐ No

Invoices

Deposit/Invoice Sent: _____

Final Invoice Sent: _____

Additional Comments