



**HAMBURG TOWNSHIP
PARKS AND RECREATION COMMITTEE
REGULAR MEETING AGENDA
Location: Hamburg Township Board Room
Wednesday, March 26, 2019 – 3:00 p.m.**

1. Call to Order
2. Pledge to the Flag
3. Roll Call of the Board
4. Call to the Public
5. Approval of the Agenda
6. Approval of the Minutes
 - A. February 27, 2019 – Park & Recreation Regular Meeting Minutes
7. Correspondence – None
8. New Business
 - A. 2019 Regular Meeting Date Schedule – For approval
9. Current Business
 - A. Parks & Recreation Master Plan/Pending Grants/Supervisor Report**
 1. Iron Belle Trail/Lakelands Trail – Supervisor update
 2. Grant Update – McKenna drafting MNRTF & Passport Grants
 - B. Township Park Use Policy/Fee/Procedures**
 1. Park Facility Use Policy – No Updates
 2. Park Fee Schedule – No Updates
 - C. Administrative Services**
 1. Park Coordinator's Report – None
 2. Senior Center Report – March 2019

3. Park Use Requests:

A. Pinckney HS Wrestling Club – Metal Drive Fundraiser – May 31-June 2, 2019

B. Kensington Woods School – Soccer Field Use – Limited

C. Jogging for Jakey 5K – Lakelands Trail – June 29, 2019

4. Scholarship Program – Proposed Changes to Procedure

D. Special Projects

1. T'Ball Fencing & Field Upgrade – Update

2. Sun Shade for Adult Workout Area – No updates

E. Sponsorships/Volunteerism

1. Eagle Scout Project – None

2. Amenities and Beautification Committee – No updates

A. Adopt a Garden – Beautification Volunteers Needed

B. Memorial Bench/Tree Project – No updates

F. Signage and Community Awareness – No updates

G. Risk Management (Insurance/ADA)

1. ADA Compliance in Parklands – Transition Plan – No updates

2. ADA Policies and Procedures – No updates

10. Call to the Public

11. Committee Comments

12. Adjournment

Next Meeting Date: April 23, 2019 – 3:00 p.m.

Pledge to the Flag



No
Information



Hamburg Township Parks & Recreation

Hamburg Township Offices
10405 Merrill Rd., P.O. Box 157
Hamburg, MI 48139
(810)222-1124
www.hamburg.mi.us

Hamburg Township
Parks & Recreation Committee
Regular Meeting
Hamburg Township Hall Board Room
Wednesday, February 27, 2019
4:00 p.m.

1. Call to Order

Dolan called the meeting to order at 4:03 p.m.

2. Pledge to the Flag

3. Roll Call of the Parks & Recreation Committee

Board Members Present: Koeble, Dolan, Muck

Board Members Absent: Auxier

Board Member Vacancy: 1

Also Present: Deby Henneman, Parks Coordinator

4. Call to the Public

A call was made with no response.

5. Approval of the Agenda

Motion by Koeble, supported by Muck, to approve the agenda as presented, moving business for HERO to the top of the agenda.

VOICE VOTE: Ayes: 3 Absent: 1 (Auxier) Vacancy: 1 MOTION CARRIED

6. Approval of the Minutes

Motion by Koeble, supported by Dolan, to approve the minutes from November 27, 2018 as presented.

VOICE VOTE: Ayes: 3 Absent: 1 (Auxier) Vacancy: 1 MOTION CARRIED

Motion by Koeble, supported by Dolan, to approve the minutes from January 22, 2019 as presented.

VOICE VOTE: Ayes: 3 Absent: 1 (Auxier) Vacancy: 1 MOTION CARRIED

7. Correspondence

There was no Correspondence presented.

8. New Business

None

9. Unfinished Business

A. Parks & Recreation Master Plan/Pending Grants/Supervisor Report

1. Iron Belle & Lakelands Trail Update

Hohl stated that the McGregor proposal is being worked on. Bollin is seeking clarification on design standards, and once received, there will be submission of a TAP Grant.

2. Grant Planning Summit – Master Design Draft

Dolan reported that the Park & Recreation Master Design Plan for the grant process has been finalized, and projects have been selected based on what was identified during the Summit process. Projects include:

- Interior Walking Paths/Trails – New (East Park)
- Interior Walking Paths/Trails – Complete (West Park)
- Baseball Diamond Irrigation
- ADA Compliant Outdoor Restrooms/Concession Remodel
- Pickleball Courts (Senior Center)
- Age appropriate Playgrounds – Strive for Universal Design

C. Administrative Services

3. Park Use Requests:

A. HERO – 3-year Park Use Request for Hamburg Family Fun Fest – 2020, 2021 & 2022

Dolan reviewed the request.

Joanna Hardesty, HERO, addressed the committee. She stated that the fee structure was addressed in an addendum for the last festival cycle, and was tied to the approval.

Dolan stated it is not the Park Committee's position to recommend charges, and the details for the event will need to be worked out with the Township Board and Public Safety.

Motion by Muck, supported by Koeble, to recommend approval of the Park Use Application for HERO for the Family Fun Fest event for dates in 2020, 2021, 2022 as outlined in application dated 1/23/19, with the contingency that Board further defines the parameters of use including Public Safety, Fees, Layout, and that all documents be provided to the Clerk Department to their satisfaction.

VOICE VOTE: Ayes: 3 Absent: 1 (Auxier) Vacancy: 1 MOTION CARRIED

B. Township Park Use Policy/Fee/Procedures

1. Policies & Procedure Manual – Updates were made to the Park Use Policy, and adopted by the Board on February 19, 2019. Park Coordinator will now make updates to the internal procedures outlined in the Administrative Parks & Recreation Policies & Procedure Manual.
2. Park Fee Schedule – No update was made.

C. Administrative Services

1. Park Coordinator's Report

Parks Coordinator's Report dated February 22, 2019 was received and filed. Updated Blackout Date list was distributed.

2. Senior/Community Center Report

Senior Center Report dated February 19, 2019 was received and filed.

3. Park Use Requests:

A. HERO – Hamburg Family Fun Fest – 3-year contract – 2020, 2021, 2022 (see above)

B. PHBSA – Spring Season – April 1 to July 31, 2019

Motion by Dolan, supported by Koeble, to recommend approval of the 2019 PHBSA Spring Season contingent on the following: charges as outlined in the Park Facility Use Fee Schedule based on participant roster to be submitted, that proof of insurance naming Hamburg Township as Additional Insured be provided, that the Clerk Department be provided all requested documents to their satisfaction, that use will not be allowed during Blackout dates and that Concession sales be limited to pre-packaged foods and beverages unless Concession stand is licensed with Health Department.

VOICE VOTE: Ayes: 3 Absent: 1 (Auxier) Vacancy: 1 MOTION CARRIED

C. PHBSA – Tournament – May 18 & 19/June 1 & 2, 2019

Motion by Dolan, supported by Koeble, to recommend approval of the 2019 Pirate Classic Baseball Tournaments hosted by PHBSA contingent on the following: that a Certificate of Insurance naming Hamburg Township as Additional Insured be provided for this event, that the applicant be invoiced as outlined in the current Park Use Fee Schedule, that the Clerk Department be provided all requested documents to their satisfaction, that the Concession sales be limited to pre-packaged foods and beverages and that any other vendors supply a Certificate of Insurance and proof of Food Service license, if applicable. This event will also require a Vendor Inspection by the HTFD.

VOICE VOTE: Ayes: 3 Absent: 1 (Auxier) Vacancy: 1 MOTION CARRIED

D. Hamburg Soccer Club – Spring Season – March 20 to July 28, 2019

Muck asked if the Insurance Certificate had been received.

Henneman confirmed it was on file for the General Liability, but the club still hasn't secured Personal Property coverage.

Motion by Dolan, supported by Muck, to recommend approval of the 2019 HCSC Spring Season contingent on the following: that a Certificate of Insurance naming Hamburg Township as Additional Insured be provided, that the Clerk Department be provided all requested documents to their satisfaction, that the field assignments be communicated Administratively through the Clerk and Parks Coordinator, that the Concession sales be limited to pre-packaged foods and beverages and that use of the fields will not be allowed during West Park blackout dates.

VOICE VOTE: Ayes: 3 Absent: 1 (Auxier) Vacancy: 1 MOTION CARRIED

E. Warrior Rugby Club (Previously known as Dexter Rugby)

Motion by Muck, supported by Koeble, to recommend approval of the 2019 Warriors Rugby Spring Season contingent on the following: that a Certificate of Insurance naming Hamburg Township as Additional Insured be provided, that the Clerk Department be provided all requested documents to

their satisfaction, that the field assignments be communicated Administratively through the Clerk and Parks Coordinator, that the use of the fields will not be allowed during East Park blackout dates.

VOICE VOTE: Ayes: 3 Absent: 1 (Auxier) Vacancy: 1 MOTION CARRIED

4. **Scholarship Program** – No pending requests.

D. Special Projects

1. Batting Cage, T'Ball Fencing & Field Upgrade Project

Henneman stated benches are on order, and gravel will be purchased and installed when weather breaks.

2. Sun Shade for Adult Workout Area – Pending

E. Sponsorships/Volunteerism/Scholarships

1. Eagle Scout Project – No update was made.

2. Beautification Committee – Dolan will be drafting a Memorial Bench/Tree program for the Parks, Trails and Cemetery. A bench has already been purchased to be installed along the Lakelands Trail near Winkelhaus Park.

F. Signage and Community Awareness

1. Entrance Signs/Park Rules/Way-finding Signs – No update was made.

G. Risk Management (Insurance/ADA)

1. ADA Compliance in Parklands – No update was made.

10. Call to the Public

A call was made with no response.

11. Committee Comments

No Committee comments were made.

12. Adjourn Meeting

Motion by Koeble, supported by Muck, to adjourn the meeting.

VOICE VOTE: Ayes: 3 Absent: 1 (Auxier) Vacancy: 1

MOTION CARRIED

Meeting adjourned at 4:34 p.m.

Respectfully submitted,



Debra Henneman
Parks Coordinator

P.O. Box 157
10405 Merrill Road
Hamburg, Michigan 48139-0157

(810) 231-1000 Office
(810) 231-4295 Fax



Supervisor: Pat Hohl
Clerk: Jim Neilson
Treasurer: Allen Carlson
Trustees: Mike Dolan
Bill Hahn
Chuck Menzies
Jason Negri

HAMBURG TOWNSHIP PARKS AND RECREATION COMMITTEE

Regular Meeting Dates - Year 2019

January 22 @ 3:00 P.M.
February 27 @ 4:00 P.M.
March 26 @ 3:00 P.M.
April 23 @ 3:00 P.M.
May 28 @ 3:00 P.M.
June 25 @ 3:00 P.M.
July 30 @ 3:00 P.M.
August 27 @ 3:00 P.M.
September 24 @ 3:00 P.M.
October 22 @ 3:00 P.M.
November 26 @ 3:00 P.M.
December - TBD

All meetings are held at the Hamburg Township Hall Board Room located at 10405 Merrill Road, Hamburg, Michigan 48139

Changes and/or additions to these dates, times and/or location will be posted at the Hamburg Township Office, located at 10405 Merrill Road, Hamburg, Michigan 48139, and on the website. Every effort will be made to accommodate requests from the public for alternate meeting dates and times, should the posted meetings not be conducive for participation.

The township will provide necessary, reasonable auxiliary aids and services to individuals with disabilities upon advance written notice or by calling the Township Hall at 810-231-1000

Mike Dolan
Hamburg Township Clerk
10405 Merrill Road, PO Box 157
Hamburg, Michigan 48139-0157
(810) 231-1000 Ext. 206



Michigan Natural Resources Trust Fund

2019 Grant Application

Hamburg Township, Michigan

Applicable Program Goals

- Improve and expand facilities (trailways).
- Project within an Urban Area (within the Warren-Troy-Farming Metropolitan Division of the Detroit-Warren-Flint Combined Statistical Area (CSA).

SECTION A: APPLICANT, SITE AND PROJECT IDENTIFICATION

Proposal Title: Manly W. Bennett Memorial Park Improvements to Recreation, Connection, Gathering, Accessibility and Environmental Enjoyment.

Proposal Description: Connections and improvements to Manly W. Bennett Memorial Park for:

- Pickleball courts (two), with universally designed seating and shade sails;
- ADA accessible walking pathway with connection outlet to the Lakeland Trails system (approximately 1.25 mile loop);
- Wayfinding signage and educational interpretative signage (environmental) near walking path;
- Rain garden / landscaping;
- Pavilion with universally designed seating and picnic tables;
- Refuse bins; and
- LED lighting.

SECTION B: PROJECT FUNDING

Proposed Budget (reimbursement program¹)

- Total Project Cost \$402,500 (includes engineering of 15%)
- Grant Amount Request \$201,250
- Total Match² \$201,250³ (50%)

¹ Multiple partial requests for reimbursement as the project progresses is common practice.

² Minimum of 25% match required, no points allocated towards application (which would be \$100,625)

³ Match can be met by general funds, cash donations, other grants and force account labor or equipment.

HEADQUARTERS

235 East Main Street
Suite 105
Northville, Michigan 48167

☎ 248.596.0920
F 248.596.0930
MCKA.COM

Communities for real life.



| Eligible Project Elements | Cost Estimate |
|--|-------------------|
| Pickleball Courts (two) | \$60,000 |
| Universally Accessible Seating at Courts | \$6,000 |
| Shade Sail at Courts | \$7,000 |
| ADA Pathway to Access Amenities | \$150,000 |
| Wayfinding and Educational Signage | \$13,000 |
| Refuse Bins | \$4,000 |
| LED Lighting | \$15,000 |
| Rain Garden / Landscaping | \$15,000 |
| Pavilion with Universally Accessible Seating and Picnic Tables | \$80,000 |
| Subtotal Estimate | \$ 350,000 |
| Engineer Costs for Design (15%) | \$ 52,500 |
| Total Cost Estimate | \$ 402,500 |



MCKENNA

Passport 2019 Grant Application

Hamburg Township, Michigan

Applicable Program Goals

- Renovate and improve existing facilities at parks.
- Development of new facilities or parks that support public recreation opportunities and activity.

SECTION A: APPLICANT, SITE AND PROJECT IDENTIFICATION

Proposal Title: Manly W. Bennett Memorial Park Renovation and Improvements to Accessibility, Recreation and Environmental Sustainability.

Proposal Description: Renovation and improvements to Manly W. Bennett Memorial Park for:

- Restroom conversion for ADA compliance;
- Creation of a universally accessible tot lot, with fall safe zone;
- Restriping of additional ADA parking spaces, including signage, and bioswale / landscaping;
- Universally designed seating with shade sail for covered enjoyment;
- ADA accessible pathway from Library to southern parking lot (including restrooms and tot lot);
- LED lighting; and
- Signage (to identify appropriate age groups for equipment, phone number to report issues, etc.)

SECTION B: PROJECT FUNDING

Proposed Budget (reimbursement program¹)

- Total Project Cost \$224,250 (includes engineering of 15%)
- Grant Amount Request \$134,550
- Total Match² \$89,700³ (40%)

¹ Multiple partial requests for reimbursement as the project progresses is common practice.

² Minimum of 25% match required (which would be \$56,062.50)

³ Match can be met by general funds, cash donations, other grants and force account labor or equipment.

HEADQUARTERS

235 East Main Street
Suite 105
Northville, Michigan 48167

☎ 248.596.0920
F 248.596.0930
MCKA.COM

Communities for real life.



| Eligible Project Elements | Cost Estimate |
|--|-------------------|
| Restroom Conversion, with Refuse Bins | \$45,000 |
| Universally Accessible Tot Lot | \$50,000 |
| Fall Safe Material | \$4,000 |
| Universally Designed Seating | \$8,000 |
| ADA Pathway to Access Amenities | \$35,000 |
| Amenity Signage | \$3,000 |
| Shade Sail | \$10,000 |
| LED Lighting | \$20,000 |
| Parking Lot Restriping, with ADA signage | \$5,000 |
| Bioswales / Landscaping | \$15,000 |
| Subtotal Estimate | \$ 195,000 |
| Engineer Costs for Design (15%) | \$ 29,250 |
| Total Cost Estimate | \$ 224,250 |

Boardwalk Damage – Reported 3/15/19

Closed until repairs can be made





Hamburg Senior Center
10407 Merrill Road ♦ P.O. Box 157
Hamburg, MI 48139
810.222.1140 ♦ Fax: 810.231.3877
www.hamburg.mi.us

March 19, 2019

To: Parks & Recreation Committee

From: Julie Eddings, Senior Program Director

Re: Senior Center Report

The Senior Advisory Board meeting was held on March 13, 2019. At that time, the Minutes from the January 9, 2019 meeting were approved and the Special ADA Meeting was rescheduled for April 10, 2019. Pat Lanthier resigned from her board member position and Sue Pack was voted in to take her place as a member of the Advisory Board. The Board is looking to fill Sue Pack's alternate position and is taking applications.

The Senior Center hosted a St Patrick's Day Potluck on March 15, 2019. We had 45 members attend. Lunch was catered in from CC Catering in Brighton, MI. The Hamburg Senior Center Kitchen Band entertained the members at the Potluck.

The Senior Center will have a Medicare/Medicaid Specialist on March 21 and 28. Hour appointments from 10 am to 2 pm will be available both days.

A New Member Meet and Greet will start in April to help new members connect with current members and feel more comfortable joining the center. The first meet and greet will be held on Friday, April 26, 2019.

New activities for next month include a Euchre class to be held on April 3 and April 10, 2019 and a concert given by the Dexter Senior Center's Friends in Harmony will be on April 10, 2019.

Attendance at the Senior Center continues to increase. The Senior Center had six new members join from February 18 – March 19, 2019. February monthly total was 956 with a daily average of 56. The Senior Center was closed for two day in February for inclement weather. .

HAMBURG TOWNSHIP SENIOR ADVISORY BOARD

REGULAR SCHEDULED MEETING MINUTES

SENIOR/COMMUNITY CENTER

January 9, 2019

(1) Call to Order:

Meeting called to order at 10:00 am

(2) Pledge to the Flag

(3) Roll Call of the Board:

Present was Annette Koeble (subbing for Chuck Menzies), Gary Kaiser, Gerry Przeslawski, Sue Pack (subbing for Pat Lanthier), Bob Andrews, Pat Kolasinski. Absent were Pat Lanthier and Janet Bater

(4) Approval of Agenda:

Gary Kaiser moved to approve the agenda. Pat Kolasinski seconded.

(5) Call to the Public:

Gerry Przeslawski inquired about an update on window cranks. Replacements have not yet been found.

(6) Correspondence:

Many Christmas wishes.

(7) Approval of minutes from November 14, 2018:

Gary Kaiser moved to accept the minutes as amended and Gerry Przeslawski seconded. Minutes were amended to show Deb Kaiser was subbing for Pat Lanthier under Roll Call of Board.

(8) Old Business:

- (a) Sidewalks: Repairs are on hold until Spring. Replacement of sidewalks and parking lot to be discussed at township.
- (b) Front Entrance Gutter: DPW came to look at gutters. Gutter heaters were plugged in and gutters will be cleaned.
- (c) Blinds: Blind are installed. Dining room door blind needs to be reordered and replaced.
- (d) Kiwanis Lunch: 100 people attended and size was thought to be optimal.
- (e) Shredding: Mike Dolan is contacting Iron Mountain to have a container delivered to the center.

- (f) LED Lighting: Waiting on the 3rd bid. Once all bids are submitted it will be approved by the township board.
- (g) Parking Signs: Signs have arrived and waiting to be installed.

(9) New Business:

- (a) Transportation: Pat Hohl discussed the possibility of a LETS bus to be designated for use from the senior center to points of interest throughout Livingston County. Cost of 8 hours/three times a week would be shared among federal, state, and local government agencies. Designated routes would be established.
- (b) ADA Transition Plan: Special meeting will be held on February 13, 2019 to prioritize ADA violations. Year time frames to be completed on the ADA Transition plan and reported to Deby Henneman.
- (c) Board Renewals: Senior center staff to contact Pat Lanthier regarding continued involvement with advisory board. Discussed all members being renewed at one time. To be discussed further in March.
- (d) Attendance: Attendance continues to grow. Gary Kaiser mentioned at what point is the attendance “too good.” Building already at program capacity. Discussed wish list for reconfiguring building or new building space.

| | <u>2018</u> | <u>2017</u> | <u>2016</u> |
|--------------------------------|-------------|-------------|-------------|
| November Total: | 1311 | 1296 | 1246 |
| November Daily Average: | 69 | 68 | 66 |

| | <u>2018</u> | <u>2017</u> | <u>2016</u> |
|--------------------------------|-------------|-------------|-------------|
| December Total: | 898 | 744 | 685 |
| December Daily Average: | 60 | 57 | 45 |

(10) Call to the Public:

Deb Kaiser stated that pinochle group would like senior center staff to remove old card tables from card table closet.

(11) Board Comments:

Gary Kaiser requested a list of activities to be printed on a single page in large print for potential members.

(12) Adjournment:

Robert Andrews made the motion to adjourn, seconded by Pat Kolasinski. Meeting adjourned at 11:17 am.

Next meeting will be February 13, 2019.

Julie Eddings

Recording Secretary

Date



Hamburg Township Offices
10405 Merrill Rd., P.O. Box 157
Hamburg, MI 48139
(810)231-1000
www.hamburg.mi.us

Memorandum

Date: March 19, 2019

To: Parks & Recreation Committee

From: Deby Henneman, Parks Coordinator

Re: Pinckney High School Wrestling Club – Metal Drive
May 31 – June 2, 2019 – Pettysville Trailhead

We are in receipt of a Park Use Application from the Pinckney H.S. Wrestling Club requesting use of the Pettysville Trailhead for a Metal Drive Fundraiser for the captioned dates.

Applicant will be responsible for clean-up of all debris and metal from the site, as well as removal of the dumpsters no later than Monday, June 3, 2019. They will be required to provide a renewal of their policy showing Hamburg Township as Additional Insured as pertains to the event.

I recommend approval of the application from the Pinckney High School Wrestling Club as submitted, with request that waiver of fees be recommended due to the nature of the event. Use will be subject to proof of insurance naming Hamburg Township as Additional Insured, that the Clerk Department be provided all requested documents to their satisfaction, and that residents be allowed use of the trailhead to obtain access to the Trail during the event.



**Hamburg Township Manly Bennett Park
Park Use Application and
Release of Liability & Indemnification Agreement**
(Application must be submitted 60 days before required use)

Submit by Email

Print Form

10405 Merrill Road
Hamburg, MI 48139
(810) 231-1000 X-218 Office
(810) 231-4295 Fax

Applicant Information:

| | | | |
|---|--|---------------------|-------------------------|
| Name of Event: | Pinckney H.S. Wrestling Club - Metal Drive | | |
| Type of Event: | Fundraiser | | |
| Applicant Name: | Pinckney Wrestling Club | Park Use Category: | 4 - Non-Qualified Group |
| Date(s) of Event: | May 31 - June 2, 2019 | Time(s) of Event: | 9 am - 4 pm |
| Applicant Address: | P.O. Box 112 | Suite or Apt. #: | |
| Applicant City: | Pinckney | Applicant State: | MI |
| | | Applicant Zip: | 48169 |
| Contact Person: | Geoffrey Galliher | Contact Title: | |
| Contact Phone: | | Contact Cell: | 734-645-2114 |
| Contact Email: | | | |
| All Co-applicants must also sign all applications and waivers | | | |
| Event Co-applicant, if any: | | Co-applicant Phone: | |
| Co-applicant relationship to Applicant: | | | |

Insurance Information:

| | | | |
|--------------------------|----------------------------------|------------------|-------------|
| Insurance Carrier: | Fireman's Fund Insurance Company | Policy Number: | XPk80978520 |
| General Liability Limit: | 1,000,000/2,000,000 | Expiration Date: | 3/24/2019 |

Certificate of Insurance must be provided by all applicants as outlined in Appendix B in the Park Facility Use Policy

Event Description: *(any information that doesn't pertain to the event please indicate "not applicable" or "N/A")*

| | |
|---|--|
| Details of Event including number of days needed for the event, setup and teardown: | Club would like to have metal drive in order to raise money for the High School Wrestling team. Two roll-off containers will be delivered Friday 5/31/19 by Miechiels Auto Salvage, the event would take place on Saturday, June 1 & Sunday, June 2, the roll-off containers will be picked up on Monday, June 3, 2019. Wrestlers will unload donor vehicles and place items in the roll-off containers throughout the day, and parking area will be checked for debris/metal at the close of the event. |
|---|--|

| | | | |
|---|---------------|--|-----------------------|
| Estimated Number of Participants: | 15 volunteers | Estimated Number of Spectators/Guests: | 50-100 throughout day |
| Estimated percentage of Hamburg Resident participation: | 90% | Estimated percentage of non-resident: | 10% |

| | |
|--|--|
| Details of the Township site required for Proposed Event, please include site plan drawing of layout for any Special Events: | Township owned Pettysville Trailhead at M36 and Pettysville Rd. Site will still be open to residents for access to the trails. |
|--|--|

Will there be camping and trailer facilities? If so, are overnight stays anticipated?:

Number of Volunteers: Are Volunteers trained?: *Please attach copy of Volunteer Handbook if applicable*

Will tents be used?: *All tent locations must be pre-approved*

If so, indicate locations:

Will admission be charged?: If so, how much?:

Parking fee charged?: If so, how much?:

Valet service available?: If so, how much?:

If music is played or performed, will there be a separate fee?: If so, how much?:

Have all participants, vendors and volunteers, including those from other Organizations, signed hold harmless agreements to protect Hamburg Township, its Residents, Staff and Officials from any and all Liability that may arise due to this proposed event? *Please provide blank copy of any forms used reflecting Hold Harmless language prior to event.* ☐ Yes ☒ No

Will there be Fireworks or any other pyrotechnic display? If so, describe:

Insurance requirements to be established during the event review process as stated in Appendix B of the Park Facility Use Policy

Will there be any animals present? If so, describe:
(Pets are not allowed in parkland during events)
Domestic Animal Control Ordinance #87 and the Park Facility Use Policy

Will there be Amusement rides or games? If so, describe:

Insurance requirements to be established during the event review process as stated in Appendix B of the Park Facility Use Policy

Will there be a need for vehicles to be used on Township grounds? If so, describe:

Personal vehicles used on Township grounds require proof of Auto Liability based on the description of use and areas needing to be accessed by the vehicle during the event

Will Food/Beverages be served? If so, list types of food and name of person(s) serving:

For anything other than pre-packaged foods, Health Department Permits and verification of Products Liability coverage must be provided

Will there be a need for Private Security or Emergency Responders? If so, describe:

Specific services required from the Township, if any:

Please indicate type of sports event: ☐ Regular Season (Games/Practices) ☐ Sports Tournament ☐ Other Sports Event

| |
|-----|
| n/a |
|-----|

Initials

Initials

Participant Information:

n/a

Please indicate, or attach a copy of the fee structure for participation in this sports season/tournament/event:

Upon Park Approval, the applicant will provide a roster of all participants including their names, ages and residency information

Geoffrey Galliher

Event Contact Cell Phone:

734-645-2114

n/a

Concessions Contact Cell Phone:

Please indicate the process by which you complete Background Checks:

Other Information:

Please provide any other information regarding your event that you may find helpful:

Release of Liability & Indemnification Agreement

The approval of this park use request is contingent upon receipt of all requested information, review process of the Hamburg Township Parks & Recreation Committee, and approval of the Hamburg Township Board. The applicant may be required to provide additional information as is deemed necessary by the Parks & Recreation Committee and/or Township Board, and may be required to meet with the Parks Administrator and/or Parks Coordinator to supply additional information or answer questions. If the Park Use application is received less than 60 days prior to the requested event date, the Parks & Recreation Committee and Township Board may process the application, however, the application fee may be increased in an amount to be determined by the Parks & Recreation Committee and/or the Township Board

The Undersigned acknowledges that he/she/they are authorized to sign this application on behalf of the applicant and that he/she/they have received a copy of all documents relating to the use of the park and recreational facilities including the Hamburg Township Park Facility Use Policy Rules and Regulations

In further consideration of entering into this agreement, to the fullest extent permitted by law, the Applicant agrees to defend, pay on behalf of, indemnify, and hold harmless Hamburg Township, its elected and appointed officials, employees and volunteers, and others working on behalf of Hamburg Township against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed, or recovered against or from Hamburg Township, by reason of personal injury, including bodily injury or death and /or property damage, including loss of use thereof, which arises out of, or is in any way connected or associated with this contract

The Applicant covenants and agrees that it will have a representative on the premises at all times to monitor the set-up, use and tear-down of the use and all activities related to thereto and under no circumstances shall the use of the park be granted or sublet to any other group or organization without the express written permission of the Hamburg Township Board of Trustees

Any Applicant or group or entity co-hosting an event must provide a Certificate of Insurance naming Hamburg Township as an additional insured and proof of that coverage must be provided prior to the issuance of the permit for the event. The Applicant and/or co-host of any event must comply with all rules, regulations and policies of the Township pertaining to the said use and will be ultimately responsible for any and all damages to any Hamburg Township property resulting from the use, and shall otherwise restore the Township property to its previous condition

Personal Property Damage Claims: The applicant hereby releases Hamburg Township, its elected and appointed officials, employees and volunteers, and others working on behalf of Hamburg Township, from any and all liability or responsibility to the applicant or anyone claiming through or under the applicant by way of subrogation or otherwise, for any loss or damage to applicant's property resulting from any incident, except damages resulting from the gross negligence of the Township, as it relates to the activities and uses contemplated by the application. It is understood by the applicant, that all private property kept, stored or maintained in and on the Hamburg Township Park and recreational facilities shall be so kept, stored or maintained at the risk of the Applicant

Initials:

Public Health & Safety: The applicant hereby swears and attests that they have complied with all aspects and intent, of Background Checks and that they are in compliance with the Michigan Sports Concussion Law, Acts 342 & 343, Public Acts of 2012, as referenced in Section 4.4 of the Park Facility Use Policy and outlined in Appendix A. The applicant understands that falsification of the about statement and/or failure to comply with these requirements may result in the suspension and/or revocation of the use of the Hamburg Township Parkland facilities

Initials:

Confirmation of Individual Participation: (Sports Groups): The applicant hereby swears and attests that they have obtained original signatures and initials on the Hamburg Township Sports Group Medical Waiver and Authorization for all participants that will be utilizing the Hamburg Township Park Facilities for sport related activities. Furthermore, these forms waive, release and discharge from any and all liability for death, disability, personal injury, property damage, property theft, or actions of any kind which may hereafter accrue, including traveling to and from practice, game or any event, the following entities: Hamburg Township, its elected and appointed officials, employees and volunteers, representatives and agents, and others working or acting on behalf of Hamburg Township. Furthermore, the applicant will submit all original forms to the Hamburg Township Parks and Recreation Department and attest that they are in compliance with the Michigan Sports Concussion Law, Acts 342 & 343, Public Acts of 2012, as referenced in Section 4.4 of the Park Facility Use Policy and outlined in Appendix A

Initials:

Applicant's Signature:

Date:

Co-Applicant's Signature:

Date:

Parks Coordinator:

Date:

For office use only

Comments:

Application has been (Check One)

☐

Approved

☐

Denied

Hamburg Township Clerk:



**Hamburg Township
Parks & Recreation**

**Hamburg Township Offices
10405 Merrill Rd., P.O. Box 157
Hamburg, MI 48139
(810)231-1000
www.hamburg.mi.us**

Memorandum

Date: March 22, 2019

To: Parks & Recreation Committee

From: Deby Henneman, Parks & Recreation Coordinator

Re: Kensington Woods Schools – Use of Manly Bennett Park – West

Use: Limited User - Spring 2019 Home Games

Fields: **To be assigned by Park Coordinator**

We are in receipt of a Park Use Application from Kensington Woods Schools dated March 19, 2019 for limited use of Soccer Fields located in Manly Bennett Park West. Kensington Woods School is located in the former Lakelands Elementary Building and has determined that they do have adequate field space for practices, but would like to use something more formal as their “Home” field.

Kensington Woods is a small private school, with approximately 25 children that participate in the Soccer program. They are requesting 1 field, for the 4 dates outlined in the application for 2-hour periods, so their use will be limited. Field use will be assigned by the Parks Coordinator.

Should this application be approved, it should also be contingent up on the Clerk Department being provided all requested documents to their satisfaction, that the field assignments be communicated administratively through the Clerk and Parks Coordinator, that charges for field use be confirmed by the Township Board and that use is subject to Blackout dates.



Hamburg Township Manly Bennett Park
Park Use Application and
Release of Liability & Indemnification Agreement
(Application must be submitted 60 days before required use)

Submit by Email

Print Form

10405 Merrill Road
 Hamburg, MI 48139
 (810) 231-1000 X-218 Office
 (810) 231-4295 Fax

Applicant Information:

| | | | |
|---|--|---------------------|----------------------|
| Name of Event: | Kensington Woods Schools Soccer Games | | |
| Type of Event: | Soccer Games | | |
| Applicant Name: | Jessie Pratt | Park Use Category: | <input type="text"/> |
| Date(s) of Event: | See attached calendar <i>4 home games</i> | Time(s) of Event: | 4pm-7pm |
| Applicant Address: | 9501 Pettys Road | Suite or Apt. #: | PO Box 206 |
| Applicant City: | Lakeland | Applicant State: | MI |
| | | Applicant Zip: | 48143 |
| Contact Person: | Jessie Pratt | Contact Title: | Athletic Director |
| Contact Phone: | 517-545-0828 | Contact Cell: | 517-715-3319 |
| Contact Email: | jpratt@kwoods.org <i>All Co-applicants must also sign all applications and waivers</i> | | |
| Event Co-applicant, if any: | <input type="text"/> | Co-applicant Phone: | <input type="text"/> |
| Co-applicant relationship to Applicant: | <input type="text"/> | | |

Insurance Information:

| | | | |
|--------------------------|----------------------|------------------|----------------------|
| Insurance Carrier: | see attached | Policy Number: | <input type="text"/> |
| General Liability Limit: | <input type="text"/> | Expiration Date: | <input type="text"/> |

Certificate of Insurance must be provided by all applicants as outlined in Appendix B in the Park Facility Use Policy

Event Description: *(any information that doesn't pertain to the event please indicate "not applicable" or "N/A")*

Details of Event
 including number of
 days needed for the
 event, setup and
 teardown:

High School Soccer Games
 8v8 field needed - *Field #2?*

| | | | |
|---|----|--|----|
| Estimated Number of Participants: | 25 | Estimated Number of Spectators/Guests: | 50 |
| Estimated percentage of Hamburg Resident participation: | 5 | Estimated percentage of non-resident: | 95 |

Details of the Township
 site required for
 Proposed Event, please
 include site plan
 drawing of layout for
 any Special Events:

Will there be camping and trailer facilities? If so, are overnight stays anticipated?:

no

Number of Volunteers: n/a

Are Volunteers trained?:

Please attach copy of Volunteer Handbook if applicable

Will tents be used?:

no

All tent locations must be pre-approved

If so, indicate locations:

Will admission be charged?:

no

If so, how much?:

Parking fee charged?:

no

If so, how much?:

Valet service available?:

no

If so, how much?:

If music is played or performed, will there be a separate fee?:

n/a

If so, how much?:

Have all participants, vendors and volunteers, including those from other Organizations, signed hold harmless agreements to protect Hamburg Township, its Residents, Staff and Officials from any and all Liability that may arise due to this proposed event? Please provide blank copy of any forms used reflecting Hold Harmless language prior to event.

☒ Yes☐ No

Will there be Fireworks or any other pyrotechnic display? If so, describe:

no

Insurance requirements to be established during the event review process as stated in Appendix B of the Park Facility Use Policy

Will there be any animals present? If so, describe:
(Pets are not allowed in parkland during events)

no

Domestic Animal Control Ordinance #87 and the Park Facility Use Policy

Will there be Amusement rides or games? If so, describe:

no

Insurance requirements to be established during the event review process as stated in Appendix B of the Park Facility Use Policy

Will there be a need for vehicles to be used on Township grounds? If so, describe:

no

Personal vehicles used on Township grounds require proof of Auto Liability based on the description of use and areas needing to be accessed by the vehicle during the event

Will Food/Beverages be served? If so, list types of food and name of person(s) serving:

no

For anything other than pre-packaged foods, Health Department Permits and verification of Products Liability coverage must be provided

Will there be a need for Private Security or Emergency Responders? If so, describe:

no

Specific services required from the Township, if any:

fields lined

Organized Sports and/or Sporting Events: *This section not applicable to non-sports related events.*Please indicate type of sports event: ☒ Regular Season (Games/Practices) ☐ Sports Tournament ☐ Other Sports EventIf Tournament
or other event,
please describe:All Regular Season sports participants **MUST** complete the Hamburg Township Sports Group Medical Waiver and Authorization and provide these forms to the Township.

Initials jmp

All Tournament participants, including those from other Organizations, shall sign Hold Harmless clauses to protect Hamburg Township, its Residents, Staff and Officials from any and all Liability that may arise due to this proposed event. ***Please provide executed tournament log reflecting Hold Harmless language after the event.***

Initials jmp

*All Sports Group Medical Waiver and Authorizations and Hold Harmless forms must supplied to the Township at time of registration.***Participant Information:**

Please indicate total number of HAMBURG TOWNSHIP participants in your organization:

Please indicate total number of NON-RESIDENT participants in your organization:

Please indicate, or attach a
copy of the fee structure for
participation in this sports
season/tournament/event:***Upon Park Approval, the applicant will provide a roster of all participants including their names, ages and residency information*****Contact Information:**

Please indicate on premise contact for before, during and after the event: Steve Sabo

Event Contact Phone: 517-545-0828

Event Contact Cell Phone: 248-982-3413

Please indicate person in charge of concessions, if any: n/a

Concessions Contact Phone:

Concessions Contact Cell Phone:

Types of Foods/Beverages
that will be served (Pre-
packaged only):Please indicate the process
by which you complete
Background Checks:

All school volunteers are required to have background checks/fingerprints completed per school policy

*Background Checks may be required as outlined in Hamburg Township Park Facility Use Policy, as referenced in Section 4.4 and outlined in Appendix A.***Other Information:**Please provide
any other
information
regarding your
event that you
may find
helpful:

Release of Liability & Indemnification Agreement

The approval of this park use request is contingent upon receipt of all requested information, review process of the Hamburg Township Parks & Recreation Committee, and approval of the Hamburg Township Board. The applicant may be required to provide additional information as is deemed necessary by the Parks & Recreation Committee and/or Township Board, and may be required to meet with the Parks Administrator and/or Parks Coordinator to supply additional information or answer questions. If the Park Use application is received less than 60 days prior to the requested event date, the Parks & Recreation Committee and Township Board may process the application, however, the application fee may be increased in an amount to be determined by the Parks & Recreation Committee and/or the Township Board

The Undersigned acknowledges that he/she/they are authorized to sign this application on behalf of the applicant and that he/she/they have received a copy of all documents relating to the use of the park and recreational facilities including the Hamburg Township Park Facility Use Policy Rules and Regulations

In further consideration of entering into this agreement, to the fullest extent permitted by law, the Applicant agrees to defend, pay on behalf of, indemnify, and hold harmless Hamburg Township, its elected and appointed officials, employees and volunteers, and others working on behalf of Hamburg Township against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed, or recovered against or from Hamburg Township, by reason of personal injury, including bodily injury or death and /or property damage, including loss of use thereof, which arises out of, or is in any way connected or associated with this contract

The Applicant covenants and agrees that it will have a representative on the premises at all times to monitor the set-up, use and tear-down of the use and all activities related to thereto and under no circumstances shall the use of the park be granted or sublet to any other group or organization without the express written permission of the Hamburg Township Board of Trustees

Any Applicant or group or entity co-hosting an event must provide a Certificate of Insurance naming Hamburg Township as an additional insured and proof of that coverage must be provided prior to the issuance of the permit for the event. The Applicant and/or co-host of any event must comply with all rules, regulations and policies of the Township pertaining to the said use and will be ultimately responsible for any and all damages to any Hamburg Township property resulting from the use, and shall otherwise restore the Township property to its previous condition

Personal Property Damage Claims: The applicant hereby releases Hamburg Township, its elected and appointed officials, employees and volunteers, and others working on behalf of Hamburg Township, from any and all liability or responsibility to the applicant or anyone claiming through or under the applicant by way of subrogation or otherwise, for any loss or damage to applicant's property resulting from any incident, except damages resulting from the gross negligence of the Township, as it relates to the activities and uses contemplated by the application. It is understood by the applicant, that all private property kept, stored or maintained in and on the Hamburg Township Park and recreational facilities shall be so kept, stored or maintained at the risk of the Applicant

Initials:

jmp

Public Health & Safety: The applicant hereby swears and attests that they have complied with all aspects and intent, of Background Checks and that they are in compliance with the Michigan Sports Concussion Law, Acts 342 & 343, Public Acts of 2012, as referenced in Section 4.4 of the Park Facility Use Policy and outlined in Appendix A. The applicant understands that falsification of the about statement and/or failure to comply with these requirements may result in the suspension and/or revocation of the use of the Hamburg Township Parkland facilities

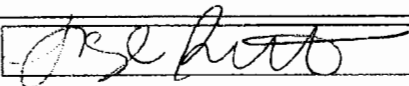
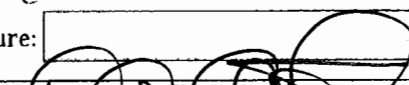

Initials:

jmp

Confirmation of Individual Participation: (Sports Groups): The applicant hereby swears and attests that they have obtained original signatures and initials on the Hamburg Township Sports Group Medical Waiver and Authorization for all participants that will be utilizing the Hamburg Township Park Facilities for sport related activities. Furthermore, these forms waive, release and discharge from any and all liability for death, disability, personal injury, property damage, property theft, or actions of any kind which may hereafter accrue, including traveling to and from practice, game or any event, the following entities: Hamburg Township, its elected and appointed officials, employees and volunteers, representatives and agents, and others working or acting on behalf of Hamburg Township. Furthermore, the applicant will submit all original forms to the Hamburg Township Parks and Recreation Department and attest that they are in compliance with the Michigan Sports Concussion Law, Acts 342 & 343, Public Acts of 2012, as referenced in Section 4.4 of the Park Facility Use Policy and outlined in Appendix A

Initials:

jmp

| | | | |
|---------------------------|---|-------|---------|
| Applicant's Signature: |  | Date: | 3/19/19 |
| Co-Applicant's Signature: |  | Date: | |
| Parks Coordinator: |  | Date: | 3-22-19 |

For office use only

Comments:

Parko -
TB -

Application has been (Check One)

☐ Approved☐ Denied

Hamburg Township Clerk:

Kensington Woods SCHOOLS

2019 Girls Soccer Schedule Updated 3/12/2019

Tuesday, April 2, 5pm
Game vs CSPA
Home Game

Thursday, April 11, 5pm
Game vs Washtenaw Christian
Home Game

Wednesday, April 17, 5pm
Game vs HAACH
Home Game

Thursday, May 23, 5pm
Game vs LA Dragons
Home Game



KENSwoo-01

BWEEKS

CERTIFICATE OF LIABILITY INSURANCE

 DATE (MM/DD/YYYY)
 3/19/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
 General Agency Company
 525 E. Broadway
 Mount Pleasant, MI 48858

CONTACT NAME: Beverly Weeks

PHONE

(A/C, No, Ext):

FAX

(A/C, No):

E-MAIL ADDRESS: bweeks@ga-ins.com

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A: EMCASCO Insurance Company

21407

INSURER B: Employers Mutual Casualty Co

21415

INSURER C:

INSURER D:

INSURER E:

INSURER F:

INSURED

Kensington Woods School Kensington Woods High School
 Livingston Technical Academy
 9501 Pettys Rd
 Lakeland, MI 48143

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE | ADOL SUBR INSD WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS |
|----------|--|--------------------|---------------|-------------------------|-------------------------|---|
| A | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY | | | | | |
| | CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR | | 5D43319 | 2/22/2019 | 2/22/2020 | EACH OCCURRENCE \$ 1,000,000 |
| | | | | | | DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 |
| | | | | | | MED EXP (Any one person) \$ 10,000 |
| | | | | | | PERSONAL & ADV INJURY \$ 1,000,000 |
| | | | | | | GENERAL AGGREGATE \$ 3,000,000 |
| | | | | | | PRODUCTS - COMP/OP AGG \$ 3,000,000 |
| | GEN'L AGGREGATE LIMIT APPLIES PER: | | | | | |
| | <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC | | | | | |
| | OTHER: | | | | | |
| B | AUTOMOBILE LIABILITY | | | | | |
| | ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> | | 5E43319 | 2/22/2019 | 2/22/2020 | COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 |
| | HIRE AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> | | | | | BODILY INJURY (Per person) \$ |
| | | | | | | BODILY INJURY (Per accident) \$ |
| | | | | | | PROPERTY DAMAGE (Per accident) \$ |
| | | | | | | \$ |
| B | <input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB | | | | | |
| | OCCUR CLAIMS-MADE | | 5J43319 | 2/22/2019 | 2/22/2020 | EACH OCCURRENCE \$ 4,000,000 |
| | DED <input checked="" type="checkbox"/> RETENTION \$ 10,000 | | | | | AGGREGATE \$ |
| | | | | | | Pers/Adv injury \$ 4,000,000 |
| B | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY | | | | | |
| | ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N N/A | | 5H43319 | 2/22/2019 | 2/22/2020 | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER |
| | If yes, describe under DESCRIPTION OF OPERATIONS below | | | | | E.L. EACH ACCIDENT \$ 1,000,000 |
| | | | | | | E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 |
| | | | | | | E.L. DISEASE - POLICY LIMIT \$ 1,000,000 |
| B | Linebacker | | 5K43319 | 2/22/2019 | 2/22/2020 | Each Occurrence 1,000,000 |
| B | Retrodate: 1/29/1998 | | 5K43319 | 2/22/2019 | 2/22/2020 | Aggregate 3,000,000 |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

Hamburg Township Bennet Park
 10405 Merrill Road
 Hamburg, MI 48139

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Jeff B. Reinhardt



Hamburg Township Offices
10405 Merrill Rd., P.O. Box 157
Hamburg, MI 48139
(810)231-1000
www.hamburg.mi.us

Memorandum

Date: March 15, 2019

To: Parks & Recreation Committee

From: Deby Henneman, Parks Coordinator

Re: Jogging for Jakey 5K – Park Use Application
5K Race on Lakelands Trail, and staged at Merrill Trailhead

We are in receipt of a Park Use Application from Courtney Wright who is requesting access to the Lakelands Trail to hold a 5K Race on June 29, 2019. She is requesting limited use of the Lakelands Trail for this event, and the route will circle back to the staging area at the Merrill Trailhead.

This event is in memory of Jakey Smotherman and the 2018 proceeds were used to purchase handicap swings for the Kensington Metropark. The 2019 proceeds will be donated to Oucares which is a sports program for autistic individuals.

I recommend approval of the application as submitted, based on the application from the Courtney Wright dated 3/13/19, as provided in the packet, with the contingency that a Certificate of Insurance (or copy of Homeowners Insurance) be provided naming Hamburg Township as Additional Insured, that the established Park Use fee be waived due to the nature of the event, that public safety be made aware of the event and that all requested information be provided to the Clerk's Department to his satisfaction.



Hamburg Township Manly Bennett Park
Park Use Application and
Release of Liability & Indemnification Agreement
(Application must be submitted 60 days before required use)

Submit by Email

Print Form

10405 Merrill Road
Hamburg, MI 48139
(810) 231-1000 X-218 Office
(810) 231-4295 Fax

Applicant Information:

| | | | |
|---|---|---------------------|--------------|
| Name of Event: | Jogging for Jakey 5K | | |
| Type of Event: | 5K Race | | |
| Applicant Name: | Courtney Wright | Park Use Category: | 1 - Indi/Fam |
| Date(s) of Event: | June 29, 2019 | Time(s) of Event: | 9am-11am |
| Applicant Address: | 3466 Amber Oaks Drive | Suite or Apt. #: | |
| Applicant City: | Howell | Applicant State: | MI |
| | | Applicant Zip: | 48855 |
| Contact Person: | Courtney Wright | Contact Title: | |
| Contact Phone: | | Contact Cell: | 810-360-5067 |
| Contact Email: | clogghe@hotmail.com | | |
| | All Co-applicants must also sign all applications and waivers | | |
| Event Co-applicant, if any: | Brenden Smotherman | Co-applicant Phone: | 248-459-8481 |
| Co-applicant relationship to Applicant: | fiance | | |

Insurance Information:

| | | | |
|--------------------------|-----------------------|------------------|----------------------------|
| Insurance Carrier: | Farm Bureau Insurance | Policy Number: | Will obtain after approval |
| General Liability Limit: | | Expiration Date: | |

Certificate of Insurance must be provided by all applicants as outlined in Appendix B in the Park Facility Use Policy

Event Description: *(any information that doesn't pertain to the event please indicate "not applicable" or "N/A")*

| | |
|---|--|
| Details of Event including number of days needed for the event, setup and teardown: | This is a 5k race hosted in memory of Brenden's brother Jakey. Last year the race was held to obtain handicap swings that were placed in Kensington Metropark. This year all proceeds will be donated to Eucarees which is a sports program for autistic individuals. The proceeds will be given for scholarships for individuals that are unable to afford the program. |
|---|--|

| | | | |
|-----------------------------------|----|--|----|
| Estimated Number of Participants: | 90 | Estimated Number of Spectators/Guests: | 10 |
|-----------------------------------|----|--|----|

| | | | |
|---|-----|---------------------------------------|-----|
| Estimated percentage of Hamburg Resident participation: | 15% | Estimated percentage of non-resident: | 85% |
|---|-----|---------------------------------------|-----|

| | |
|--|--|
| Details of the Township site required for Proposed Event, please include site plan drawing of layout for any Special Events: | The 5K race will be started at the park off of Merrill road and will take place on the Lakeland Trails. <i>Merrill Trailhead area will be used as staging area.</i> |
|--|--|

Will there be camping and trailer facilities? If so, are overnight stays anticipated?: No

Number of Volunteers: 5 Are Volunteers trained?: Yes (no handbook) Please attach copy of Volunteer Handbook if applicable

Will tents be used?: No All tent locations must be pre-approved

If so, indicate locations:

Will admission be charged?: Yes If so, how much?: \$30 to run the 5k

Parking fee charged?: None If so, how much?:

Valet service available?: None If so, how much?:

If music is played or performed, will there be a separate fee?: No If so, how much?:

Have all participants, vendors and volunteers, including those from other Organizations, signed hold harmless agreements to protect Hamburg Township, its Residents, Staff and Officials from any and all Liability that may arise due to this proposed event? Please provide blank copy of any forms used reflecting Hold Harmless language prior to event. ☒ Yes ☐ No

Will there be Fireworks or any other pyrotechnic display? If so, describe: No

Insurance requirements to be established during the event review process as stated in Appendix B of the Park Facility Use Policy

Will there be any animals present? If so, describe: No
(Pets are not allowed in parkland during events)
Domestic Animal Control Ordinance #87 and the Park Facility Use Policy

Will there be Amusement rides or games? If so, describe: No

Insurance requirements to be established during the event review process as stated in Appendix B of the Park Facility Use Policy

Will there be a need for vehicles to be used on Township grounds? If so, describe: They will use the parking lot

Personal vehicles used on Township grounds require proof of Auto Liability based on the description of use and areas needing to be accessed by the vehicle during the event

Will Food/Beverages be served? If so, list types of food and name of person(s) serving: Yes, all food given will be pre-packaged

For anything other than pre-packaged foods, Health Department Permits and verification of Products Liability coverage must be provided

Will there be a need for Private Security or Emergency Responders? If so, describe: No

Specific services required from the Township, if any: None

Organized Sports and/or Sporting Events: *This section not applicable to non-sports related events.*

Please indicate type of sports event: ☐ Regular Season (Games/Practices) ☐ Sports Tournament ☒ Other Sports Event

If Tournament
or other event,
please describe:

All Regular Season sports participants **MUST** complete the Hamburg Township Sports Group Medical Waiver and Authorization and provide these forms to the Township.

Initials

CW

All Tournament participants, including those from other Organizations, shall sign Hold Harmless clauses to protect Hamburg Township, its Residents, Staff and Officials from any and all Liability that may arise due to this proposed event. ***Please provide executed tournament log reflecting Hold Harmless language after the event.***

Initials

CW

All Sports Group Medical Waiver and Authorizations and Hold Harmless forms must supplied to the Township at time of registration.

Participant Information:

Please indicate total number of HAMBURG TOWNSHIP participants in your organization:

Please indicate total number of NON-RESIDENT participants in your organization:

Please indicate, or attach a
copy of the fee structure for
participation in this sports
season/tournament/event:

Upon Park Approval, the applicant will provide a roster of all participants including their names, ages and residency information

Contact Information:

Please indicate on premise contact for before, during and after the event:

Courtney Wright

Event Contact Phone:

810-360-5067

Event Contact Cell Phone:

Please indicate person in charge of concessions, if any:

N/A

Concessions Contact Phone:

N/A

Concessions Contact Cell Phone:

N/A

Types of Foods/Beverages
that will be served (Pre-
packaged only):

Snacks to participants that are pre-packaged

Please indicate the process
by which you complete
Background Checks:

Background Checks may be required as outlined in Hamburg Township Park Facility Use Policy, as referenced in Section 4.4 and outlined in Appendix A.

Other Information:

Please provide
any other
information
regarding your
event that you
may find
helpful:

After this form is approved we will be obtaining race insurance through Farm Bureau Insurance and we will provide you a copy.

Release of Liability & Indemnification Agreement

The approval of this park use request is contingent upon receipt of all requested information, review process of the Hamburg Township Parks & Recreation Committee, and approval of the Hamburg Township Board. The applicant may be required to provide additional information as is deemed necessary by the Parks & Recreation Committee and/or Township Board, and may be required to meet with the Parks Administrator and/or Parks Coordinator to supply additional information or answer questions. If the Park Use application is received less than 60 days prior to the requested event date, the Parks & Recreation Committee and Township Board may process the application, however, the application fee may be increased in an amount to be determined by the Parks & Recreation Committee and/or the Township Board

The Undersigned acknowledges that he/she/they are authorized to sign this application on behalf of the applicant and that he/she/they have received a copy of all documents relating to the use of the park and recreational facilities including the Hamburg Township Park Facility Use Policy Rules and Regulations

In further consideration of entering into this agreement, to the fullest extent permitted by law, the Applicant agrees to defend, pay on behalf of, indemnify, and hold harmless Hamburg Township, its elected and appointed officials, employees and volunteers, and others working on behalf of Hamburg Township against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed, or recovered against or from Hamburg Township, by reason of personal injury, including bodily injury or death and /or property damage, including loss of use thereof, which arises out of, or is in any way connected or associated with this contract

The Applicant covenants and agrees that it will have a representative on the premises at all times to monitor the set-up, use and tear-down of the use and all activities related to thereto and under no circumstances shall the use of the park be granted or sublet to any other group or organization without the express written permission of the Hamburg Township Board of Trustees

Any Applicant or group or entity co-hosting an event must provide a Certificate of Insurance naming Hamburg Township as an additional insured and proof of that coverage must be provided prior to the issuance of the permit for the event. The Applicant and/or co-host of any event must comply with all rules, regulations and policies of the Township pertaining to the said use and will be ultimately responsible for any and all damages to any Hamburg Township property resulting from the use, and shall otherwise restore the Township property to its previous condition

Personal Property Damage Claims: The applicant hereby releases Hamburg Township, its elected and appointed officials, employees and volunteers, and others working on behalf of Hamburg Township, from any and all liability or responsibility to the applicant or anyone claiming through or under the applicant by way of subrogation or otherwise, for any loss or damage to applicant's property resulting from any incident, except damages resulting from the gross negligence of the Township, as it relates to the activities and uses contemplated by the application. It is understood by the applicant, that all private property kept, stored or maintained in and on the Hamburg Township Park and recreational facilities shall be so kept, stored or maintained at the risk of the Applicant

Initials:

CW

Public Health & Safety: The applicant hereby swears and attests that they have complied with all aspects and intent, of Background Checks and that they are in compliance with the Michigan Sports Concussion Law, Acts 342 & 343, Public Acts of 2012, as referenced in Section 4.4 of the Park Facility Use Policy and outlined in Appendix A. The applicant understands that falsification of the about statement and/or failure to comply with these requirements may result in the suspension and/or revocation of the use of the Hamburg Township Parkland facilities

Initials:

CW

Confirmation of Individual Participation: (Sports Groups): The applicant hereby swears and attests that they have obtained original signatures and initials on the Hamburg Township Sports Group Medical Waiver and Authorization for all participants that will be utilizing the Hamburg Township Park Facilities for sport related activities. Furthermore, these forms waive, release and discharge from any and all liability for death, disability, personal injury, property damage, property theft, or actions of any kind which may hereafter accrue, including traveling to and from practice, game or any event, the following entities: Hamburg Township, its elected and appointed officials, employees and volunteers, representatives and agents, and others working or acting on behalf of Hamburg Township. Furthermore, the applicant will submit all original forms to the Hamburg Township Parks and Recreation Department and attest that they are in compliance with the Michigan Sports Concussion Law, Acts 342 & 343, Public Acts of 2012, as referenced in Section 4.4 of the Park Facility Use Policy and outlined in Appendix A

Initials:

CW

Applicant's Signature:

[Signature]

Date: 3-13-19

Co-Applicant's Signature:

[Signature]

Date: 3-13-19

Parks Coordinator:

[Signature]

Date: 3-13-19

For office use only

Comments:

PAID -
TB -

Application has been (Check One)

☐ Approved

☐ Denied

Hamburg Township Clerk:

[Signature]

Every Child Shall Play Scholarship Fund (Prior McNulty Scholarship)

Starting Balance: \$3,000 on July 1, 2015 (Funds from McNulty transferred over 15/16 FY)

Funds Dispersed through Scholarship process:

| Date of Issue | Club/Donor | Req # | Starting Balance | Check Amount | Ending Balance | FY |
|--|------------------|---------------|------------------|---------------|----------------|-------|
| March 14, 2006 | Hamburg Flyers | 1 | \$ 2,950.00 | \$ 207.10 | \$ 2,742.90 | |
| November 24, 2008 | PHBSA (Baseball) | 3 | \$ 2,742.90 | \$ 412.50 | \$ 2,330.40 | |
| November 8, 2011 | HPYFA (Football) | 4 | \$ 2,330.40 | \$ 400.00 | \$ 1,930.40 | 11/12 |
| March 27, 2012 | PBSC (Soccer) | 1 | \$ 1,930.40 | \$ 150.00 | \$ 1,780.40 | 11/12 |
| November 21, 2012 | HPYFA (Football) | 3 | \$ 1,780.40 | \$ 300.00 | \$ 1,480.40 | 12/13 |
| December 18, 2013 | HPYFA (Football) | 2 | \$ 1,480.40 | \$ 200.00 | \$ 1,280.40 | 13/14 |
| February 18, 2014 | HPYFA (Football) | 4 | \$ 1,280.40 | \$ 300.00 | \$ 980.40 | 13/14 |
| February 18, 2015 | HPYFA (Football) | 1 | \$ 980.40 | \$ 100.00 | \$ 880.40 | 14/15 |
| March 27, 2015 | Koeble | Donation | \$ 880.40 | \$ (1,000.00) | \$ 1,880.40 | 14/15 |
| June 30, 2015 | Hamburg Twp | FY Adjustment | \$ 1,880.40 | \$ (1,119.60) | \$ 3,000.00 | 15/16 |
| September 11, 2015 | HPYFA (Football) | Donation | \$ 3,000.00 | \$ (1,000.00) | \$ 4,000.00 | 15/16 |
| December 16, 2015 | HPYFA (Football) | 4 | \$ 4,000.00 | \$ 350.00 | \$ 3,650.00 | 15/16 |
| December 20, 2016 | PHBSA (Baseball) | 5 | \$ 3,650.00 | \$ 242.50 | \$ 3,407.50 | 16/17 |
| August 1, 2016 | Pinckney Blues | Donation | \$ 3,407.50 | \$ (1,250.00) | \$ 4,657.50 | 16/17 |
| Total Fund Balance as of June 22, 2018 | | | | | \$ 4,657.50 | |

**Hamburg Township
Every Child Shall Play Scholarship
Request for Scholarship Funds
Policy & Procedure**

1.0 Every Child Shall Play Scholarship

Pursuant to the establishment of the Hamburg Township Scholarship Fund “Every Child Shall Play” passed by the Township board by resolution on February 3, 2015, the Parks and Recreation Committee will oversee the Hamburg Township “Every Child Shall Play” scholarship program and will award funds through an administrative process.

2.0 Requests

Requests for “Every Child Shall Play” Scholarship Fund disbursement will be submitted to the Clerk based on the following:

- A. Requests will only be considered for residents of Hamburg Township.
- B. Requests will only be considered for applicants who participate with organized sports groups ~~that utilize~~ granted use of the Hamburg Township parklands and/or trails as outlined on the Established list of Township Approved Sports Organizations (Appendix 4) through its approval process.
- C. Requests for scholarship funds will be made by the participant directly to the organized sports group that they participate with, based on the individual procedure the group has in place at time of application.
- D. It will be up to the individual organized sports group to determine if the applicant has financial need of scholarship funds.
- E. The organized sports group will respond to the participant request directly, outlining what funds will be applied towards fees and/or equipment by the organized sports group.
- F. After the organized sports group has awarded their portion of the scholarship, they will submit a request in writing to the Clerk or Parks Coordinator on their letterhead, outlining the total participant expense, less what was granted through the organized sports group scholarship and will then reflect the total amount of scholarship being requested from the Hamburg Township “Every Child Shall Play” Scholarship Fund.
- G. Request will be reviewed by the Clerk and/or Parks Coordinator who will provide a written outline of the request, the name of the organized sports group making the request, and the total amount of request to the Parks & Recreation Committee for their action.
- H. The Parks & Recreation Committee will approve request by motion, naming the total dollar amount of the scholarship, and the name of the organized sports group that will receive scholarship funds.
- I. All efforts will be made to maintain the privacy of the scholarship recipients due to the confidential nature of this type of financial aid, and names will not be released in public Board discussion nor made available in Board packets. Copies of the original letters

which may or may not indicate names of the participants will be maintained in the Clerk file.

3.0 Processing of Scholarship

Disbursement of scholarship funds will be requested by the Clerk or Parks Coordinator once the Parks and Recreation Committee has passed a motion in support of scholarship funds being awarded through the following process:

- A. Memo will be sent to the Accounting Director, outlining the total amount of the request, and the name of the organization that will receive the scholarship funds.
- B. Copy of the Parks and Recreation Committee motion, in support of the disbursement of funds and Purchase Requisition will be attached to the correspondence to the Accounting Director.
- C. Disbursement of requested amount will be executed at the direction of the Accounting director, and funds will be sent directly to the organized sports group with a transmittal memo provided by the Parks Coordinator (*Appendix BA*).
- D. Amount of disbursement will not exceed \$150 per participant, with a maximum of ~~\$500~~ 750 per organized sports group per playing season. ~~Playing seasons coincide with Park Use Applications.~~
- E. Notification of the disbursement and date of check will be sent to the Parks Coordinator by the Accounting Director. The Accounting Director will supply verification of the total fund balance at the end of each fiscal year.

4.0 Funding of Scholarship

The Hamburg Township “Every Child Shall Play” Scholarship Fund will be maintained at the Board’s discretion effective ~~in-with~~ the 2015/2016 Fiscal Year with a starting fund balance of no less than \$3,000, and the Clerk and/or Parks Coordinator will insure that the fund has a balance of no less than \$3,000 at the end of each fiscal year thereafter, as outlined in the “Every Child Shall Play” Scholarship Fund resolution dated February 3, 2015 through the following process:

- A. The Clerk and/or Parks Coordinator will receive private donations, user group donations, or will assist in fund-raising efforts to maintain appropriate levels in the scholarship fund balance. Receipts for donations, and Deposits intended for the Scholarship Fund will be made as they are received.
- B. The Accounting Director will provide a Scholarship Fund Balance Report at the end of each fiscal year to the Clerk or Parks Coordinator.
- C. After all deposits are made, should the Scholarship Fund Balance fall below the required threshold of \$3,000, the Accounting Director will suggest a journal entry be made from Park Use Fees collected to the Scholarship Fund in order to bring the balance up to \$3,000 at the beginning of each new fiscal year, and present it to the Board for approval.
- D. Should the fund be over the required threshold of \$3,000 at the end of the fiscal year, no further action will be required.

The Hamburg Township Board reserves the right to discontinue deposits of the Park Use Fees in the future, for any reason they deem necessary.

Appendix A

Established list of Township Approved Sports Organizations Effective February 3, 2015

Hamburg Community Soccer Club—HCSC
P.O. Box 242
Lakeland, MI 48143
Jim Clark, President jimclarkecoach@gmail.com
810-923-5552
www.hamburgsoccer.org

Hamburg Flyers RC Club, Inc.
c/o Eugene P. Doneca hamburg@hamburgflyersclub.com
7483 Zeeb Rd.
Dexter, MI 48130
Eugene Doneca, President
734-426-3181
www.hamburgflyersclub.com

Hamburg Pirate Youth Football Association—HPYFA
P.O. Box 741
Hamburg, MI 48139
— Carl Meisner, President cmeisnerhpyfa@charter.net
— 810-852-1005
— www.piratesfootball.com

Dexter Rugby Club
7741 Quail Ridge Drive
Dexter, MI 48130
— Paul Burke, President paul.burke@chaucer.com
— 734-434-9622
— www.dexterrugby.com

Pinckney Hamburg Baseball Softball Association—PHBSA
P.O. Box 813
Hamburg, MI 48139
— Paul Pomo, President ppomo@pinckneyball.org
— 734-355-2569
— www.pinckneyball.org

| *Appendix ~~B~~A*

Sample Scholarship Transmittal

Date:

To: Organized Sports Group

Re: Every Child Shall Play Scholarship

Attached please find check #00000 in the amount of \$0.00 which represents payment of funds from the “Every Child Shall Play” scholarship. This check reimburses your organization based on your written request submitted to the Parks and Recreation Committee for the following amounts:

| | |
|----------------|--------|
| Participant #1 | \$0.00 |
| Participant #2 | \$0.00 |
| Total Amount | \$0.00 |

Should you have any questions, please contact the Clerk at (810) 231-1000 extension 206, or the Parks Coordinator at extension 218.

Sincerely,

Hamburg Township