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**HAMBURG TOWNSHIP  
PARKS AND RECREATION COMMITTEE  
REGULAR MEETING AGENDA  
Location: Hamburg Township Board Room  
Tuesday, June 23, 2020 – 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. May 26, 2020 – Regular Meeting Minutes
7. Correspondence – None
8. Current Business
  - A. Covid-19 Update - Clerk
9. Old Business

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

1. Iron Belle Trail/Lakelands Trail – Update
2. Ralph C. Wilson, Jr. Legacy Funds Grant
  - A. Trail Maintenance Grant – Hay Creek Bridge Project - Pending
3. AARP Community Challenge – Pickle ball Courts - Pending

**B. Township Park Use Policy/Fee/Procedures**

1. Park Facility Use Policy – Updates pending
2. Park Fee Schedule – Senior Center Fee - Update
4. Senior/Community Center Rental Application & Rules & Regulations - Update
5. Covid Protocol – User Group Announcement

### **C. Administrative Services**

1. Park Coordinator's Report – June 2020
2. Senior Center Report – June 2020
4. Park Use Requests:
  - A. Individual Park Uses – Park Coordinator Report
  - B. Livingston Christian High School – Soccer Field Use Request
  - C. HAACH (Homeschool Sports) – Soccer Field Use Request
  - D. Jaguar United Invitational – Soccer Tournament – Sept 25-27, 2020
  - E. Hamburg Flyers RC Airshow – August 8<sup>th</sup>, 2020 (Rain Date: August 15<sup>th</sup>)
  - F. Hamburg Flyers RC Annual Park Use Application

[http://www.hamburg.mi.us/government/departments/parks\\_and\\_recreation/parks\\_and\\_rec\\_park\\_use\\_calendar\\_\(google\).php](http://www.hamburg.mi.us/government/departments/parks_and_recreation/parks_and_rec_park_use_calendar_(google).php)

### **D. Special Projects**

1. Adult Workout Area – Phase 2 – Open (Use Social Distancing Protocol)
2. Equipment Upgrade in Playgrounds – Pending
3. Community Clean-Up Event – Postponed – Suggest Cancel until April 2021
4. Project List - Pending

### **E. Sponsorships/Volunteerism**

1. Eagle Scout Project – None
2. Amenities and Beautification Committee
  - A. Adopt a Garden – Looking for Volunteers!
  - B. Memorial Bench/Tree Project – On website
  - C. Next ABC Meeting - TBD

### **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: July 28, 2020 – 3:00 p.m.**

# Pledge to the Flag





# Hamburg Township Parks & Recreation

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

Hamburg Township  
Parks & Recreation Committee  
Regular Meeting  
Hamburg Township Hall Small Conference Room  
Tuesday, May 26, 2020  
3:00 p.m.

1. Call to Order

Dolan called the meeting to order at 3:30 p.m.

2. Pledge to the Flag

3. Roll Call of the Parks & Recreation Committee

Board Members Present: Dolan, Koeble, Auxier, Muck

Board Members Absent: Mougrabi

Also Present: Deby Henneman, Parks & ADA Coordinator

4. Call to the Public

A call was made with no response.

5. Approval of the Agenda

**Motion by Dolan, supported by Koeble, to approve the agenda as presented.**

**VOICE VOTE: Ayes: 4, Absent: 1 (Mougrabi)**

**MOTION CARRIED**

6. Approval of the Minutes

**Motion by Koeble, supported by Auxier, to approve the minutes from the February 18, 2020 Regular Meeting as presented.**

**VOICE VOTE: Ayes: 4, Absent: 1 (Mougrabi)**

**MOTION CARRIED**

**Motion by Dolan, supported by Auxier, to approve the minutes from the March 31, 2020 Special Meeting as presented.**

**VOICE VOTE: Ayes: 4, Absent: 1 (Mougrabi)**

**MOTION CARRIED**

7. Correspondence

There was no correspondence.

8. New Business

Covid-19 Update – Dolan stated that restrictions have been loosened for Disc Golf, Flyers Fields and gatherings under 10 people, but the playgrounds and workout area remains closed. Staff will be returning to work week of June 1-2020.

Muck stated that the City of Novi has opened tennis courts and sports fields with required social distancing. Restrooms are still closed. He has an email he will share with Parks Coordinator that was sent to the user groups in their area.

Henneman to send email to user groups using similar language.

9. Unfinished Business

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

1. Iron Belle & Lakelands Trail Update

There were no updates on the Trail.

2. Grant Update – MNRTF & Passport Grant Submissions

Dolan stated all additional information has been submitted as requested for the Trust Fund grants.

3. Ralph C. Wilson, Jr. Legacy Funds Grant Submission

Henneman reported that grant for the Village Trailhead Basketball/Outdoor Ice Rink Project was denied.

4. Ralph C. Wilson, Jr. Trail Maintenance Grant Submission

Henneman reported that a grant for the Hay Creek Bridge Project has been submitted, along with additional information as requested from the Grant Coordinator. Award is pending, and will be announced July 2020.

5. AARP Community Challenge Grant Submission

Henneman reported that a grant for the Senior/Community Center Outdoor Pickleball Courts has been submitted. Award is pending and will be announced July 2020.

**B. Township Park Use Policy/Fee/Procedures**

1. Policies & Procedure Manual – Updates pending

2. Park Fee Schedule – Approved and posted

3. Senior/Community Center Fee Schedule - Pending

**C. Administrative Services**

**1. Park Coordinator's Report**

Parks Coordinator's Report for March & April 2020 were received and filed.

**2. Senior/Community Center Report**

Senior Center Report for March & April 2020 were received and filed.

Dolan reported that the Senior Center Director has stayed in communication with their members, and is currently working on a plan for re-opening the center.

### 3. Scholarship Program

No updates.

### 4. Park Use Requests:

A. GO Sports LLC – Use of one Diamond – When fields open to November

Motion by Auxier, supported by Koeble, to recommend approval of the application from GoSports LLC, dated 2/24/20, contingent on opportunities for field use as determined by the Parks Coordinator and based on Township Covid-19 protocol, subject to 2-hour block flat-rate charges as outlined in Park Use Schedule, proof of insurance naming Hamburg Township as additional insured be provided, that user be prepared to provide minor field maintenance to support their sport, that the Clerk Department be provided all requested documents to their satisfaction, that use will not be allowed during Blackout Dates and that concession stand use, if applied for, will be limited to pre-packaged foods and beverages.

VOICE VOTE: Ayes: 4, Absent: 1 (Mougrabi)

MOTION CARRIED

B. PHS Cross-Country Invitational – October 17, 2020

Motion by Muck, supported by Auxier, to recommend approval of the application from Pinckney Cross Country (PHS), dated 2/13/20, for their Cross Country Invitational on October 17, 2020, contingent on opportunities for field use as determined by the Parks Coordinator and based on Township Covid-19 protocol, 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 Public Safety recommend hazard level and fees for use to Township Board, that use will not be allowed during Blackout Dates and that concession stand use, if applied for, will be limited to pre-packaged foods and beverages.

VOICE VOTE: Ayes: 4, Absent: 1 (Mougrabi)

MOTION CARRIED

### 5. Scholarship Program – No changes

#### D. Special Projects

1. Adult Work Area – Phase 2– No updates.
2. Equipment upgrade in Playgrounds – No updates.
3. Community Clean-Up Event – Postponed.
4. Project List – No updates.

#### E. Sponsorships/Volunteerism/Scholarships

1. Eagle Scout Project – No updates.
2. Beautification Committee – No updates.

#### F. Signage and Community Awareness

There were no updates.

#### G. Risk Management (Insurance/ADA)

There were no updates.

10. Call to the Public

A call was made with no response.

11. Committee Comments

There were no committee comments.

12. Adjourn Meeting

**Motion by Auxier, supported by Koeble, to adjourn the meeting.**

**VOICE VOTE: Ayes: 4, Absent: 1 (Mougrabi)**

**MOTION CARRIED**

Meeting adjourned at 4:08 p.m.

Respectfully submitted,



Debra Henneman  
Parks & ADA Coordinator

No  
Information





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

## **Memorandum**

Date: June 19, 2020

To: Parks & Recreation Committee

From: Deby Henneman, Parks & Recreation Coordinator

### **Re: Community Center User Rental Process –Application and Rules & Regs**

I have been working with staff to update the rental procedure for the Senior/Community Center. Up until now, non-profit users have not paid for use, and have submitted a key deposit which was refunded at the end of every fiscal year. We changed the fee schedule a few years back to charge for-profits \$25.00 every 2-hours for use. Currently, we only have one business on the Community Center schedule.

Since the Parks & Recreation/Senior/Trail millage wasn't renewed, my focus has been to charge for services to help cover costs for things such as maintenance. The first step was to solidify the Park Fee and Public Safety Schedule, which went into effect on January 1<sup>st</sup>. I am proposing that the attached procedure for the Senior/Community Center take effective August 1, 2020.

The attached changes will:

- Eliminate the need for a deposit, which we have been refunding each fiscal year end.
- Set fees for damages and/or leaving building unsecured
- Set fees for lost keys and/or charges for re-keying building
- Bring revenue in to offset Building Maintenance Charges
- Eliminate the need for Accounting to issue invoices

I will be working with the Accounting Director and Deputy Treasurer to draft and finalize an internal procedure for these uses. The users have all been advised that use of the Center has been suspended until further notice due to Covid-19 and we have requested that all keys be returned. All deposits that were being held, have been returned by mail.

I anticipate that we will have time to have this new system in place prior to the Senior/Community Center opening its doors for evening use. At that time, all users will be required to apply and pay for use under the new procedure.

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

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



**Supervisor:** Pat Hohl  
**Clerk:** Mike Dolan  
**Treasurer:** Jason Negri  
**Trustees:** Jim Neilson  
Bill Hahn  
Chuck Menzies  
Annette Koeble

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## **Appendix - C**

### **Parklands and Community Center Use Fee Schedule**

#### **Parklands:**

##### **Recognized Sports Groups: Regular Seasonal Use**

Per Participant fee, charged per season:

\$5.00 resident  
\$10.00 non-resident

Regular Seasonal uses includes User Group sponsored games, practices and tryouts. All other uses fall shall be considered Special Use.

In-Kind Donations which are considered Capital Improvements, and are and approved prior to expenditure, may be used to offset fees for use by Recognized User Groups. Receipts must be submitted and approved each season. Credits cannot exceed fees due.

The Township Board may supersede this fee schedule by stipulating alternate fees, or waiving them in their entirety.

##### **Non-Recognized User Group/For-Profit Business: Regular Seasonal Use**

Flat rate per field: \$25.00 per 2 hour use  
(use must not conflict with Regular Seasonal Use or Blackout Dates).

Field use will be handled on a first-come-first-serve basis. The Recognized Users will be granted an early-bird scheduling window, of no less than 6 weeks before the season start. All other users will be granted access to calendar 2 weeks prior to season start.

##### **Special Use (Requires Public Safety Fees):**

For all special events or uses, fees may be set at the daily field rates as outlined below, or a fee as otherwise determined by the Township Board. Waivers of fees, including those for Public Safety, may be made by the Township Board. Contributions of in-kind services, maintenance and repairs may be considered by the Board and can be used to offset regular seasonal use fees for recognized user groups.

Charge for Sports Field per day/per area, half days will be charged 50% of rates shown:  
(See Appendix – D for field locations)

**Low Hazard:**

- Recognized User Group: \$250.00
- Non-Partnering User Group: \$750.00

**Medium Hazard:**

- Recognized User Group: \$500.00
- Non-Partnering User Group: \$1,500.00

**Large Hazard:**

- Recognized User Group: \$1,000.00
- Non-Partnering User Group: \$2,500.00

Township Board will determine the hazard category/rates after consultation with the event organizers. All events must go through a Public Safety review, and charges over and above the fees may be required once risk is evaluated as outlined in the Public Safety Fee Chart (attached).

Tournaments require proof of Event Liability and Medical Payments for all Participants and must name Hamburg Township as Additional Insured.

A \$500.00 non-refundable “hold the date” deposit is required for all Special Use applications, in addition to applicable Restoration, Clean-up and Damage Bond amounts (see below). The hold the date deposit is due upon approval of the Park Use Application for the event and shall be applied towards the applicant’s total calculated fee for park use. This deposit will be applied towards the applicant’s invoice or retained in the case of a cancellation of the event. Additional charges may be imposed for services provided such as Trash Removal, Portable Toilets, etc.

The Township Board reserves the right to waive or reduce deposit or reimburse any unused portion of the deposit to the applicant. In-Kind Donations which are considered Capital Improvements, and are approved prior to expenditure, may be used to offset fees for use by Recognized User Groups. Receipts must be submitted and approved each season. Credits cannot exceed fees due.

**Merrill Field Disc Golf Course:**

Informal/Individual use: A fee of \$2.00 per person, per game, is required and shall be remitted in the cash receptacle provided at the entrance of the course.

Group/League/Organization use: Groups will apply for regular league play on an annual Park Use application, with a list of dates that the games will be occurring. Group will collect and remit \$2.00 per person, per game to the Township. Waivers of fees may be made by the Township Board. Contributions of in-kind services, maintenance and repairs may be considered by the Board.

## **Restoration, Clean-up & Damage Bonds:**

For use of the Gazebo at Winkelhaus Park - \$100 per use.

For use of any playing field, for use other than what it is intended for - \$1,000 per field.

Based on the type of event proposed by the applicant, the Township Board may require the applicant to pay a bond in an amount other than what is described here. The Township Board reserves the right to waive bonds at their discretion.

All restoration, clean-up and damage bonds must be in the form of cash or certified check shall be returned only after it is determined that the Applicant has fully performed the restoration and clean-up of the premises to the pre-event or better condition as outlined in Parks and Recreation Administrative Policies and Procedures Manual.

Applicant will be advised in writing should the bond be retained in part or in its entirety or if the damages exceed the bond and there is a balance due.

## **Community Center (use allowed after 4 p.m. weekdays, and on weekends):**

*Individual or member of applying organization must be a Hamburg Township resident.*

*All uses require an application and must comply with the Rules & Regulations.*

*Key assignments are made by the Parks & Recreation Department.*

*Damage/Cleaning fees will be charged to user groups who don't leave building as they found it.*

## **Non-Profit Annual Rates (Proof of Non-Profit status required):**

3-hour blocks/1 or 2 uses per month:

Non-Refundable key deposit for all uses flat rate, paid in advance: \$100-120.00

Non-Profit additional days of use:

3-hour blocks/per use

Non-Refundable daily charge, paid in advance: \$10.00 each use

Refund processed through Treasury as outlined in the Parks & Recreation Policies and Procedures.

## **For-Profit Rates:**

3-hour blocks/per use

Non-Refundable daily charge, paid in advance: \$25.00 Hourly Rates (Whole hours only):

\$0.00 per hour for approved resident or non-profit meetings

\$10.00 per 2-hour for approved resident or non-profit activities other than meetings

\$25.00 per 2-hour for approved classes or for-profit activities Additional hours for same day use shall be charged at \$10.00 per hour

## **Charges for Damage/Cleaning/Leaving Building Unsecured:**

First incident: Up to \$75.00

Second incident: Up to \$150.00

Third incident: Use of facility will be revoked

Re-keying building: \$500.00

Approved:

TB ~~12/17/19~~ 7/21/20

Effective ~~1/1/20~~

8/1/2020

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Jim Neilson

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## Senior/Community Center Use Application

### Applicant/Volunteer Information (Please print clearly)

Name of Organization: \_\_\_\_\_

Applicant and Position: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Type of Activity: \_\_\_\_\_

Frequency of Use:      One Time              Monthly              Quarterly              Other: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_

Time(s) Requested: Enter: \_\_\_\_\_ Exit: \_\_\_\_\_

Number of Participants Expected: \_\_\_\_\_ **KITCHEN USE IS PROHIBITED**

Supervisor of Event (if other than applicant): \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Scheduler: \_\_\_\_\_ Date: \_\_\_\_\_

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### For office use only

Frequency: \_\_\_\_\_ x Rate: \_\_\_\_\_ = Amount due: \_\_\_\_\_

Payment Received Date: \_\_\_\_\_ Key Assigned: \_\_\_\_\_

Code Assigned (regular users): \_\_\_\_\_ Copy to IT: \_\_\_\_\_

Key Returned: \_\_\_\_\_

Application has been (Circle one)

Approved

Denied

Authorized Representative: \_\_\_\_\_ Date: \_\_\_\_\_

## **Rules & Regulations for Use**

1. Use of the Hamburg Township Senior/Community Center is limited to Hamburg Township residents and/or local non-profit or civic organizations. All applications for use must be submitted to the Township Clerk's Department for review and all fees must be paid in full upon approval. **All rental fees are non-refundable, unless otherwise determined by the Township Board.**
2. All applications for use of the facility shall be submitted no less than two weeks prior to the requested date of use. All such uses shall terminate at the end of the Township's fiscal year (ending June 30<sup>th</sup> of every year). Thereafter, a new application must be made for each succeeding Township fiscal year or portion thereof. **Maximum capacity of building is 150.**
3. Applications shall be made on forms provided by the Clerk's Department. All applications must be signed by an authorized party representing the group or organization or individual. The Township Board reserves the right to revoke any approved use with due notice.
4. The applicant may be asked to furnish proof of liability insurance with an endorsement showing Hamburg Township as an additional insured for an event, if the Clerk or the Hamburg Township Board so requests, in amounts to be established by the Township.
5. A front door entrance key and alarm code will be assigned to any applicant who applies for a reoccurring meeting. There will only be one key assigned per group. Annual payment for use is required at the time of issuance. The applicant agrees that said key will not be copied or loaned to others. If said key is lost (and/or loaned) a charge of \$100 will be invoiced to the applicant. **Unscheduled use of the facility will result in an automatic loss of rental privileges.**
6. A front door entrance key and key fob will be assigned to any applicant who applies for infrequent meeting such as annual or quarterly. Payment is required at the time of issuance. The applicant must contact the Clerk's Department to see if the facility is available on the date desired, complete an application, and receive approval which can take up to 5 business days. The applicant agrees that said key will not be copied or loaned to others. If said key is lost (and/or loaned) a charge of \$100 will be invoiced to the applicant. **Unscheduled use of the facility will result in an automatic loss of rental privileges.**
7. The facility is accessible through the front double doors of the building. It is the responsibility of the applicant to secure, lock and alarm the building prior to exiting. Should the facility be left unlocked and unalarmed, the organization will be charged a fee as outlined on the Parklands and Community Center Use Fee Schedule. Future use may not be guaranteed for habitual offenders.
8. For infrequent use, Applicants have seven (7) days after the scheduled date of the use of the facility to return the key (and fob if applicable) to Hamburg Township or the applicant may be charged \$100 for key replacement.
9. All approved users will be responsible for any damage done to the Community Center resulting from their use of the premises and fees are outlined in the Parklands and Community Center Use Fee Schedule. Hamburg Township is not responsible for damages to any property that belongs to the applicant or users of the premises. Any property that is brought on premises must be removed when the function ends, before the building and premises are vacated.
10. Hanging of any documents, signs, posters, pictures or similar items, is not permitted on any surface in the Senior/Community Center. If for any reason, it is determined that it is necessary to re-key the Senior/Community Center due to the negligence of the party who has utilized the facility, the Township has the right to charge the applicant for any costs incurred.

11. All approved users shall have the facility cleaned up, locked up and shall vacate the Township premises by **11:00 p.m.** No applicant shall be on the premises after this time without express permission from the Township Board.
12. If applicants serve food or refreshments, all means of serving same shall be furnished by the applicant. None of the facility's cooking or refrigeration equipment or supplies may be used. **NO ALCOHOLIC BEVERAGES ARE ALLOWED ON THE PREMISES. NO PARTIES, SHOWERS, OR MEETINGS OF A PARTISIAN POLITICAL NATURE ARE ALLOWED. NO RELIGIOUS RELATED ACTIVITIES OR SERVICES ARE ALLOWED. FUNDRAISING EVENTS ARE ALLOWED HOWEVER, ONLY WITH PRIOR TOWNSHIP BOARD APPROVAL. NO SMOKING IS ALLOWED IN THE BUILDING. IT IS THE RESPONSIBILITY OF THE ORGANIZATION TO REMOVE THEIR TRASH AND RETURN ALL ROOMS TO THEIR ORIGINAL CONDITION. KITCHEN USE IS PROHIBITED.**
13. All items dealing with the application requirements, not specifically mentioned or defined above shall be subject to the interpretation and discretion of the Township Board and Township Clerk.

#### **Release of Liability Waiver**

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 Senior/Community Center 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 the use 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.

No private property shall be kept, stored or maintained in and on the Hamburg Township Senior/Community Center property without the express written permission of the Hamburg Township Board of Trustees. All private property kept, stored or maintained in and on the Hamburg Township Senior/Community Center property shall be so kept, stored or maintained at the risk of the Applicant.

The Applicant acknowledges that he/she/they are an authorized officer of the group/event applying for use of the Senior/Community Center.

Applicant's Initials:\_\_\_\_\_ Date:\_\_\_\_\_





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## **Memorandum**

Date: June 18, 2020

To: Community Center User

From: Deby Henneman, Parks & Recreation Coordinator

### **Re: Evening Use of Senior/Community Center & Return of User Key**

We would like to thank you for your patience during the suspension of the Community Center use during the Covid-19 Pandemic. Our staff has now returned to a regular schedule and is working hard to accommodate our residents while maintaining the requirements outlined in Governor Whitmer's Executive Orders. Safety of our residents is a high priority.

While the Senior Center will be re-opening services and programs starting late June, it will be done so in such a way that we don't put our seniors at risk. Until further notice, use of the Senior/Community Center will not be allowed to the public-at-large after hours. We anticipate that the Center will not be open for after-hour use until at least August.

As part of the fiscal year-end process, arrangements have been made to send back the deposits for all regular users. You should be receiving those checks by the end of next week. **New applications will be required for future use once the Community Center opens back up, but in the meantime, we will need to have all keys assigned to your organization returned.** Once a new procedure is in place, you will receive further instructions. Keys will be re-assigned once use is opened back up.

In the meantime, we will keep our regular users regular meeting dates "penciled in" on our calendar, so once the new procedure is in place you will have first priority for the dates you historically used the meeting room. If all goes well, rooms should start to be accessible by the fall.

Our office is open M-F 8 a.m. to 5 p.m. and you can turn in your key to any of the Clerk staff members. You can also put it in an envelope and mark it Parks and Recreation and drop it in the drop box. In the meantime, if you have any questions you can contact the Parks Coordinator, Deby Henneman at (810) 222-1124 or email at [dhenneman@hamburg.mi.us](mailto:dhenneman@hamburg.mi.us).



## Hamburg Township Parks & Recreation

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10405 Merrill Rd., P.O. Box 157  
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(810)231-1000  
[www.hamburg.mi.us](http://www.hamburg.mi.us)

June 8, 2020

To: Parks & Recreation User Groups  
Parks & Recreation Committee Members

From: Deby Henneman, Parks & ADA Coordinator

Re: Park Use During Covid-19 after June 8, 2020

Due to the Covid-19 Pandemic, use of our parkland and trail system was limited to individuals and families. It wasn't until recently that groups under 10 people were allowed to congregate. Hamburg Township has been adhering to the Executive Orders and the recent documents have loosened up restrictions as it relates to Recreation effective June 8, 2020.

Groups of less than 100 are allowed, however, because the spaces are shared between groups it is more important than ever for your **use to be scheduled**, and those schedules must be shared with the Parks Department. It is also important that you provide **copies of your protocols** for providing safe spaces for your participants. Lastly, if you are making plans for your group **beyond the scope of your approved park use**, you must contact the Park Coordinator to discuss availability. Please remit to: [dhenneman@hamburg.mi.us](mailto:dhenneman@hamburg.mi.us).

In addition, please be advised of the following:

- Gatherings must not exceed 100 people in any area of the park, as determined by the Township.
- Parkland & Trail use is permitted, however, anyone exhibiting **any** symptoms of COVID-19 **should not** use any facility that Hamburg Township owns or operates.
- The Adult Workout Area is available for use, however, it is highly recommended that users bring their own disinfectant and wipe down the equipment before each use. **The facility will be closed weekdays 7:00-7:30 a.m. and 3:15-3:45 p.m. for disinfecting.**
- The Playgrounds are available for use, however, it is highly recommended that users bring their own disinfectant and wash their hands prior to eating. **The facility will be closed weekdays 7:00-7:30 a.m. and 3:15-3:45 p.m. for disinfecting.**
- The concession stands will remain closed from use. No one should be utilizing those buildings for any purpose. Should they be entered, users will sanitize any surface that has been touched.
- **Each organization is responsible for the behavior of their participants.**
- Gatherings, Practices & other Group Activities must adhere to social distancing protocol during their events. Physical or shared contact needs to be avoided at all times.
- Any organizations observed not following the CDC or County Guidelines may be reported by members of the public. If found to be accurate, the organizations ability to use fields in the future could be denied. Guidelines can be found at:
  - CDC - <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
  - Livingston County - <https://www.livgov.com/health/ph/Pages/COVID19.aspx>
  - State of Michigan - <https://www.michigan.gov/coronavirus/>



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June 16, 2020

To: Parks & Recreation Committee

From: Deby Henneman, Parks & ADA Coordinator

Re: Park Coordinator's Report

Our staff is back in Township Hall and we are open to the public. Parks & Recreation has been super busy getting notifications out to our User Groups, and letting them know what we require as we move toward group activities in our parks. We also have an increase in requests for private event use, because group activities can include more people than those held inside.

The Senior/Community Center remains closed, and there has been some discussion that the meeting rooms may remain closed until the fall. I had been working with the staff on a new procedure for the rental of the facility which will eliminate the need for security deposits. The new procedure and rate proposal is in the packet for recommendation to the Board.

Updates and social distancing posts are also being shared on the following:

Parks & Recreation Facebook Page: <https://www.facebook.com/Hamburg-Parks-And-Recreation-169768859851410/>. Friends of the Lakelands Trail at: <https://www.facebook.com/LakelandsTrail/> and the Township Lakelands Trail page: [https://www.facebook.com/Lakelands-Trail-State-Park-Hamburg-300925603907273/?modal=admin\\_todo\\_tour](https://www.facebook.com/Lakelands-Trail-State-Park-Hamburg-300925603907273/?modal=admin_todo_tour).

An updated Blackout list has been generated, however, groups will have to comply with any Executive Orders from the State which could limit their ability to move forward with their event. All events will still require recommendations from Public Safety and approval from the Township Board, along with submission of their Covid-19 Protocol.

The playgrounds and Adult Workout areas are open for use, and the equipment is being sanitized twice daily on the weekdays. Signage has been placed in those areas and on the Kiosk signs reminding folks to use precautions when using these areas.

Anticipating increased use, the additional portable toilets have been placed in Manly Bennett Park. These units will be serviced twice a week for the remainder of the season.



## Hamburg Township Parks & Recreation

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

### Blackout dates for 2020 Playing Season

(Includes Tentative and Pending – **Hi-lite** has event both sides)

No other uses allowed on Blackout Dates unless approved by Township

All uses must comply with State of Michigan Executive Orders

Field Closures due to Covid-19 directives will take priority

#### East Park

July 4, 2020 – Pavilion

Private Memorial – 8AM – 2PM

August 8, 2020

Flyer's Airshow – (Rain date 8/15/20) - Tentative

August 22 & 23, 2020

MI Alliance – Powerade Tournament – Pending

October 17, 2020

PHS Cross Country Meet - Approved

#### West Park

August 22 & 23, 2020

MI Alliance – Powerade Tournament – Approved

September 25-27, 2020

Jaguar United Invitational Tournament - Pending

October 17, 2020

PHS Cross Country Meet – Parking Lot Use

#### Lakelands Trail

*Individual use of trail is allowed using Social Distancing protocol.*

#### Merrill Field Disc Golf Course

*Use of Course is allowed using Social Distancing protocol.*

#### Volleyball Court Rentals

Monday Evenings (May-Oct) Kevin McClafferty (4-12 participants) - Tentative



Hamburg Senior Center  
10407 Merrill Road ♦ P.O. Box 157  
Hamburg, MI 48139  
810.222.1140 ♦ Fax: 810.231.3877  
[www.hamburg.mi.us](http://www.hamburg.mi.us)

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June 16, 2020

To: Parks & Recreation Committee  
From: Julie Eddings, Senior Program Director  
Re: Senior Center Report

On Monday, June 15, 2020, the Hamburg Senior Center will begin to reopen slowly with limited hours and activities. We will be open by appointment and for Senior Nutrition curbside meal pick-up, (registration for meals is required). The Senior Center will add new activities weekly, as allowed by the Executive Order. We will post up to date activities on our website and Facebook page as they are added. Members can also call the Senior Center for more information.

### Senior Center Reopening Schedule:

8:00 am – 9:30 am

Disinfect Building and Prep for Activities

9:30 am – 10:00 am

Activity Check In

10:00 am – 11:00 am

Daily Activity

Monday – Exercise with Lil

Tuesday- Bingo

Wednesday – Yoga with Lisa (if she is willing to resume)

Thursday – Exercise with Shannon

Friday – Social/Educational Program Day

\*Start with one activity/day and add on as appropriate.

11:00 am – 11:30 pm

Staff Disinfect

11:30 am – 12:00 pm

To Go Hot Meal/Sack Lunch Pick Up (Senior Center Staff will be distributing)

12:00 pm – 3:00 pm

Office hours to check out books, puzzles, and office visits. Future activity timeslot. No overlapping activities.

3:00 pm -4:00 pm

Building Closed. Staff disinfect building.

Transportation will resume by appointment only on July 6, 2020.



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(810)231-1000  
[www.hamburg.mi.us](http://www.hamburg.mi.us)

## **Memorandum**

Date: June 19, 2020

To: Parks & Recreation Committee

From: Deby Henneman, Parks & Recreation Coordinator

### **Re: Individual/Small Group Park Use – Scheduling of Parks and Community Center**

With the limitations on gatherings due to Covid-19, I have an increase in requests for not only our sports fields, but also our open spaces and picnic pavilions. We recently accommodated the PHS Men's Swim Team Awards Banquet, and will have a Memorial Ceremony in early July. Those type of uses are administratively approved based on the current procedure, and are available to our residents at no charge.

Because the Senior/Community Center is closed, there has been need for Cardio Drumming to be accommodated in the park. Because open spaces are allowed to have gatherings up to 100 people, I anticipate that I will continue to see an increase in these types of activities throughout the season and possibly into next year, especially if the Community Center remains closed after hours through the fall.

Since the clubs all had delays in getting their seasons started, I am still confirming their plans for their participants until their use expires. Until I receive schedules, I am doing the best I can to stagger the uses to comply with the limit of 100 people as outlined in the current order. I am also advising them via email of the competing uses.

It is imperative that we find a tool to better track when groups are using not only the fields, but all of the open spaces. Especially since we have changed the fee schedule to accommodate 2-hour block rentals and in light of the regulations put in place by the pandemic. It is becoming increasingly harder to know who is on the fields at any given time.

I will be working with Jeff Muck from the City of Novi and his staff to see what they are using and if I can duplicate something that works for our Township. I continue to monitor what other parks and recreation organizations are doing as we move forward.



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(810)231-1000  
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## **Memorandum**

Date: June 17, 2020

To: Township Board of Trustees

From: Deby Henneman, Parks Coordinator

Re: Livingston Christian High School– Soccer Field Use – Fall 2020  
Use of Field #1 (11v11) for July 5, 2020 to October 31, 2020

We are in receipt of a Park Use Application from Livingston Christian High School for their Varsity Soccer team. They are looking for a viable practice location, with the possibility of also playing games at our site. The contact person is a former board member of the Pinckney Blues, and is familiar with our site and this organization was granted use in 2019.

Since the current use of the soccer fields is so limited, we should be able to accommodate their request on Field #1 without much issue. I have requested a copy of their schedule which they will be providing, along with their Covid-19 protocol. The use could be approved based on working out a schedule that will be good with both the Township and the club.

Should this application be recommended for approval, it should be done so based on the application from Livingston Christian High School dated 6/17/20 as provided in the packet, based on the attached Certificate of Insurance which will name Hamburg Township as Additional Insured, and that the Clerk Department be provided all requested documents to their satisfaction.

They will be advised that they will need to stripe their own fields. Based on the current Park Use Fee Schedule, their rates would be \$25.00 per 2-hour block.





## Hamburg Township Manly Bennett Park

P.O. Box 157  
10405 Merrill Road  
Hamburg, Michigan 48139-0157  
(810) 231-1000 Office X-218  
(810) 231-4295 Fax

### Park Use Application

### And Release of Liability & Indemnification Agreement

(Application must be submitted 60 days before requested use)

#### Applicant Information:

Event Sponsor (or name if family or individual use): Livingston Christian School Varsity Soccer Practices / Games

Name of Event: N/A

Type of Event: High School Soccer Practices / Games Park Use Category #: 3 - Non-Qualified User/For Profit

Applicant Name: Livingston Christian Schools

Date(s) of Event: July 5, 2020 - October 31, 2020 Time(s) of Event: Evenings after 4:00 PM

Applicant Address: 7669 Brighton Road Suite or Apt #: \_\_\_\_\_

Applicant City: Brighton State: MI Zip: 48116

Contact Person (present during use): Tom Jarema

Contact's Affiliation with Applicant: Head Soccer Coach

Contact's Phone: 248-798-7522 Contact's E-Mail: tjarema@livingstonchristianschools.org

Event Co-applicant, if any: \_\_\_\_\_

All Co-applicants must also sign all applications and waivers.

Co-applicant relationship to Applicant: \_\_\_\_\_

Co-applicant's phone: \_\_\_\_\_

#### Insurance Information:

Insurance Carrier: To be provided listing Hmb as additional insured

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

Policy #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Limit of General Liability: \_\_\_\_\_ Occurrence \_\_\_\_\_ Aggregate \_\_\_\_\_

Umbrella Coverage Limit (if any): \_\_\_\_\_ Occurrence \_\_\_\_\_ Aggregate \_\_\_\_\_

**Event Description:** *(any information that doesn't pertain to your event please indicate not applicable)*

Please describe the event you propose to host: Boys' high school soccer practices and official games (3-4 total)  
throughout the fall, 2020 MHSSA sports season. Practices would involve 12-15 players and 1-2 coaches.  
Games would involve 2 teams of 12-20 players and 25-50 spectators in addition to coaches and officials.

Total Number of participants/spectators/guests anticipated during event: please see above

Average of participants/spectators/guests anticipated at any given time: 15-20

Site of Proposed Event; include all areas of the parklands that will be used: One full-sized 11 v 11 soccer field.  
In 2019, Field #1 was assigned to our school and it worked out amazingly well for us.

*Include site plan drawing reflecting all areas of the Township Park and recreational facilities the event will effect*

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

Number of Volunteers: 1-2 per practice / game Are Volunteers trained?: yes  
*Please attach copy of Volunteer Handbook if applicable*

Will tents be used?: no If so, please indicate locations: n/a

*Under no circumstances are tent stakes to be driven into asphalt surfaces. Tent locations must be pre-approved.*

Will admission be charged? If so, how much: no

Parking fee charged? If so, how much: no Valet service available? no

Will Food/Beverages be served? If so, types of food and name of persons serving: no

*For anything other than pre-packaged foods, Concession Application, Health Department License and Products Liability coverage is required.*

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. Service Dogs are allowed with proper certification.*

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

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*Personal vehicles require proof of Auto Liability based on the description of use and areas needing to be accessed during event.*

Will there be a need for Emergency Responders over and above what is included in the Public Safety Fee? If so, describe: no

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*Hamburg Township reserves the right to require private security and/or emergency responders be present during any event.*

Specific services required from the Township, if any: If possible, painting / lining of the soccer field would be a tremendous benefit. If this is not possible, the school would like the ability to perform the painting themselves, preferably with access to the on-site painting equipment. ✓

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Other information regarding your event that you feel may be helpful: LCS is a private, Christian school that does not exist "for profit". This application is for a "collection" of games / practices, and determining an exact # of hours of usage is difficult. LCS requests a "seasonal" fee if that is possible. Thanks for considering.

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## Organized Sports and/or Sporting Events:

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

If Tournament or other event, complete Event Description on Page 2 and provide additional details, if any:

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## 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 to 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 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: TEJ

**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<sup>3</sup> with the Michigan Sports Concession Law, Acts 342 & 343, Public Acts of 2012, as referenced in the Park Facility Use Policy and outlined in Appendix A. The applicant understands that falsification of the above 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: TEJ

Applicant's Signature: Thomas E. Jarema Date: June 17, 2020

Co- applicant's Signature:  Date: \_\_\_\_\_

Parks Coordinator:  Date: 6-17-20

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**For office use only**

Comments: Will provide Covid protocol and  
comply with existing Executive  
Orders.

Meeting Approval Dates: \_\_\_\_\_ Parks & Recreation \_\_\_\_\_ Public Safety \_\_\_\_\_ Township Board

Application has been (Circle one)



Approved



Denied

Hamburg Township Representative: \_\_\_\_\_



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

## **Memorandum**

Date: June 17, 2020

To: Parks & Recreation Committee

From: Deby Henneman, Parks Coordinator

Re: HAACH (501c3 Homeschool Sports Program in Livingston)  
Soccer Field Use – Fall 2020 – Use from August 1 to October 31, 2020

Field to be assigned administratively – Requires 1-11v11 & 1-8v8  
Use from August 1 to October 31, 2020

We are in receipt of a Park Use Application from HAACH Varsity for their Homeschool sports program. They are looking for a viable practice and game location and have requested fields at Manly Bennett Park.

The applicant has provided proof of insurance, which they will be required to add the Township onto as Additional Insured. We will also require a copy of their Covid-19 protocol and they understand they must comply with any current Executive Orders. They have provided a tentative schedule which will be confirmed upon approval of the application. Their group is small, so shared field use with another club should be feasible.

Should this application be recommended for approval, it should be done so based on the application from HAACH dated 6/17/20 as provided in the packet, based on the attached Certificate of Insurance which we will request be updated to name Hamburg Township as Additional Insured, and that the Clerk Department be provided all requested documents to their satisfaction.

They will be advised that they will need to stripe their own fields. Based on the current Park Use Fee Schedule, their rates would be \$25.00 per 2-hour block.





## Hamburg Township Manly Bennett Park

P.O. Box 157  
10405 Merrill Road  
Hamburg, Michigan 48139-01  
(810) 231-1000 Office X-218  
(810) 231-4295 Fax

### Park Use Application

### And Release of Liability & Indemnification Agreement

(Application must be submitted 60 days before requested use)

#### Applicant Information:

Event Sponsor (or name if family or individual use): HAACH - (501c3 homeschool sports program in Livingstone county)

Name of Event: HAACH Varsity, JV and JH Soccer practice

Type of Event: Soccer practices Park Use Category #: 2 - Qualified User

Applicant Name: Michelle Noch (for HAACH)

Date(s) of Event: Aug-Oct, various dates -- see below Time(s) of Event: evening -- various -- see below

Applicant Address: 10168 Honeycomb Ct Suite or Apt #: \_\_\_\_\_

Applicant City: Pinckney State: MI Zip: 48169

Contact Person (present during use): Tito Schwabe

Contact's Affiliation with Applicant: Director of Coaching for HAACH soccer

Contact's Phone: 806-773-1010 Contact's E-Mail: serve4all.soccer@gmail.com

Event Co-applicant, if any: NA

All Co-applicants must also sign all applications and waivers.  
Co-applicant relationship to Applicant: NA

Co-applicant's phone: NA

#### Insurance Information:

Insurance Carrier: K&K Insurance Group

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

Policy #: W01482406 Expiration Date: 8/14/2020 (renewal date)

Limit of General Liability: 5,000,000 Occurrence 1,000,000 Aggregate

Umbrella Coverage Limit (if any): NA Occurrence NA Aggregate

**Event Description:** *(any information that doesn't pertain to your event please indicate not applicable)*

Please describe the event you propose to host: HAACH Varsity, JV and JH soccer practices, August-October.

Total Number of participants/spectators/guests anticipated during event: 12-35 participants in practices

Average of participants/spectators/guests anticipated at any given time: 12-35 participants in practices

Site of Proposed Event; include all areas of the parklands that will be used: Merrill Fields - 1 or 2 fields

*Include site plan drawing reflecting all areas of the Township Park and recreational facilities the event will effect*

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

Number of Volunteers: 1-6 coaches Are Volunteers trained?: Director of Coaching is trained  
*Please attach copy of Volunteer Handbook if applicable*

Will tents be used?: no If so, please indicate locations: \_\_\_\_\_

*Under no circumstances are tent stakes to be driven into asphalt surfaces. Tent locations must be pre-approved.*

Will admission be charged? If so, how much: no

Parking fee charged? If so, how much: no Valet service available? no

Will Food/Beverages be served? If so, types of food and name of persons serving: no

*For anything other than pre-packaged foods, Concession Application, Health Department License and Products Liability coverage is required.*

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. Service Dogs are allowed with proper certification.*

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 require proof of Auto Liability based on the description of use and areas needing to be accessed during event.*

Will there be a need for Emergency Responders over and above what is included in the Public Safety Fee? If so, describe: no

*Hamburg Township reserves the right to require private security and/or emergency responders be present during any event.*

Specific services required from the Township, if any: none

Other information regarding your event that you feel may be helpful: See specific request dates for Aug below.

Sept-Oct are tentative. We would like to wait on these if possible, but if not some potential dates are listed below

Time changes are due to sunset times.

### Organized Sports and/or Sporting Events:

*Field assignments to be made Administratively must confirm size of fields required*

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

If Tournament or other event, complete Event Description on Page 2 and provide additional details, if any:

One field: August 3-7, 6:30-8:30; Two fields: August 10-13; 6:30-8:30; August 24, 25, 27; 6:00-8:00;

September and October dates are tentative. We would like to wait on these, but if necessary we request:

two field – August 31- Sept 11- Mon, Tues, Thurs: 6:00-8:00; Sept. 14-Oct 2 - M, T, Thr 5:30-7:30

Oct 5-20- Mon, Tues, Thurs - 5:00-7:00. (two fields) Again, it would be best to wait specific dates for Sept-Oct.

### Release of Liability & Indemnification Agreement

*Schedule will need to be provided asap*

*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 to 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 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: UN

**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<sup>3</sup> with the Michigan Sports Concession Law, Acts 342 & 343, Public Acts of 2012, as referenced in the Park Facility Use Policy and outlined in Appendix A. The applicant understands that falsification of the above 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: MN

Applicant's Signature: [Signature] Date: 6-17-20

Co- applicant's Signature: [Signature] Date: \_\_\_\_\_

Parks Coordinator: [Signature] Date: 6-17-20

#### For office use only

Comments: Covid-19 Protocol must be supplied and use must comply w/ all Executive Orders. Use subject to blackout dates.

Meeting Approval Dates: \_\_\_\_\_ Parks & Recreation \_\_\_\_\_ Public Safety \_\_\_\_\_ Township Board

Application has been (Circle one)



Approved



Denied

Hamburg Township Representative: \_\_\_\_\_





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

07/15/2019

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).

<b>PRODUCER</b> K&K Insurance Group, Inc. 1712 Magnavox Way Fort Wayne IN 46804		<b>CONTACT NAME:</b> Mass Merchandising Underwriting	
		<b>PHONE (A/C, No, Ext):</b> 1-800-426-2889	<b>FAX (A/C, No):</b> 1-260-459-5105
		<b>E-MAIL ADDRESS:</b> info@sportsinsurance-kk.com	
		<b>PRODUCER CUSTOMER ID:</b>	
		<b>INSURER(S) AFFORDING COVERAGE</b>	<b>NAIC #</b>
<b>INSURED</b> Howell Athletic Assn of Christian HomeEducat DBA: HAACH P.O. Box 1328 Brighton, MI 48116 A Member of the Sports, Leisure & Entertainment RPG		<b>INSURER A:</b> Nationwide Mutual Insurance Company	23787
		<b>INSURER B:</b>	
		<b>INSURER C:</b>	
		<b>INSURER D:</b>	
		<b>INSURER E:</b>	
		<b>INSURER F:</b>	

**COVERAGES**

CERTIFICATE NUMBER: W01482406

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	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:			6BRPG0000006993600	08/14/2019 12:01 AM EDT	08/14/2020 12:01 AM	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea Occurrence) \$1,000,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$5,000,000 PRODUCTS - COMP/OP AGG \$1,000,000 PROFESSIONAL LIABILITY \$1,000,000 LEGAL LIAB TO PARTICIPANTS \$1,000,000
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NOT PROVIDED WHILE IN HAWAII <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			6BRPG0000006993600	08/14/2019 12:01 AM EDT	08/14/2020 12:01 AM	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION						EACH OCCURRENCE AGGREGATE
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					PER STATUTE <input type="checkbox"/> OTHER <input type="checkbox"/> E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT
A	<b>MEDICAL PAYMENTS FOR PARTICIPANTS</b>			6BRPG0000006993600	08/14/2019 12:01 AM EDT	08/14/2020 12:01 AM	PRIMARY MEDICAL EXCESS MEDICAL \$25,000

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

Legal Liability to Participants (LLP) limit is a per occurrence limit.

Sport(s): Basketball Age(s): 12 and under, 13-15, 16-19; Soccer Youth Age(s): 12 and under, 13-15, 16-19; Track &amp; Field-Excid Javelin/Hammer Throw Age(s): 12 and under, 13-15, 16-19

Sexual Abuse or Sexual Molestation Liability - \$1,000,000 each occurrence (included above)/\$1,000,000 aggregate (included above)

See Attached Additional Remarks Schedule

**CERTIFICATE HOLDER**

Evidence of Coverage

Must list Hamburg  
as Additional Insured

**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

Scott Michael

Coverage is only extended to U.S. events and activities.

\*\* NOTICE TO TEXAS INSURED: The insurer for the purchasing group may not be subject to all the insurance laws and regulations of the State of Texas

AGENCY CUSTOMER ID:  
LOC #

**ACORD™**

**ADDITIONAL REMARKS SCHEDULE**

Page 1 of 1

AGENCY K&K Insurance Group, Inc. 1712 Magnavox Way Fort Wayne IN 46804		NAMED INSURED Howell Athletic Assn of Christian HomeEducat DBA: HAACH	
POLICY NUMBER 6BRPG000006993600			
CARRIER Nationwide Mutual Insurance Company	NAIC CODE 23787	EFFECTIVE DATE: 08/14/2019	
<b>ADDITIONAL REMARKS</b>			
THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,			
FORM NUMBER: 25                      FORM TITLE      Certificate of Liability Insurance			

Sport(s): Soccer Youth

Limited Coverage for "Brain Injury" endorsement applies. Brain Injury Limit: \$1,000,000 occurrence/\$1,000,000 aggregate; Brain Injury Loss Adjustment Expense Limit: \$1,000,000 occurrence/\$1,000,000 aggregate. "Brain Injury" means concussion, chronic traumatic encephalopathy, or any other injury to the brain and any symptoms, conditions, disorders and diseases, including death, resulting therefrom but only if such injury occurs as a result of specific events occurring during the policy period.





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

## **Memorandum**

Date: June 17, 2020

To: Parks & Recreation Committee

From: Deby Henneman, Parks & Recreation Coordinator

Re: Jaguar United Invitational Soccer Tournament

Request for 100% Use of Manly Bennett Park – West

**Blackout dates: September 25-27, 2020 - Sunup to Sundown**

We are in receipt of a Park Use Application from the Michigan Jaguars FC for use of 100% of the Soccer Fields located in Manly Bennett Park West this fall. This request is due to the cancellation of their event this past May due to Covid-19 and our park closures.

The applicant has hosted this event at Manly Bennett for several years, and during this event no other user groups or individuals will be unable to utilize the fields until the following Monday. There have not been any other requests for use of these fields for this particular weekend; however it will affect the regular user groups who may need to reschedule games or practices to allow for this event.

In addition to the park fees and public safety costs, the applicant will be in charge of requesting and paying for additional portable toilets as well as dumpsters for this event. They will also be expected to have all items removed by the Monday of the following week and will be charged for any damages incurred to the premises due to their event. Their use will require compliance with any Executive Orders and submittal of their Covid-19 policy for the event.

I recommend approval of the application as submitted 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 with fees as determined by the Public Safety Committee and recommended to the Township Board as outlined in the current Park Use Fee Schedule, that the Clerk Department be provided all requested documents to their satisfaction, that all Covid-19 Executive Orders be complied with, and that a Vendor Inspection by the HTFD be done prior to event.



## Hamburg Township Manly Bennett Park

P.O. Box 157  
10405 Merrill Road  
Hamburg, Michigan 48139-0157  
(810) 231-1000 Office X-218  
(810) 231-4295 Fax

### Park Use Application

### And Release of Liability & Indemnification Agreement

(Application must be submitted 60 days before requested use)

#### Applicant Information:

Event Sponsor (or name if family or individual use): Michigan Jaguars FC

Name of Event: Jaguar United Invitational

Type of Event: Soccer Tournament Park Use Category #: 4 - Event Use

Applicant Name: Annalisa Van Houten

Date(s) of Event: September 25-27th Time(s) of Event: 8am til 8pm

Applicant Address: 24404 Catherine Industrial Suite or Apt #: 310

Applicant City: Novi State: MI Zip: 48375

Contact Person (present during use): Annalisa Van Houten

Contact's Affiliation with Applicant: same person

Contact's Phone: 248 613-0729 Contact's E-Mail: avanhouten20@gmail.com

Event Co-applicant, if any: \_\_\_\_\_

All Co-applicants must also sign all applications and waivers.

Co-applicant relationship to Applicant: \_\_\_\_\_

Co-applicant's phone: \_\_\_\_\_

#### Insurance Information:

Insurance Carrier: Pullen Insurance

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

Policy #: Once I get from state soccer association will for Expiration Date: \_\_\_\_\_

Limit of General Liability: \_\_\_\_\_ Occurrence \_\_\_\_\_ Aggregate

Umbrella Coverage Limit (if any): \_\_\_\_\_ Occurrence \_\_\_\_\_ Aggregate

**Event Description:** *(any information that doesn't pertain to your event please indicate not applicable)*

Please describe the event you propose to host: Soccer tournament. Will utilize soccer fields at West Bennett Park

Total Number of participants/spectators/guests anticipated during event: 1000

Average of participants/spectators/guests anticipated at any given time: 500

Site of Proposed Event; include all areas of the parklands that will be used: West Bennett Park soccer fields

*Include site plan drawing reflecting all areas of the Township Park and recreational facilities the event will effect*

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

Number of Volunteers: 25-30 Are Volunteers trained?: yes they have done before  
*Please attach copy of Volunteer Handbook if applicable*

Will tents be used?: yes If so, please indicate locations: On west side of Field 1  
by concession area and by big tree

*Under no circumstances are tent stakes to be driven into asphalt surfaces. Tent locations must be pre-approved.*

Will admission be charged? If so, how much: no

Parking fee charged? If so, how much: no Valet service available? no

Will Food/Beverages be served? If so, types of food and name of persons serving: yes  
food trucks, kettle corn, smoothie drinks (have not established any yet)

*For anything other than pre-packaged foods, Concession Application, Health Department License and Products Liability coverage is required.*

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: We send numerous emails prior to event letting  
participants know, pets are NOT allowed but we do not have staff to actually police it.

*Pets are not allowed in Parkland during events. Service Dogs are allowed with proper certification.*

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: golf carts

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*Personal vehicles require proof of Auto Liability based on the description of use and areas needing to be accessed during event.*

Will there be a need for Emergency Responders over and above what is included in the Public Safety Fee? If so, describe: no. We hire athletic trainers from DMC to be present. if issue we call 911

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*Hamburg Township reserves the right to require private security and/or emergency responders be present during any event.*

Specific services required from the Township, if any: grass cutting preferably day prior to event

Other information regarding your event that you feel may be helpful: We normally hire a group of people with specific duties of controlling the parking lot and cars coming in and out

## Organized Sports and/or Sporting Events:

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

If Tournament or other event, complete Event Description on Page 2 and provide additional details, if any:

## 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 to 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 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: ADV

**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<sup>3</sup> with the Michigan Sports Concession Law, Acts 342 & 343, Public Acts of 2012, as referenced in the Park Facility Use Policy and outlined in Appendix A. The applicant understands that falsification of the above 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: ADV

Applicant's Signature: Ormalia Van Houten Date: 6/15/2020

Co- applicant's Signature: [Signature] Date: \_\_\_\_\_

Parks Coordinator: [Signature] Date: 6-17-20

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**For office use only**

Comments: Will comply with Executive Orders  
& supply copy of Covid-19  
protocol.

Meeting Approval Dates: \_\_\_\_\_ Parks & Recreation \_\_\_\_\_ Public Safety \_\_\_\_\_ Township Board

Application has been (Circle one) ☒ Approved ☐ Denied

Hamburg Township Representative: \_\_\_\_\_



**Hamburg Township  
Parks & Recreation**

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

## **Memorandum**

Date: June 9, 2020

To: Parks & Recreation Committee

From: Deby Henneman, Parks Coordinator

Re: Hamburg Flyers RC Airshow 16<sup>th</sup> Annual – Manly Bennett Park – East  
Park Use Application for Special Event

We are in receipt of a Park Use Application from the Hamburg Flyers RC Club, Inc. dated April 13, 2020, for the Hamburg Flyer's RC 15<sup>th</sup> Annual Airshow proposed to be held on August 8, 2020 with a rain date of August 15, 2020.

The applicant anticipates up to 200 participants/spectators for this event, and will be limited based on current Covid-19 crowd recommendations. Should they proceed with this event, any food vendors hired will provide copy of their insurance and food license. The current insurance certificate on file covers this exposure.

Should approval of this application be recommended as submitted, it should be done so with the contingency that the established Park Use fee be waived due to the nature of the event, the Covid-19 protocol outlining procedures for crowd control and social distancing will be provided, a Certificate of Insurance naming Hamburg Township as Additional Insured be provided, that the Clerk Department be provided all requested documents to their satisfaction, and that use will be subject to blackout dates.



Hamburg Township Manly Bennett Park  
Park Use Application

P.O. Box 157  
10405 Merrill Road  
Hamburg, Michigan 48139-0157  
(810) 231-1000 Office X-218  
(810) 231-4295 Fax

And Release of Liability & Indemnification Agreement

(Application must be submitted 60 days before requested use)

Applicant Information:

Event Sponsor (or name if family or individual use): Hamburg Flyers RC Club, Inc

Name of Event: Hamburg Flyers RC Club, Inc Air Show

Type of Event: Aeronautics Park Use Category #: 2 - Qualified User

Applicant Name: Hamburg Flyers RC Club, Inc

Date(s) of Event: Aug 8, 2020 Rain Date: Aug 15, 2020 Time(s) of Event: 0900-1800

Applicant Address: Manly Bennett Airport 10405 Merrill Rd. Suite or Apt #:

Applicant City: Hamburg State: Mi Zip: 48139

Contact Person (present during use): Eugene Doncea

Contact's Affiliation with Applicant: President

Contact's Phone: 734-637-3571 Contact's E-Mail: E8D68@aol.com

Event Co-applicant, if any:

All Co-applicants must also sign all applications and waivers.

Co-applicant relationship to Applicant:

Co-applicant's phone:

Insurance Information:

Insurance Carrier: Academy of Mode Aeronautics, Inc

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

Policy #: TBD Expiration Date: TBD

Limit of General Liability: TBD Occurrence Aggregate

Umbrella Coverage Limit (if any): Occurrence Aggregate



**Event Description:** *(any information that doesn't pertain to your event please indicate not applicable)*

Please describe the event you propose to host: 501(c)(3) nonprofit activities. The purpose is to develop, educate, advance and safeguard modeling and aeronautical activities. This is to include, but not limited too, Buddy Box, educational seminars, community education and awareness.

Total Number of participants/spectators/guests anticipated during event: 1-200 +/- - Will comply w/ Executive Orders

Average of participants/spectators/guests anticipated at any given time: 1-1000 +/-

Site of Proposed Event; include all areas of the parklands that will be used: Manley Bennett Airport

*Include site plan drawing reflecting all areas of the Township Park and recreational facilities the event will effect*

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

Number of Volunteers: 1-100 +/- Are Volunteers trained?: Yes  
*Please attach copy of Volunteer Handbook if applicable*

Will tents be used?: Yes If so, please indicate locations: Manley Bennett Airport

*Under no circumstances are tent stakes to be driven into asphalt surfaces. Tent locations must be pre-approved.*

Will admission be charged? If so, how much: No

Parking fee charged? If so, how much: No Valet service available? No

Will Food/Beverages be served? If so, types of food and name of persons serving: Yes. TBD

Vendors to provide Ins & food license & will require Fire inspection.

*For anything other than pre-packaged foods, Concession Application, Health Department License and Products Liability coverage is required.*

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

*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: Personal pets - Not allowed

during events.

*Pets are not allowed in Parkland during events. Service Dogs are allowed with proper certification.*

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: Yes. Members and guests  
personal vehicles driven to and from the site.

*Personal vehicles require proof of Auto Liability based on the description of use and areas needing to be accessed during event.*

Will there be a need for Emergency Responders over and above what is included in the Public Safety Fee? If so,  
describe: No

*Hamburg Township reserves the right to require private security and/or emergency responders be present during any event.*

Specific services required from the Township, if any: Yes. Lawn service and maintenance.

Other information regarding your event that you feel may be helpful: \_\_\_\_\_

### Organized Sports and/or Sporting Events:

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

If Tournament or other event, complete Event Description on Page 2 and provide additional details, if any:

### 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 to 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 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: SK

**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 Concession Law, Acts 342 & 343, Public Acts of 2012, as referenced in the Park Facility Use Policy and outlined in Appendix A. The applicant understands that falsification of the above 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: SK

Applicant's Signature: Eugen Donce

Date: April 13, 2020

Co- applicant's Signature: [Signature]

Date: \_\_\_\_\_

Parks Coordinator: [Signature]

Date: 6/9/20

#### For office use only

Comments: \_\_\_\_\_

Meeting Approval Dates: \_\_\_\_\_ Parks & Recreation \_\_\_\_\_ Public Safety \_\_\_\_\_ Township Board

Application has been (Circle one)



Approved



Denied

Hamburg Township Representative: \_\_\_\_\_



# Notice for all Users!

This facility is open for use, however, it is **highly recommended** the following precautions are followed:

- \* Users exhibiting any symptoms of COVID-19 should not use any Township facility.
- \* Use of facility requires Social Distancing standards of 6-feet and masks when in close proximity to those not in your household.
- \* Users should bring their own disinfectant and wipe all points of contact, prior to any use.
- \* **Adult Workout and Playground areas will be closed for disinfecting from 7:00-7:30 A.M. and 3:15—3:45 P.M. on all Weekdays (M-F).**
- \* Portable toilets are being provided for use, however, the vendor cleaning schedules vary. Precautions when using these facilities is recommended.

**Thank you for doing your part!**