
**HAMBURG TOWNSHIP
PARKS AND RECREATION COMMITTEE
REGULAR MEETING AGENDA
Hamburg Township Board Room
Tuesday, January 25, 2022 – 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. September 28, 2021 – Regular Meeting
7. Correspondence
 - A. Hamburg Township Historical Museum Newsletter
8. Current Business
 - A. Park Facility Use Policy – Revisions and Recommendation
 - B. 2022 Meeting Schedule
 - C. Community Clean-Up Day – Saturday, April 23, 2022 – 9 a.m. – 3 p.m.
9. Old Business
 - A. Parks & Recreation Master Plan/Pending Grants/Supervisor Report**
 1. Iron Belle Trail/Lakelands Trail – Supervisor Update
 2. 5-year Master Plan Update - 2022
 - B. Township Park Use Policy/Fee/Procedures**
 1. Park Facility Use Policy – Updates in progress
 - C. Administrative Services**
 1. Park Coordinator’s Report – January 2022
 - A. Park Fee Report
 2. Senior Center Report – January 2022
 3. Scholarship Request – None

4. Park Use Requests:

- A. Go Sports LLC – Baseball – 2022 Season – April to October
- B. Michigan Jaguars FC Tournament – May 6-8, 2022 – 100% BLACKOUT
- C. Warrior Rugby – 2022 Season – May to June
- D. Habz Top Dogs – Pettysville Trailhead – April to October

D. Special Projects

- 1. Master Design Plan – Project Selection for 2022/2023
- 2. Hay Creek Bridge Project – Spring 2022

E. Sponsorships/Volunteerism

- 1. Amenities and Beautification Committee
 - A. Adopt a Garden/Memorial Bench/Tree Project – Volunteers Needed

F. Signage and Community Awareness

- 1. Wayfinding Signage

G. Risk Management (Insurance/ADA)

- 1. ADA Compliance in Parklands – No updates

10. Call to the Public

11. Committee Comments

12. Adjournment

Next Meeting Date:

Parks Committee: February 22, 2022 – 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

Hamburg Township
Parks & Recreation Committee
Regular Meeting
Hamburg Township Hall
Tuesday, September 28, 2021
3:00 p.m.

1. Call to Order

Dolan called the meeting to order at 3:04 p.m.

2. Pledge to the Flag

3. Roll Call of the Parks & Recreation Committee

Board Members Present: Auxier, Michniewicz, Muck, Dolan

Board Members Absent: Mougrabi

Also Present: Deby Henneman, Parks & ADA Coordinator, Duane Hoepfner, Building & Grounds Team Lead

4. Call to the Public

A call was made with no response.

5. Approval of the Agenda

Motion by Auxier, supported by Muck, to approve the agenda with the addition of Scholarship request.

VOICE VOTE: Ayes: 4

Absent: 1 (Mougrabi)

MOTION CARRIED

6. Approval of the Minutes

Motion by Auxier, supported by Michniewicz, to approve the minutes from the July 27, 2021 Regular Meeting as presented.

VOICE VOTE: Ayes: 4

Absent: 1 (Mougrabi)

MOTION CARRIED

7. Correspondence

Hamburg Historical Museum newsletters were received and filed.

8. Current Business

A. Student Committee Member Job Description

Motion by Dolan, supported by Muck, to direct the Parks Coordinator to update the Student Liaison Job Description to include “no excessive absences” in language, and to allow for any student in Pinckney High School that qualifies, be able to apply for the committee position. Also, the selection process should be completed Administratively by the Clerk, who will make the final recommendation to the Township Board, and Bylaws should be updated accordingly.

VOICE VOTE: Ayes: 4

Absent: 1 (Mougrabi)

MOTION CARRIED

B. Park Bylaw Amendment

Bylaw updates discussed during Student Committee Member Job Description discussion. Committee supported changes going to the Township Board.

C. PayPal.QR Code Proposal

Committee discussed the proposal and is in support of using a QR Code for donations in lieu of set rates. Park Coordinator will meet with Accounting Director and Treasury to work on putting this system in place.

D. PowerAde Tournament 2021 – Public Safety Concerns

Motion by Dolan, supported by Michniewicz, to table discussion until the next Parks Committee meeting.

VOICE VOTE: Ayes: 4 Absent: 1 (Mougrabi) MOTION CARRIED

9. Old Business

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

1. Iron Belle Trail/Lakelands Trail – No Supervisor update.

B. Township Park Use Policy/Fee/Procedures

1. Park Facility Use Policy – No updates.
2. Covid Protocol – No updates.

C. Administrative Services

1. Park Coordinator's Report – September 2021 – Report received and filed
2. Senior Center Report – August & September 2021 – Report received and filed
3. Scholarship Request – East Michigan Panthers (Added at table)

Motion by Auxier, supported by Dolan, to approve the scholarship request as presented by the East Michigan Panthers in the amount of \$300.00 which represents a scholarship for 2 Hamburg Township residents, and to direct the Parks Coordinator to process the reimbursement through Accounting.

VOICE VOTE: Ayes: 4 Absent: 1 (Mougrabi) MOTION CARRIED

4. Park Use Requests

- a. Kensington Woods Park Use

Motion by Muck, supported by Auxier, to recommend approval of the Park Facility Use Application for Kensington Woods Schools dated 8/27/21 as presented, contingent on all requested documents being received to the Clerk Department's satisfaction, that field assignments be communicated administratively, and that charges be invoiced based on current fee schedule.

VOICE VOTE: Ayes: 4 Absent: 1 (Mougrabi) MOTION CARRIED

- b. Blackout List – No updates

D. Special Projects

1. Equipment Upgrade in Playgrounds – Discussed what was found on 2:00 p.m. site walk.

Muck stated the best pricing for playground equipment is in the fall. He stated once he knows what the Township's budget, he will reach out to Penchura to start working on designs and bids.

Dolan will work on getting budget numbers from Accounting.

Committee agreed that the focus should be on replacing the old playground equipment and upgrading the safety features.

2. Hay Creek Bridge Project – Bids have been received and will be awarded soon.
3. Hamburg RC Flyers – RC Car/Truck Track – Conceptual Play – No update
4. Upcoming Park Projects Memo- Discussion took place during D.1.

E. Sponsorships/Volunteerism

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

F. Signage and Community Awareness

1. Event Signage Policy

Motion by Michniewicz, supported by Auxier, to recommend that the Township Board approve the Parklands Use Permit Sign Policy as presented.

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

MOTION CARRIED

2. Wayfinding Signage Proposal – Discussion took place regarding the information presented, and plan is a good start. It was suggested that ideas are presented to Public Safety to get input from them on a wayfinding signage plan, including temporary event signage.

G. Risk Management (Insurance/ADA)

There were no updates.

10. Call to the Public

A call was made with no response.

11. Committee Comments

Michniewicz introduced members of the Hamburg Historical Society who had attended the Parks meeting. She stated their fund-raising event will be held on 11/5/21, the same day as the Hamburg Senior Center Bazaar.

12. Adjourn Meeting

Motion by Auxier, supported by Michniewicz, to adjourn the meeting.

VOICE VOTE: Ayes: 4 Absent: 1 (Mougrabi) **MOTION CARRIED**

Meeting adjourned at 4:04 p.m.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Debra Henneman', with a long horizontal flourish extending to the right.

Debra Henneman
Parks & ADA Coordinator



10405 Merrill Road ♦ P.O. Box 157
Hamburg, MI 48139
Phone: 810.231.1000 ♦ Fax: 810.231.4295
www.hamburg.mi.us

NOTICE OF CANCELED MEETING

Hamburg Township

10405 Merrill Road, Hamburg, MI

(810) 231-1000 Ext. 206

Please be advised of the following change of meeting date for:

Public Body: Hamburg Township Parks and Recreation Committee

Date and Time of Meeting: October 26, 2021 Time: 3:00 p.m.

Place of Meeting: Hamburg Twp. Hall

Status of Meeting: The regularly scheduled meeting of the Parks and Recreation Committee for October 2021 has been canceled.

Questions or concerns can be sent to: clerk@hamburg.mi.us

Signature of Hamburg Township Clerk

October 20, 2021 – 3:00 PM

Date and Time of Posting

The Hamburg Township Clerk will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting or public hearing upon 72 hour(s) notice to the Hamburg Township Board. Individuals with disabilities requiring auxiliary aids or services should contact the Hamburg Township Board by writing or calling the following:

Mike Dolan

Hamburg Township Clerk

10405 Merrill Road, P.O. Box 157

Hamburg, MI 48139

(810) 231-1000 Ext. 206

A COPY OF THIS NOTICE IS ON FILE IN THE OFFICE OF THE TOWNSHIP CLERK



10405 Merrill Road ♦ P.O. Box 157
Hamburg, MI 48139
Phone: 810.231.1000 ♦ Fax: 810.231.4295
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NOTICE OF CANCELED MEETING

Hamburg Township

10405 Merrill Road, Hamburg, MI

(810) 231-1000 Ext. 206

Please be advised of the following change of meeting date for:

Public Body: Hamburg Township Parks and Recreation Committee

Date and Time of Meeting: November 23, 2021 Time: 3:00 p.m.

Place of Meeting: Hamburg Twp. Hall

Status of Meeting: The regularly scheduled meeting of the Parks and Recreation Committee for November 2021 has been canceled.

Questions or concerns can be sent to: clerk@hamburg.mi.us

Signature of Hamburg Township Clerk

November 22, 2021 – 12:00 PM

Date and Time of Posting

The Hamburg Township Clerk will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting or public hearing upon 72 hour(s) notice to the Hamburg Township Board. Individuals with disabilities requiring auxiliary aids or services should contact the Hamburg Township Board by writing or calling the following:

Mike Dolan

Hamburg Township Clerk

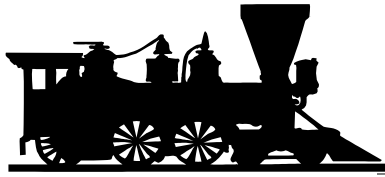
10405 Merrill Road, P.O. Box 157

Hamburg, MI 48139

(810) 231-1000 Ext. 206

A COPY OF THIS NOTICE IS ON FILE IN THE OFFICE OF THE TOWNSHIP CLERK

No
Information



HAMBURG TOWNSHIP HISTORICAL MUSEUM

A Special Message for “Maybe” Members!

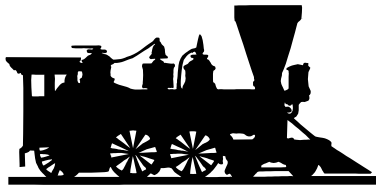
Are you on the fence about **JOINING** the Hamburg Township Historical Society? Now is the time to do it. All members will now receive these benefits: free admission to the museum; invitations to members-only activities; gift shop savings; and discounts on select programs and events. Additionally, business members will receive a complimentary 1/8 page ad in each newsletter. And life members will be entered in the Time Travelers program, granting free admission and/or other benefits at more than 400 history museums nationwide.

Membership categories for 2022 include Individual (\$20); Dual (\$25); Family (\$30); Business (\$50); and Life (\$300). To show your support for the Society and Museum and enjoy the new benefits, use the form on the back of this newsletter.

Volunteers Needed for Membership, Fundraising Committees

If you have time to spare and expertise in either membership development or fundraising, please contact Board President Karl Bangert at president@hamburgmuseum.org to join one of these committees.

Please note: Starting February 1, 2022, the non-member admission fee to the Hamburg Township Historical Museum will be \$2 per adult and \$1 per child under 18.



Hamburg Township Historical Museum

P.O. Box 272
7225 Stone Street
Hamburg, MI 48139

810-986-0190

www.hamburg.mi.us/culture-recreation/hamburg_historical_museum

hamburgmuseummichigan@outlook.com

***Open 11 am-3 pm
Wednesdays & Saturdays***

Hamburg Township Historical Society Board

Karl Bangert, President
Carrie Schulz, Vice President
Linda Harrison, Secretary
Vacant, Treasurer
Pat Corr
Joyce Terry
Vicky Terry
Alice Winkelman
Cindy Michniewicz, HT Liaison
Patricia Majher, Administrator

**Next Meeting: Saturday, January 22
@ 9:30 a.m. at the Museum**

Museum Named One of the County's Best

Thanks to readers of the *Livingston Daily* newspaper for voting us the #2 museum in the 2021 "Best of Livingston County" awards competition! Interestingly, the #1 choice — the Ann Arbor Hands-on Museum — is not in our county. So does that make us the *de facto* winner? You be the judge!

Alice Winkelman Joins HTHS Board

Following the December meeting, the HTHS Board approved the appointment of Alice Winkelman to its ranks. Alice has served as an administrator at both Penn State University and Schoolcraft College in the area of workforce training and has held local, regional, and state offices within the Business and Professional Women's organization. Please join the board in welcoming Alice to the Society!

JOIN OR RENEW TODAY TO HELP PRESERVE HAMBURG HISTORY!

Name _____ Date _____

Address _____

City _____ State _____ Zip _____ Phone _____

Email address _____

2022 Annual Dues (check your choice):

☐ Individual: \$20

☐ Dual: \$25

☐ Family: \$30

☐ Business: \$50

☐ Life: \$300

Please make your check payable to the Hamburg Township Historical Society. Mail it with this form to P.O. Box 272, Hamburg, MI 48139 or drop it off at the Museum at 7225 Stone Street during visiting hours.

**HAMBURG TOWNSHIP
PARK FACILITY USE POLICY
(Rules & Regulations)
Effective ~~March 5, 2019~~ January 4, 2022**

1.0 INTENT

To provide for the use, protection, regulation and control of the Hamburg Township ~~p~~Park and recreational facilities, including, but not limited to: Manly Bennett Parks East & West, Merrill Field Disc Golf Course "The Gulch", Winkelhaus Park, ~~the Senior/Community Center~~, the Lakelands Trail & trailheads and other areas concerning recreation & leisure activities and to matters related to the use of and conduct on Township ~~property-parks or that~~ which ~~is-are~~ under the Township's jurisdiction. For the purposes of this document, the aforementioned facilities shall be referenced as "parklands."

2.0 GENERAL PARK USE POLICIES

There are a number of general use policies to provide guidelines for proper use, protection, regulation, and control of the Hamburg Township ~~Park and recreational facilities~~ parklands. They include:

- Public Use and Hours
- Protection and Preservation of Property and Natural Features
- Protection of Wildlife
- Traffic Control
- Rules Regarding Business, Vending and Concessions
- Rules ~~R~~egarding ~~A~~lcohol ~~U~~se
- Responsibilities of larger groups regarding Public Safety

2.1 Public Use and Hours:

Township ~~parks-parklands~~ are open to the public daily ~~for use by the public~~, consistent with ~~the "Hamburg Township Parks Ordinance"~~ Hamburg Township Code of Ordinances, Chapter 24 and this policy, except during hours as ~~determined~~ authorized by the Township Board. Hours that a specific Township park or facility is closed shall be conspicuously posted at the park. The Park Administrator or staff may also authorize the temporary closing of a Township park, or portion of that park, to meet specific needs of the Township or for maintenance purposes. Persons sixteen (16) years or younger are not permitted in any Township park between the hours of 10:00 p.m. and 5:00 a.m. unless accompanied by a parent or guardian.

The Township may designate portions of the ~~park-parklands~~ and recreational facilities for specific uses. Certain facilities ~~within the park~~, such as the ball fields, pavilions, ~~basketball-volleyball~~ courts, etc., may be reserved for use by individuals or organizations by permit or agreement with the Township. The organizations granted use through this process are given priority use of the fields, and will provide the Park Administrator a copy of their anticipated schedule prior to their season start. Such uses shall be subject to use fees or deposits as outlined in ~~Park Facility Use Fee Schedule Appendix G~~ Parklands and Community Center Use Fee Schedule (Appendix B).

Recreational activities by residents and non-organized groups are permitted on Hamburg Township property within their designated areas when not otherwise scheduled by permit or lease. It is recommended that all recreational activities be limited to daylight hours, and that calendar is checked for scheduling conflicts.

2.2 Protection and Preservation of Property and Natural Features:

No person shall injure, deface, disturb, or remove any part of the park or any building, sign, equipment or other property found therein including but not limited to; trees, shrubs, plants, rocks or minerals. Prospecting, metal detecting, and activities similar in nature, are strictly prohibited in all owned and/or operated Hamburg Township Parklands and/or Trails.

All garbage and waste must be deposited in receptacles provided for such purposes. Dumping of garbage, sewage, household refuse, waste or other noxious material on any Hamburg Township property is strictly prohibited. **No glass containers are permitted in the park area parklands.** Persons and organizations utilizing any Township ~~park and recreational facilities~~ parkland shall leave them in condition of good repair and cleanliness. Any damage or unclean conditions shall be immediately reported to the Park Administrator or staff. All events that will produce high volumes of garbage, such as Tournaments and Festivals, are required to provide a dumpster at their expense.

No person shall build any fire ~~upon within any~~ Township parklands property except within receptacles provided and designated by the Township for such purposes. Special approval from the Township Board and Hamburg Township Fire Department is required for any fire outside of designated receptacles, or at any event.

No person shall deposit lighted matches, burning cigars, cigarettes, tobacco paper or other flammable materials within ~~or upon~~ any Township parklands property. Burning material or hot ashes may not be dumped into any trash containers or elsewhere within the boundaries of the Township Park unless such container or locality is marked as a receptacle for such material.

No person shall install a tent ~~on~~ any parkland ~~facility either owned or maintained by Hamburg Township,~~ without express permission from the Township Board. A site plan detailing the proposed location of the tent must be submitted to the Park Administrator or staff for review prior to the event.

2.3 Protection of Wildlife and Pet Care

No person within the confines of the Township parklands ~~and recreational facilities~~, unless authorized by written permit of the Township Board, shall hunt, pursue with dogs, trap or in any other way molest any wild bird, nest, egg, den or animal found within ~~the Township park~~ Township property.

No persons, except employees or officers of the Township, or those otherwise permitted by law to carry a concealed weapon, shall carry firearms of any description, or air rifle, or slingshot, or bow within the park, or discharge any firearms, fireworks or explosive substances, or air rifle therein without specific permit from the Township.

No person shall bring, drive, lead or carry any dog or other animal or pet which is unleashed, or upon a leash more than six feet in length, upon Township park property. This does not apply to service dogs or to dogs under control of the Township. Persons bringing any animals or pets ~~onto Township Park property~~ into the parklands shall properly clean up after them.

Horses are not permitted on Township property except on areas along the Lakelands Trail so designated, or as otherwise approved by the Township Board. Carriages are not allowed in any ~~owned or operated parklands Hamburg Township Parks~~ and/or the Mike Levine Lakelands Trail unless otherwise approved by the Township Board.

Any animals used in conjunction with any Park Use shall be approved by the Hamburg Township Board during the Park Use approval process, and shall be caged, fenced in, or similarly restrained and under the complete control of the ~~a~~ Applicant and/or workers at all times.

For safety reasons, pets are not allowed to attend any activity and/or event. Residents are welcome to have their leashed pets in areas of the park where the activity and/or event is not taking place or in areas intended for passive recreation such as trails or boardwalks. All owners or handlers of a dog or other domestic animal

must comply with Chapter 24 of the Hamburg Township Code of Ordinances and violation of the provisions are subject to a municipal civil infraction as outlined in the Ordinance.

Service animals are allowed to attend activities and/or events. They are defined as dogs ~~that~~which are individually trained to do work or perform tasks for people with disabilities. Any service animal required because of a disability must be certified and clearly marked as such. Staff may inquire as to what work or task the service animal has been trained to perform.

~~All owners or handlers of a dog or other domestic animal must comply with the Hamburg Township Domestic Animal Control Ordinance. Violation of the provisions are subject to a municipal civil infraction as outlined in the Ordinance.~~

2.4 Vehicle and Traffic Control:

Except for designated parking areas, or other areas otherwise approved or allowed by Hamburg Township under permit or lease, no motorized vehicles, except for Personal Assistive Mobility Devices (PAMD), will be allowed in the ~~park or parklands~~facilities.

The Township Staff or employees may operate motorized vehicles within the ~~Township Park and/or parkland facilities~~parklands if granted the right to do so by the Township Board or Park Administrator

Motorized wheelchairs, electric scooters or other PAMDs are allowed for those with handicaps that prevent them from using the recreational facilities in any other manner. Township Board approval is required for all other types of Off-Road Motorized and/or Animal Driven Vehicles.

Allowed vehicles will comply with the following:

- Will travel at walk speed only
- Will operate during daytime hours only
- Will display handicap symbol on vehicle
- Will be operated by permitted driver only
- Will allow passengers only as necessary

2.5 Business, Vending and Concessions:

No person or organization shall, within the boundaries of the ~~Township Parks~~parklands, advertise, offer for hire, vend or sell any service, food, beverage, merchandise or other personal property of advertise, carry on or conduct any other business, commercial or fund-raising activity without the written authorization of the Hamburg Township Board, obtained through the Park Use Application process.

All Board authorizations will require, at the minimum, evidence of conformity to State, County and Local ordinances, licenses and permits by the requesting person or organization as well as proof of General and Products Liability Coverage. Cash operations require evidence of proper accounting and internal financial controls which may be audited at the direction of the Township Board of Trustees at its sole discretion, and subject to revocation of Park Use authorization.

The Board of Trustees may contract for services included in this section with qualified licensed contractors through competitive bidding, as outlined in the Hamburg Township Purchasing Policy & ~~Procedures~~.

~~SIGNAGE TO BE ADDED – MUST COMPLY WITH ZONING ORDINANCE. Signage for events held on Township owned or operated parklands is addressed in section 2.11.~~

2.6 Alcohol:

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Alcohol use is strictly prohibited in Parks, Trails or Trailheads owned or operated by Hamburg Township unless specifically authorized in writing by the Township Board.

2.7 Parking:

No parking of motor vehicles shall be permitted during the hours of 12:00 a.m. and 5:00 a.m. or as otherwise posted and/or approved by the Township Board Park Administrator.

Parking shall be in designated parking areas only, or those areas otherwise approved by the Township Board through the permit or lease approval process. Vehicles parked in unauthorized parking areas or that have been left overnight on any property owned or maintained by Hamburg Township in any parkland may be ticketed and/or towed at the owner's expense.

2.8 Public Safety:

Applicants may be required to meet with the Clerk-Park Administrator and a Public Safety representative to determine what, if any, special precautions need to be taken as relates to the proposed event. Depending on the nature and/or size of the event, Public Safety expenses may be charged at the discretion of the Township Board and the Public Safety Committee. Waivers of these fees may be made by the Township Board as part of the Park Use approval process.

Flying, launching or otherwise operating any type of radio-controlled device, self-propelled rocket, kite or any other device in any area of a Township park that is not specifically designated for its use is strictly prohibited. Flight and radio-controlled related activities are welcome in the Manly Bennett RC Park located in Manly Bennett East Park, southeast of the Baseball Diamonds. Activities of this nature must comply with posted rules and regulations and will be subject to fines and penalties for violation as outlined in Hamburg Township Parks Ordinance-Chapter 24 of the Hamburg Township Code Of Ordinances.

Golf practice is strictly prohibited in any area of a Township park that is not specifically designated for its use.

2.9 Inspection Requirements:

No Capital Improvements or changes shall be made to any parkland, or trails facilities, trails or trailheads owned or operated by Hamburg Township, without express permission from the Township Board. All proposed improvements shall be submitted in writing to the Parks Administrator who will forward the Recreation Board's recommendation to them to the Township Board. Improvements must comply with all Permit and Building Code requirements and once approved, work must be completed by a licensed contractor or as otherwise approved by the Township Board Park Administrator.

A certificate of insurance including General Liability and Worker's Compensation for the current policy year shall be provided to the Clerk's office for every contractor that is hired to perform any service on Hamburg Township premises and shall carry limits of liability as required by the Township Insurance carrier.

For any event, carnival or fair connecting to or modifying an existing electrical source or service, the Applicant covenants and agrees to utilize a licensed electrical contractor and secure an electrical permit in compliance under Article 525 of the National Electric Code or successor code requirements for any activities conducted by the Applicant, its agents or employees.

All outside vendors are required to pass a safety inspection, facilitated by the Hamburg Township Fire Department (HTFD). All events who provide this type of service, must complete-submit a Tent Permit Application no less than 60 days 2 weeks prior to approved event.

2.10 Restoration, Clean-up & Damage Bond:

Applicant may be required to deposit ~~with the Hamburg Township Clerk~~ a restoration, clean-up and damage bond in the form of cash or certified check payable to Hamburg Township in an amount as outlined in the Park Facility Use Fee Schedule, ~~Appendix C~~, or as determined by the Township Board. The bond shall be returned to the Applicant without interest, within sixty (60) days after the expiration of the requested park use if the Applicant has fully performed the restoration and cleanup of the premises to an "as-is" or better condition as prior to the event as determined by the Township. Should Applicant fail to restore and clean the premises in satisfactory condition, the Township may retain all or a part of the bond. Applicant shall reimburse Hamburg Township for its "out-of-pocket" expenses in excess of the bond amount for items including but not limited to: Labor costs, trash disposal expenses and repair costs to facilities and/or grounds. Township staff is readily accessible to discuss out-of-pocket cost estimates and ways to reduce these costs. All Hamburg Township invoices sent to organizations for reimbursement of out-of-pocket costs are due within thirty (30) days.

2.11 Parklands Use Permit Sign Policy: (effective 10/5/21)

This policy is intended to allow specific signage ~~associated with the use of Township-owned parks as it relates to approved use of Township owned or operated parkland properties~~. The allowed signage will help ~~the~~ Hamburg Township ~~to~~ better meet the needs of the community and public use of the parks systems. The signage will ~~help to better~~ inform people of upcoming events and direct people to the event.

Signage Regulations:

In addition to directional signage, the following signs announcing the approved event are **only allowed with the issuance of a parklands use permit:**

- 1) Temporary freestanding signs:
 - a. On the Township owned ~~/operated property-parkland~~ where the event is located:
 - i. One 32 square foot sign; and
 - ii. Four 6 square foot signs, with one side 4' max in length.
 - b. On the Township owned property at M-36 and Merrill Road (parcel 15-23-300-028):
 - i. One 32 square foot sign.
- 2) Signage duration:
 - a. If the event is held on between 1-7 consecutive days the signs may be installed 7 days prior to the event and must be removed within 2 days after the last day of the event.
 - b. If the event is conducted over multiple weeks the signs allowed in section 1) a. ii. shall only be allowed the day of the event, all other signs allowed in section 1) may be installed 7 days prior to the event and must be removed within 2 days after the last day of the event.
 - c. If the signs are not removed as required by the code the Township may remove the signage.
- 3) Directional signs shall be approved as a part of the Parks Use Permit and pertain only to Township owned or operated Park/Trail property.
- 4) All signs shall be outside of the road right-of-way and at least 10 feet from a paved roadway or driveway.
- 5) The Township shall be authorized to remove any unapproved signage or additional signage placed unrelated to the scheduled event. Violations or abuses of this rule may result in termination or denial of park use.

Sign Application Materials:

The following information shall be submitted with the parklands use permit application:

- 1) Description of the signs including a drawing showing the proposed signs and the sign dimensions; and
- 2) Map showing the location of the proposed signs within the Township parklands.-

3) Any signs planned for the Road-Right-Of-Way must be submitted to the jurisdiction that regulates and oversees those roads.

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Road-right-of-way Resources:

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Livingston County Road Commission:

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<http://www.livingstonroads.org/FAQ/FAQRow.aspx>

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State of Michigan (MDot):

https://www.michigan.gov/mdot/0,4616,7-151-9615_11261-147773--,00.html

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2.12 Americans with Disabilities

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (ADA), Hamburg Township will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs or activities. If you feel that you, or someone you know, has been discriminated against, or you have a recommendation for increasing accessibility of the Township services, programs and activities, please contact the ADA Coordinator at (810) 222-1124 to discuss these items further, or visit our website for more information:
[https://www.hamburg.mi.us/government/township_clerk/americans_with_disabilities_act_\(ada\)_information_center.php](https://www.hamburg.mi.us/government/township_clerk/americans_with_disabilities_act_(ada)_information_center.php).

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3.0 CATEGORIES OF PARK USE:

Anyone wishing to reserve the use of ~~any park facility including the parks, trails, trailheads, sports fields, picnic areas or the Gazebo at Winkelhaus Park; the parklands~~ shall provide documentation as outlined below. No use is allowed to anyone, other than the permit holder, during Blackout Dates.

~~For the safety of our residents and visitors, areas that have been reserved by others for sport related activities or special events should be respected. If there is a question about availability, a complete list of all scheduled activities and events is maintained by the Parks Coordinator and is available on the Township website.~~
~~here are four categories of Park user organizations as follows:~~

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3.1 Park Use Category #1:

Groups of less than 100, who don't charge fees, including Individual/Family Use/Small Group.

Casual use by ~~an individual, or family/families, and/or small groups~~ is highly encouraged and generally requires no special action or permission. ~~For the safety of our residents and visitors, areas that have been reserved by others for sport related activities or special events should be respected. If there is a question about availability, a complete list of all scheduled activities and events is maintained by the Parks Coordinator. If an individual or family wishes to reserve the use of any park facility, a short form Park Use Application must be submitted to the Parks Coordinator or Clerk for approval. Based on the nature of the event, a long form Park Use Application may be required, and fees and/or deposits, if any, shall be charged as outlined in the Park Facility Use Fee Schedule—Appendix C.—This type of use is handled on a first-come-first-serve basis, only if no other use has been granted priority, and it is approved and scheduled administratively by the Parks Coordinator. A pre-application form must be submitted to the Parks Coordinator or Clerk for review prior to use.~~

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~~For the safety of our residents and visitors, areas that have been reserved by others for sport related activities or special events should be respected. If there is a question about availability, a complete list of all scheduled activities and events is maintained by the Parks Coordinator and is available on the Township website.~~

~~Outdoor facilities are available for public use during normal park hours. These facilities require no fees, however, donations for maintenance are accepted and appreciated. Donations receipts are available upon request. Outdoor facilities free for casual use include:~~

- ~~• Merrill Field Disc Golf Course AKA "The Gulch"~~
- ~~• Adult Workout Area~~
- ~~• Sand volleyball court~~
- ~~• Outdoor patio behind Senior/Community Center (open to public evenings and weekends)~~
- ~~• Pickleball court (open to public evenings and weekends)~~
- ~~• Hamburg Flyer's Field – Use must be scheduled with Hamburg Flyer's Club~~

- o Contact: Gene Doncea – E8d68@aol.com.

For Municipal use, such as events hosted by Hamburg Township Hall, Library, Public Safety, Senior/Community Center, and/or their affiliates, a pre-application form must be submitted to the Parks Coordinator or Clerk for review. Should the use require additional information, a long form Park Use Application may be requested. Uses in this category will not be charged, unless the exposure warrants it based on a determination by Public Safety.

Sports groups, in any size, are considered under Category #3.

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3.2 Park Use Category #2:

Groups of over 100, and/or any size group who does charge fees

For any parkland not otherwise reserved by permit or agreement, a long form Park Use Application must be submitted to the Parks Coordinator. A complete list of all scheduled activities and events is maintained by the Park Coordinator and is available on the Township website.

All uses are required to submit proof of General Liability coverage naming Hamburg Township as additional insured as relates to the proposed activities. All deposits and/or fees for facility use shall be charged as outlined in the Park Facility Use Fee Schedule – Appendix B. Any waivers or reductions in fees is at the discretion of the Township Board, and must be requested at time of application.

Approval of applications submitted less than 60 days prior to an event cannot be guaranteed. Should the event exceed 1,000 participants, the Public Safety Committee will set a Hazard Level for Public Safety Fees, and make their recommendation to the Township Board for final approval. For events under 1,000, the hazard level will be Low unless use is determined to have need of Public Safety personnel based on the type of event or past experience with the park user.

Non-Profit group use. For any park facility or trail not otherwise reserved by permit or agreement, non-profits may apply for use using the long form Park Use Application. Some groups may be granted priority consideration for their events by the Township, based on a mutually beneficial history they have with the Township. A field use request for the period in question must be submitted to the Clerk's Office and approved by the Board prior to the start of the activity period. At times competing organizations may wish to utilize the same facilities during the same time period. If it is determined that both competing events can be accommodated, both groups will comply with the reporting requirements as required by the Clerk's office.

Approval of applications submitted less than 60 days prior to an event cannot be guaranteed. This category includes uses for Organized Sports such as Games, Practices and Tryouts. Fees for this use are outlined in the Park Facility Use Fee Schedule – Appendix C. Anything other than a game, practice or tryout shall require separate Park Use Application and review process and shall be considered a Park Use Category #4.

3.32 Park Use Category #3:

Recognized or Partnering Sports Group Use – Seasonal Rate

If a group provides approved services and/or improvements that are beneficial to the Township parklands and the residents that use them, they may be designated as a Recognized or Partnering group. In the case of the sports fields, these clubs/organizations assist in the maintenance of the fields i.e.: chalking, striping, maintenance repairs, etc. In exchange, some clubs, organizations, and/or groups may be granted priority consideration and/or waiver or reduction of fees for their use of the facilities applied for. Uses under this category require a long form Park Use Application and are intended for Games, Practices and/or Tryouts. A field use request for the period in question must be submitted to the Clerk's Office and approved by the Board prior to the start of the activity period also known as a season.

All uses are required to submit proof of General Liability coverage naming Hamburg Township as additional insured as relates to the proposed activities. All deposits and/or fees for facility use shall be charged as outlined in the Park Facility Use Fee Schedule – Appendix B. Any waivers or reductions in fees is at the discretion of the Township Board, and must be requested at time of application.

Approval of applications submitted less than 60 days prior to an event cannot be guaranteed. Anything other than a game, practice or tryout shall require separate Park Use Application, and review process, and shall be considered a Park Use Category #4.

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Non-Recognized or Non-Partnering Sports Group Use – Flat Rate

For any parkland not otherwise reserved by permit or agreement by a recognized or partnering sports group, users may request reservation with a long form Park Use Application. A complete list of all scheduled activities and events is maintained by the Park Coordinator and is available on the Township website.

All uses are required to submit proof of General Liability coverage naming Hamburg Township as additional insured as relates to the proposed activities. All deposits and/or fees for facility use shall be charged as outlined in the Park Facility Use Fee Schedule – Appendix B.

Approval of applications submitted less than 60 days prior to an event cannot be guaranteed. Upon review of the intended use, the Township may re-categorize a user group's application. Anything other than a game, practice or tryout shall require separate Park Use Application, and review process, and shall be considered under Park Use Category #4.

Small Group/For-profit Business Use. For any park facility or trail not otherwise reserved by permit or agreement, a small group or for-profit business may request reservation of a park facility, sports field, picnic area, or the gazebo at Winkelhaus Park, and a long form Park Use Application must be submitted to the Parks Administrator for approval. A complete list of all scheduled activities and events is maintained by the Park Administrator. Small groups and for profit businesses are required to submit proof of General Liability coverage naming Hamburg Township as additional insured as relates to the proposed activities. All deposits and/or fees for facility use shall be charged as outlined in the Park Facility Use Fee Schedule – Appendix C.

Approval of applications submitted less than 60 days prior to an event cannot be guaranteed. This category includes minor uses that would not otherwise be considered under Category #4 – Event Use. Upon review of the intended use, the Township may re-categorize an application submitted as a Category #3 to a Category #4. Fees are outlined in the Park Facility Use Fee Schedule – Appendix C.

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3.45 Park Use Category #4:

Event Use – All Categories of Users

For Municipal use, such as events hosted by Hamburg Township Hall, Library, Public Safety, Senior/Community Center, and for events where the anticipated participants are over 100, a long form Park Use Application must be submitted to the Parks Coordinator or Clerk for review. Requests for fee waivers must be made in writing at time of application, and approved by the Township Board. The Township may also participate as a co-host for an event held by an approved user. A plan and supportive budget, including costs for extra staffing, will be prepared, reviewed and recommended by the Parks & Recreation Committee to the Hamburg Township Board.

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For a Non-Township sponsored event, the organizing group shall complete and submit a long form Park Use Application and an event map or design layout showing the area of Parkland or Trail where the event will take place. This category of use requires a review by the Parks and Recreation Committee and assignment of hazard level by Public Safety Committee, after which the Park Administrator will forward event plan to the Township Board for approval. Examples of this category might include a one-day tournament, or a three-day art event. These sorts of requests must be scheduled and approved by the Township Board no less than 60 days in advance and are subject to availability. Based on the use, the Board reserves the right to charge additional fees based upon the need for services beyond the scope of those routinely performed by Township staff or its vendors.

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All users requesting temporary event signage, for events held in the parklands or on the trails, must provide a sign plan with their Park Use Application which must list number of signs, size of signs, and the specific area they are planned for. For signs outside of the parkland boundaries, such as the ones used in the road-right-of-way, permits must be requested from MDOT, Livingston County Road Commission, or the owner(s) of a private road. See Section 2.11 for more information.

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Event use. The Parks and Recreation Committee may from time to time propose a recreational event or series of events that it believes will be of interest to and beneficial for residents of the community. The Township may also participate as a co-host for an event held by an approved user. A plan and supportive budget, including costs for extra staffing, will be prepared, reviewed and recommended by the Parks & Recreation Committee to the Hamburg Township Board. If the event is approved by the Township Board, a motion will be made detailing a specific budget for that event, referencing the plan as proposed and naming a Township event liaison who will be assigned to work with the Park Administrator to manage the planning and execution of the event. The event liaison will provide status reports, amendments to the plan or budget, as well as an evaluative follow-up report and final cost analysis. All attempts will be made to ensure that the proposed event will not conflict or otherwise hinder an existing event held by Township facilities or neighboring organizations. All revenues and expenditures whether cash or in-kind will be reported to Accounting for tax receipting and timely inclusion in Township financial records. Only Township employees and officials may make purchases pursuant to the Township Purchase Policy & Procedures. The event liaison will work directly with the Purchasing agent to coordinate any necessary purchases to be picked up by staff and distributed to the appropriate parties, and will assist with the preparation of an inventory of the items purchased for recovery after the event.

For a Non-Township sponsored event, the organizing group shall complete and submit a long form Park Use Application and an event map or design layout showing the area of Parkland or Trail where the event will take place. This category of use requires review and recommendation by the Parks and Recreation Committee and Public Safety Committee, after which the Park Administrator will forward event plan to the Township Board for approval. Examples of this category might include a one day tournament, or a three day long art event. These sorts of requests must be scheduled and approved by the Township Board no less than 60 days in advance and are subject to availability. Additional requirements needed for Board approval of these types of request may be set individually by the Board. Upon approval of the Park Use application, deposits and/or fees for field use shall be charged as outlined in Park Facility Use Fee Schedule—Appendix C. Based on the use, the Board reserves the right to charge additional fees based upon the need for the Township to provide Public Safety, grounds maintenance, trash removal, etc. beyond these services routinely performed by the Township in that area of the

Park.

4.0 REPORTING REQUIREMENTS

The organization shall provide to the Park Administrator the following:

- Insurance and Risk Management Information
- Public Health and Safety Information
- ~~Proof of Non-Profit status, if applicable.~~ Plans and receipts for all pre-approved improvements

Each of these is more fully described below.

4.1 Insurance and Risk Management:

There are three levels of risk that will be managed by the Clerk's Office as relates to organizational use of Township property, namely

- ~~1. Organizational indemnification/hold harmless~~
- ~~2. General Liability and/or Property Insurance, with limits as outlined in the Insurance Requirements Guideline, Appendix B-C.~~
- ~~3. Special Events coverage and additional indemnifications including, but not limited to, copies of any 3rd party contracts.~~

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It is expected that each organization will meet Township mandated requirements in each of the above areas of Insurance and Risk Management. Property coverage is required for users who store their private property on Township grounds. It is also understood that private property left on the premises is available for use by Township staff and/or other parkland users. Any approved permanent structures become the property of Hamburg Township. It is expected that each organization will meet Township mandated requirements in each of the above areas of Insurance and Risk Management

Also, ~~as regards potential liability claims~~ it is important that the Organization periodically inspect the premises that it has authorization to use, note areas of potential liability and submit a record of that notation to the Park Administrator.

4.2 Public Health and Safety:

Organizations utilizing Township properties ~~need to must~~ have ~~in place~~ policies and procedures relating to the performance of background checks for persons working with program participants. Sports related Organizations need to ~~have in place policies and procedures~~ complying with the Michigan Sports Concussion Law, Act 342 & 343, PA of 2012. The minimal requirements are outlined in Appendix A.

4.3 Proof of Non-Profit Status:

Organizations requesting use at the non-profit rate, ~~may be required to must~~ provide proof of Non-Profit status. The Township Board may also request Proof of tax filings on an annual basis.

5.0 PARK USE FEE STRUCTURE

All fees for use of the Township ~~Park and recreational facilities~~ parklands ~~are will be~~ established by the Township Board, and shall be outlined in the Hamburg Township Park Use Fee Schedule (Appendix B) ~~Park Facility Use Fee Schedule, Appendix C~~. Hamburg Township reserves the right to waive or reduce fees in consideration of contributions of in-kind services, maintenance, repairs and/or Capital Improvements. ~~(will eventually reference the Hamburg Township Administrative Fee Schedule)~~

~~Sports Group Organizations who are granted use of a sports field, must submit a participant roster to the Township Clerk reflecting participant residency which shall include: Roster shall include: Participant's Name, Address, and Township of residence.~~

~~Invoices shall be generated from the participant roster using the rates as outlined in the Park Facility Use Fee Schedule —Appendix C. If rosters are not submitted in a timely manner, Hamburg Township may invoice the user group a flat rate charged based on prior invoices/rosters or estimated participant numbers. Payment is due within 30 days of receipt of the invoice. An organization with delinquent fees shall not be approved for field usage until all past due balances owed the Township are paid in full. (Do we need to add language here that if the fees are waived we track that internally? That is what I do now with Accounting.)~~

Approved Park Users will be responsible for cleaning up after their activities. ~~All papers and trash are to be placed in the proper receptacles. The park facility is to be returned to the same condition it was found following event completion.~~ Approved Park Users shall provide sufficient and competent adult supervision, and be responsible for any damage occurring during their use.

No person or organization shall, within the boundaries of the Township park and/or parkland facilities, advertise, offer for hire, vend or sell any service, food, beverage, merchandise or other personal property or advertise, carry on or conduct any other business, commercial, or fund-raising activity without the written permission of the Hamburg Township Board. If food and/or beverages are approved to be served, the applicant will be responsible for any and all health department permits, approvals, and licenses and must provide copies of such to the ~~Township Clerk~~ Park Administrator prior to the scheduled event.

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Reservations/approvals for any event (sports or special) are not transferable and there is absolutely no sub-letting allowed. If the park facility use rules set forth in this policy are not followed, the use privilege and/or priority status may be revoked.

6.0 SCHEDULING OF ALL RECREATIONAL FACILITIES

The Park Administrator and/or staff ~~is to maintain~~ a master schedule of all facility use including fields, courts, Community Center rooms, etc. in order to reasonably manage their use.

In addition to general scheduling information provided in the ~~pre-application or~~ Park Use ~~Request form~~Application, the applicant shall provide ~~specific dates and times for which the facility in question is being requested along with supporting required documents such as a current Certificate of Insurance with the Township listed as an additional insured documents.~~ This information shall be provided to the Park Administrator in a time frame determined by the Park Administrator. Failure to provide the required information in the required timeframe may result in a loss of privilege for use of the facility or priority status.

Blackout dates are assigned to areas where a large event is taking place, and it is necessary to limit access to those areas for public safety and welfare. When a blackout date has been assigned, other uses may be limited in those areas. The organization~~s~~ that has been granted use shall be responsible for the maintenance, repair and any and all liability associated with the use of the fields assigned to them during that period of time. The Parks Coordinator will advise all regular user groups/organizations of pending Blackout dates well in advance of the event, and it is requested that all Blackout dates are respected by both other user groups and residents.

7.0 MERRILL FIELD DISC GOLF COURSE "THE GULCH"

~~The Merrill Field Disc Golf Course, also known as "The Gulch", is located in Manly Bennett West Park, with the first tee near the Merrill Trailhead parking area. Casual players are welcome daily, dawn until dusk, and the per player fees as outlined in the Park Facility Use Fee Schedule Appendix C, are collected in the supply cabinet located near the entrance. A park use application is not required for Individual/Family casual use.~~

~~For anything other than individual use of "The Gulch", a Park Use Application is required which includes but is not limited to: Tournaments, Special Events & Regular League Play, in which participant fees are collected by the Organizing party. The organization who wishes to host the event must comply with the Reporting Requirements as outlined in Section 4.0. The organizing party will be responsible to pay the appropriate fees to the Township based on the Park Facility Use Fee Schedule Appendix C, and must submit a participant roster with their payment.~~

~~Blackout Dates are not available for the Disc Golf Course, unless otherwise approved by the Township Board, and casual players must be allowed access during events.~~

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Appendix A

Background Checks

1. **PURPOSE**
To provide a safe environment for all persons, groups or entities utilizing property owned by Hamburg Township.
2. **SCOPE**
To identify who shall be required to have a background check and provide the minimum standards for background investigations.
 - A. Any adult who provides direction, coaching, counseling, managing or other positions of authority; involved in organized events using the Township park and recreational facilities.
 1. Includes volunteers, paid positions, temporary positions, sporting clinics providers and all Officers/Board Members of organized groups.
 - B. Each shall be required to complete a criminal record background check offered by the Michigan State Police; Internet Criminal History Access Tool (ICHAT). www.michigan.gov/ichat
 1. Other criminal background check services that meet or exceed the standards of ICHAT may be accepted by Hamburg Township Clerk after consultation with the Chief of Police.
 2. Each shall have a cursory review of the Michigan Public Sex Offender Registry at the following address: www.mipsor.state.mi.us
3. **GENERAL REQUIREMENTS**
Each group or organization shall identify a board member or officer responsible for the reporting requirements;
 - A. Required background checks shall be conducted annually, prior to the start of a new season/event, and prior to the addition of an adult at any time amid their season of activity.
 - B. Records shall be retained by the organization/group for a period of no less than three (3) years following the completion of their season/year.
 - C. Any records shall immediately be made available to the Hamburg Township Clerk upon request.

Michigan Sports Concussion Law, Act 342 & 343 of PA of 2012

1. **PURPOSE**
To comply with Act 342 & 343 PA of 2012, Michigan Sports Concussion Law.
2. **SCOPE**
A concussion is a brain injury, caused by a blow, bump or jolt to the head that can have serious consequences. It can occur in any sport or recreational activity. Michigan was the 39th U.S. state to enact a law that regulates sports concussions and return to athletic activity. The law went into full effect on June 30th, 2013.
3. **GENERAL REQUIREMENTS**
The sports concussion legislation requires all coaches, employees, volunteers, and other adults involved with a youth athletic activity to complete a concussion awareness on-line training program.
<https://www.cdc.gov/headsup/youthsports/training/index.html> (<http://www.cdc.gov/concussion/HeadsUp/Training/index.html>)

The organizing entity must provide educational materials on the signs/symptoms and consequences of concussions to each youth athlete and their parents/guardians and obtain a signed statement https://www.michigan.gov/documents/mdch/Parentandathleteinfosheet_415328_7.pdf (http://michigan.gov/documents/mdch/Parentandathleteinfosheet_415328_7.pdf) acknowledging receipt of the information for the organizing entity to keep on record until the child's 18th birthday.

The law also requires immediate removal of an athlete from physical participation in an athletic activity who is suspected of sustaining a concussion. The student athlete must then receive written clearance https://www.michigan.gov/documents/mdch/Medical_Clearance_to_Return_to_Play_Form_414367_7.pdf (http://michigan.gov/documents/mdch/Medical_Clearance_to_Return_to_Play_Form_414367_7.pdf) from an appropriate health professional before he or she can return to physical activity.

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HAMBURG TOWNSHIP PARK FACILITY USE POLICY (Rules & Regulations) Effective January 4, 2022

1.0 INTENT

To provide for the use, protection, regulation and control of the Hamburg Township park and recreational facilities, including, but not limited to: Manly Bennett Parks East & West, Merrill Field Disc Golf Course “The Gulch”, Winkelhaus Park, the Senior/Community Center, the Lakelands Trail & trailheads and other areas concerning recreation & leisure activities and to matters related to the use of and conduct on Township parks which are under the Township’s jurisdiction. For the purposes of this document, the aforementioned facilities shall be referenced as “parklands.”

2.0 GENERAL PARK USE POLICIES

There are a number of general use policies to provide guidelines for proper use, protection, regulation, and control of the Hamburg Township parklands. They include:

- Public Use and Hours
- Protection and Preservation of Property and Natural Features
- Protection of Wildlife
- Traffic Control
- Rules Regarding Business, Vending and Concessions
- Rules Regarding Alcohol Use
- Responsibilities of larger groups regarding Public Safety

2.1 Public Use and Hours:

Township parklands are open to the public daily, consistent with the “Hamburg Township Code of Ordinances, Chapter 24” and this policy, except during hours as authorized by the Township Board. Hours that a specific Township park or facility is closed shall be conspicuously posted at the park. The Park Administrator or staff may also authorize the temporary closing of a Township park, or portion of that park, to meet specific needs of the Township or for maintenance purposes. Persons sixteen (16) years or younger are not permitted in any Township park between the hours of 10:00 p.m. and 5:00 a.m. unless accompanied by a parent or guardian.

The Township may designate portions of the parklands and recreational facilities for specific uses. Certain facilities, such as the ball fields, pavilions, volleyball courts, etc., may be reserved for use by individuals or organizations by permit or agreement with the Township. The organizations granted use through this process are given priority use of the fields, and will provide the Park Administrator a copy of their anticipated schedule prior to their season start. Such uses shall be subject to use fees or deposits as outlined in Parklands and Community Center Use Fee Schedule (Appendix B).

Recreational activities by residents and non-organized groups are permitted on Hamburg Township property within their designated areas when not otherwise scheduled by permit or lease. It is recommended that all recreational activities be limited to daylight hours, and that calendar is checked for scheduling conflicts.

2.2 Protection and Preservation of Property and Natural Features:

No person shall injure, deface, disturb, or remove any part of the park or any building, sign, equipment or other property found therein including but not limited to; trees, shrubs, plants, rocks or minerals. Prospecting, metal detecting, and activities similar in nature, are strictly prohibited in all owned

and/or operated Hamburg Township Parks and/or Trails.

All garbage and waste must be deposited in receptacles provided for such purposes. Dumping of garbage, sewage, household refuse, waste or other noxious material on any Hamburg Township property is strictly prohibited. **No glass containers are permitted in the parklands.** Persons and organizations utilizing any Township parkland shall leave them in condition of good repair and cleanliness. Any damage or unclean conditions shall be immediately reported to the Park Administrator or staff. All events that will produce high volumes of garbage, such as Tournaments and Festivals, are required to provide a dumpster at their expense.

No person shall build any fire within any Township parklands except within receptacles provided and designated by the Township for such purposes. Special approval from the Township Board and Hamburg Township Fire Department is required for any fire outside of designated receptacles, or at any event.

No person shall deposit lighted matches, burning cigars, cigarettes, tobacco paper or other flammable materials within any Township parklands. Burning material or hot ashes may not be dumped into any trash containers or elsewhere within the boundaries of the Township Park unless such container or locality is marked as a receptacle for such material.

No person shall install a tent in any parkland, without express permission from the Township Board. A site plan detailing the proposed location of the tent must be submitted to the Park Administrator or staff for review prior to the event.

2.3 Protection of Wildlife and Pet Care

No person within the confines of the Township parklands, unless authorized by written permit of the Township Board, shall hunt, pursue with dogs, trap or in any other way molest any wild bird, nest, egg, den or animal found within Township property.

No persons, except employees or officers of the Township, or those otherwise permitted by law to carry a concealed weapon, shall carry firearms of any description, or air rifle, or slingshot, or bow within the park, or discharge any firearms, fireworks or explosive substances, or air rifle therein without specific permit from the Township.

No person shall bring, drive, lead or carry any dog or other animal or pet which is unleashed, or upon a leash more than six feet in length, upon Township park property. This does not apply to service dogs or to dogs under control of the Township. Persons bringing any animals or pets into the parklands shall properly clean up after them.

Horses are not permitted on Township property except on areas along the Lakelands Trail so designated, or as otherwise approved by the Township Board. Carriages are not allowed in any parklands and/or the Mike Levine Lakelands Trail unless otherwise approved by the Township Board.

Any animals used in conjunction with any Park Use shall be approved by the Hamburg Township Board during the Park Use approval process, and shall be caged, fenced in, or similarly restrained and under the complete control of the applicant and/or workers at all times.

For safety reasons, pets are not allowed to attend any activity and/or event. Residents are welcome to have their leashed pets in areas of the park where the activity and/or event is not taking place or in areas intended for passive recreation such as trails or boardwalks. All owners or handlers of a dog or other domestic animal must comply with Chapter 24 of the Hamburg Township Code of Ordinances and violation of the provisions are subject to a municipal civil infraction as outlined in the Ordinance.

Service animals are allowed to attend activities and/or events. They are defined as dogs which are individually trained to do work or perform tasks for people with disabilities. Any service animal required

because of a disability must be certified and clearly marked as such. Staff may inquire as to what work or task the service animal has been trained to perform.

2.4 Vehicle and Traffic Control:

Except for designated parking areas, or other areas otherwise approved or allowed by Hamburg Township under permit or lease, no motorized vehicles, except for Personal Assistive Mobility Devices (PAMD), will be allowed in the parklands.

The Township Staff or employees may operate motorized vehicles within the parklands if granted the right to do so by the Township Board or Park Administrator

Motorized wheelchairs, electric scooters or other PAMDs are allowed for those with handicaps that prevent them from using the recreational facilities in any other manner. Township Board approval is required for all other types of Off-Road Motorized and/or Animal Driven Vehicles.

Allowed vehicles will comply with the following:

- Will travel at walk speed only
- Will operate during daytime hours only
- Will display handicap symbol on vehicle
- Will be operated by permitted driver only
- Will allow passengers only as necessary

2.5 Business, Vending and Concessions:

No person or organization shall, within the boundaries of the parklands, advertise, offer for hire, vend or sell any service, food, beverage, merchandise or other personal property of advertise, carry on or conduct any other business, commercial or fund-raising activity without the written authorization of the Hamburg Township Board, obtained through the Park Use Application process.

All Board authorizations will require, at the minimum, evidence of conformity to State, County and Local ordinances, licenses and permits by the requesting person or organization as well as proof of General and Products Liability Coverage. Cash operations require evidence of proper accounting and internal financial controls which may be audited at the direction of the Township Board of Trustees at its sole discretion, and subject to revocation of Park Use authorization.

The Board of Trustees may contract for services included in this section with qualified licensed contractors through competitive bidding, as outlined in the Hamburg Township Purchasing Policy & Procedures.

Signage for events held on Township owned or operated parklands is addressed in section 2.11.

2.6 Alcohol:

Alcohol use is strictly prohibited in Parks, Trails or Trailheads owned or operated by Hamburg Township unless specifically authorized in writing by the Township Board.

2.7 Parking:

No parking of motor vehicles shall be permitted during the hours of 12:00 a.m. and 5:00 a.m. or as otherwise posted and/or approved by the Park Administrator.

Parking shall be in designated parking areas only, or those areas otherwise approved by the Township

Board through the permit or lease approval process. Vehicles parked in unauthorized parking areas or that have been left overnight in any parkland may be ticketed and/or towed at the owner's expense.

2.8 Public Safety:

Applicants may be required to meet with the Park Administrator and a Public Safety representative to determine what, if any, special precautions need to be taken as relates to the proposed event. Depending on the nature and/or size of the event, Public Safety expenses may be charged at the discretion of the Township Board and the Public Safety Committee. Waivers of these fees may be made by the Township Board as part of the Park Use approval process.

Flying, launching or otherwise operating any type of radio-controlled device, self-propelled rocket, kite or any other device in any area of a Township park that is not specifically designated for its use is strictly prohibited. Flight and radio-controlled related activities are welcome in the Manly Bennett RC Park located in Manly Bennett East Park, southeast of the Baseball Diamonds. Activities of this nature must comply with posted rules and regulations and will be subject to fines and penalties for violation as outlined in Chapter 24 of the Hamburg Township Code Of Ordinances.

Golf practice is strictly prohibited in any area of a Township park that is not specifically designated for its use.

2.9 Inspection Requirements:

No Capital Improvements or changes shall be made to any parkland, or trails, without express permission from the Township Board. All proposed improvements shall be submitted in writing to the Parks Administrator who will forward them to the Township Board. Improvements must comply with all Permit and Building Code requirements and once approved, work must be completed by a licensed contractor or as otherwise approved by the Park Administrator.

A certificate of insurance including General Liability and Worker's Compensation for the current policy year shall be provided to the Clerk's office for every contractor that is hired to perform any service on Hamburg Township premises and shall carry limits of liability as required by the Township Insurance carrier.

For any event, carnival or fair connecting to or modifying an existing electrical source or service, the Applicant covenants and agrees to utilize a licensed electrical contractor and secure an electrical permit.

All outside vendors are required to pass a safety inspection, facilitated by the Hamburg Township Fire Department (HTFD). All events who provide this type of service, must submit a Tent Permit Application no less than 2 weeks prior to approved event.

2.10 Restoration, Clean-up & Damage Bond:

Applicant may be required to deposit a restoration, clean-up and damage bond in the form of cash or certified check payable to Hamburg Township in an amount as outlined in the Park Facility Use Fee Schedule, or as determined by the Township Board. The bond shall be returned to the Applicant without interest, within sixty (60) days after the expiration of the requested park use if the Applicant has fully performed the restoration and cleanup of the premises to an "as-is" or better condition as prior to the event as determined by the Township. Should Applicant fail to restore and clean the premises in satisfactory condition, the Township may retain all or a part of the bond. Applicant shall reimburse Hamburg Township for its "out-of-pocket" expenses in excess of the bond amount for items including but not limited to: Labor costs, trash disposal expenses and repair costs to facilities and/or grounds. Township staff is readily accessible to discuss out-of-pocket cost estimates and ways to reduce these costs. All Hamburg Township invoices sent to organizations for reimbursement of out-of-pocket costs are due within thirty (30) days.

2.11 Parklands Use Permit Sign Policy: (effective 10/5/21)

This policy is intended to allow specific signage as it relates to approved use of Township owned or operated parkland properties. The allowed signage will help Hamburg Township better meet the needs of the community and public use of the park systems. The signage will inform people of upcoming events and direct people to the event.

Signage Regulations:

In addition to directional signage, the following signs announcing the approved event are **only allowed with the issuance of a parklands use permit**:

- 1) Temporary freestanding signs:
 - a. On the Township owned/operated parkland where the event is located:
 - i. One 32 square foot sign; and
 - ii. Four 6 square foot signs, with one side 4' max in length.
 - b. On the Township owned property at M-36 and Merrill Road (parcel 15-23-300-028):
 - i. One 32 square foot sign.
- 2) Signage duration:
 - a. If the event is held on between 1-7 consecutive days the signs may be installed 7 days prior to the event and must be removed within 2 days after the last day of the event.
 - b. If the event is conducted over multiple weeks the signs allowed in section 1) a. ii. shall only be allowed the day of the event, all other signs allowed in section 1) may be installed 7 days prior to the event and must be removed within 2 days after the last day of the event.
 - c. If the signs are not removed as required by the code the Township may remove the signage.
- 3) Directional signs shall be approved as a part of the Parks Use Permit and pertain only to Township owned or operated Park/Trail property.
- 4) All signs shall be outside of the road right-of-way and at least 10 feet from a paved roadway or driveway.
- 5) The Township shall be authorized to remove any unapproved signage or additional signage placed unrelated to the scheduled event. Violations or abuses of this rule may result in termination or denial of park use.

Sign Application Materials:

The following information shall be submitted with the parklands use permit application:

- 1) Description of the signs including a drawing showing the proposed signs and the sign dimensions; and
- 2) Map showing the location of the proposed signs within the Township parklands.
- 3) Any signs planned for the Road-Right-Of-Way must be submitted to the jurisdiction that regulates and oversees those roads.

Road-right-of-way Resources:

Livingston County Road Commission:

<http://www.livingstonroads.org/FAQ/FAQRow.aspx>

State of Michigan (MDot):

https://www.michigan.gov/mdot/0,4616,7-151-9615_11261-147773--,00.html

2.12 Americans with Disabilities

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (ADA), Hamburg Township will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs or activities. If you feel that you, or someone you know, has been discriminated against, or you have a recommendation for increasing accessibility of the Township services, programs and activities, please contact the ADA Coordinator at (810) 222-1124 to discuss these items further, or visit our website for more information:

https://www.hamburg.mi.us/government/township_clerk/americans_with_disabilities_act_ada_information_center.php.

3.0 CATEGORIES OF PARK USE:

Anyone wishing to reserve the use of the parklands shall provide documentation as outlined below. No use is allowed to anyone, other than the permit holder, during Blackout Dates.

For the safety of our residents and visitors, areas that have been reserved by others for sport related activities or special events should be respected. If there is a question about availability, a complete list of all scheduled activities and events is maintained by the Parks Coordinator and is available on the Township website.

3.1 Park Use Category #1:

Groups of less than 100, who don't charge fees, including Individual/Family Use/Small Group.

Casual use by individuals, families, and/or small groups is highly encouraged and generally requires no special action or permission. This type of use is handled on a first-come-first-serve basis, only if no other use has been granted priority, and it is approved and scheduled administratively by the Parks Coordinator. A pre-application form must be submitted to the Parks Coordinator or Clerk for review prior to use.

For the safety of our residents and visitors, areas that have been reserved by others for sport related activities or special events should be respected. If there is a question about availability, a complete list of all scheduled activities and events is maintained by the Parks Coordinator and is available on the Township website.

Outdoor facilities are available for public use during normal park hours. These facilities require no fees, however, donations for maintenance are accepted and appreciated. Donations receipts are available upon request. Outdoor facilities free for casual use include:

- Merrill Field Disc Golf Course AKA "The Gulch"
- Adult Workout Area
- Sand volleyball court
- Outdoor patio behind Senior/Community Center (open to public evenings and weekends)
- Pickleball court (open to public evenings and weekends)
- Hamburg Flyer's Field – Use must be scheduled with Hamburg Flyer's Club
 - Contact: Gene Doncea – E8d68@aol.com.

For Municipal use, such as events hosted by Hamburg Township Hall, Library, Public Safety, Senior/Community Center, and/or their affiliates, a pre-application form must be submitted to the Parks Coordinator or Clerk for review. Should the use require additional information, a long form Park Use Application may be requested. Uses in this category will not be charged, unless the exposure warrants it based on a determination by Public Safety.

Sports groups, in any size, are considered under Category #3.

3.2 Park Use Category #2:

Groups of over 100, and/or any size group who does charge fees

For any parkland not otherwise reserved by permit or agreement, a long form Park Use Application must be submitted to the Parks Coordinator. A complete list of all scheduled activities and events is maintained by the Park Coordinator and is available on the Township website.

All uses are required to submit proof of General Liability coverage naming Hamburg Township as additional insured as relates to the proposed activities. All deposits and/or fees for facility use shall be charged as outlined in the Park Facility Use Fee Schedule – Appendix B. Any waivers or reductions in fees is at the discretion of the Township Board, and must be requested at time of application.

Approval of applications submitted less than 60 days prior to an event cannot be guaranteed. Should the event exceed 1,000 participants, the Public Safety Committee will set a Hazard Level for Public Safety Fees, and make their recommendation to the Township Board for final approval. For events under 1,000, the hazard level will be Low unless use is determined to have need of Public Safety personnel based on the type of event or past experience with the park user.

3.3 Park Use Category #3:

Recognized or Partnering Sports Group Use – Seasonal Rate

If a group provides approved services and/or improvements that are beneficial to the Township parklands and the residents that use them, they may be designated as a Recognized or Partnering group. In the case of the sports fields, these clubs/organizations assist in the maintenance of the fields i.e.: chalking, striping, maintenance repairs, etc. In exchange, some clubs, organizations, and/or groups may be granted priority consideration and/or waiver or reduction of fees for their use of the facilities applied for. Uses under this category require a long form Park Use Application and are intended for Games, Practices and/or Tryouts. A field use request for the period in question must be submitted to the Clerk's Office and approved by the Board prior to the start of the activity period also known as a season.

All uses are required to submit proof of General Liability coverage naming Hamburg Township as additional insured as relates to the proposed activities. All deposits and/or fees for facility use shall be charged as outlined in the Park Facility Use Fee Schedule – Appendix B. Any waivers or reductions in fees is at the discretion of the Township Board, and must be requested at time of application.

Approval of applications submitted less than 60 days prior to an event cannot be guaranteed. Anything other than a game, practice or tryout shall require separate Park Use Application, and review process, and shall be considered a Park Use Category #4.

Non-Recognized or Non-Partnering Sports Group Use – Flat Rate

For any parkland not otherwise reserved by permit or agreement by a recognized or partnering sports group, users may request reservation with a long form Park Use Application. A complete list of all scheduled activities and events is maintained by the Park Coordinator and is available on the Township website.

All uses are required to submit proof of General Liability coverage naming Hamburg Township as additional insured as relates to the proposed activities. All deposits and/or fees for facility use shall be charged as outlined in the Park Facility Use Fee Schedule – Appendix B.

Approval of applications submitted less than 60 days prior to an event cannot be guaranteed. Upon review of the intended use, the Township may re-categorize a user group's application. Anything other than a

game, practice or tryout shall require separate Park Use Application, and review process, and shall be considered under Park Use Category #4.

3.4 Park Use Category #4:

Event Use – All Categories of Users

For Municipal use, such as events hosted by Hamburg Township Hall, Library, Public Safety, Senior/Community Center, and for events where the anticipated participants are over 100, a long form Park Use Application must be submitted to the Parks Coordinator or Clerk for review. Requests for fee waivers must be made in writing at time of application, and approved by the Township Board. The Township may also participate as a co-host for an event held by an approved user. A plan and supportive budget, including costs for extra staffing, will be prepared, reviewed and recommended by the Parks & Recreation Committee to the Hamburg Township Board.

For a Non-Township sponsored event, the organizing group shall complete and submit a long form Park Use Application and an event map or design layout showing the area of Parkland or Trail where the event will take place. This category of use requires a review by the Parks and Recreation Committee and assignment of hazard level by Public Safety Committee, after which the Park Administrator will forward event plan to the Township Board for approval. Examples of this category might include a one-day tournament, or a three-day art event. These sorts of requests must be scheduled and approved by the Township Board no less than 60 days in advance and are subject to availability. Based on the use, the Board reserves the right to charge additional fees based upon the need for services beyond the scope of those routinely performed by Township staff or its vendors.

All users requesting temporary event signage, for events held in the parklands or on the trails, must provide a sign plan with their Park Use Application which must list number of signs, size of signs, and the specific area they are planned for. For signs outside of the parkland boundaries, such as the ones used in the road-right-of-way, permits must be requested from MDOT, Livingston County Road Commission, or the owner(s) of a private road. See Section 2.11 for more information.

4.0 REPORTING REQUIREMENTS

The organization shall provide to the Park Administrator the following:

- Insurance and Risk Management Information
- Public Health and Safety Information
- Plans and receipts for all pre-approved improvements

Each of these is more fully described below.

4.1 Insurance and Risk Management:

There are three levels of risk that will be managed by the Clerk's Office as relates to organizational use of Township property, namely

- Organizational indemnification/hold harmless
- General Liability and/or Property Insurance, with limits as outlined in the Insurance Requirements Guideline, Appendix C.
- Special Events coverage and additional indemnifications including, but not limited to, copies of any 3rd party contracts.

It is expected that each organization will meet Township mandated requirements in each of the above areas of Insurance and Risk Management. Property coverage is required for users who store their private property on Township grounds. It is also understood that private property left on the premises is available for use by Township staff and/or other parkland users. Any approved permanent structures become the property of Hamburg Township.

Also, it is important that the Organization periodically inspect the premises that it has authorization to use, note areas of potential liability and submit a record of that notation to the Park Administrator.

4.2 *Public Health and Safety:*

Organizations utilizing Township properties must have policies and procedures relating to the performance of background checks for persons working with program participants. Sports related Organizations need to comply with the Michigan Sports Concussion Law, Act 342 & 343, PA of 2012. The minimal requirements are outlined in Appendix A.

4.3 *Proof of Non-Profit Status:*

Organizations requesting use at the non-profit rate, may be required to provide proof of Non-Profit status. The Township Board may also request Proof of tax filings on an annual basis.

5.0 PARK USE FEE STRUCTURE

All fees for use of the Township parklands are established by the Township Board, and shall be outlined in the Hamburg Township Park Use Fee Schedule (Appendix B). Hamburg Township reserves the right to waive or reduce fees in consideration of contributions of in-kind services, maintenance, repairs and/or Capital Improvements. Approved Park Users will be responsible for cleaning up after their activities. Approved Park Users shall provide sufficient and competent adult supervision, and be responsible for any damage occurring during their use.

No person or organization shall, within the boundaries of the Township park and/or parkland facilities, advertise, offer for hire, vend or sell any service, food, beverage, merchandise or other personal property or advertise, carry on or conduct any other business, commercial, or fund-raising activity without the written permission of the Hamburg Township Board. If food and/or beverages are approved to be served, the applicant will be responsible for any and all health department permits, approvals, and licenses and must provide copies of such to the Park Administrator prior to the scheduled event.

Reservations/approvals for any event (sports or special) are not transferable and there is absolutely no sub-letting allowed. If the park facility use rules set forth in this policy are not followed, the use privilege and/or priority status may be revoked.

6.0 SCHEDULING OF ALL RECREATIONAL FACILITIES

The Park Administrator and/or staff maintains a master schedule of all facility use including fields, courts, Community Center rooms, etc. in order to reasonably manage their use.

In addition to general scheduling information provided in the pre-application or Park Use Application, the applicant shall provide required documents in a time frame determined by the Park Administrator. Failure to provide the required information in the required timeframe may result in a loss of privilege for use of the facility or priority status.

Blackout dates are assigned to areas where a large event is taking place, and it is necessary to limit access to those areas for public safety and welfare. When a blackout date has been assigned, other uses may be limited in those areas. The organization that has been granted use shall be responsible for the maintenance, repair and any and all liability associated with the use of the fields assigned to them during that period of time. The Parks Coordinator will

advise all regular user groups/organizations of pending Blackout dates well in advance of the event, and it is requested that all Blackout dates are respected by both other user groups and residents.

Appendix A

Background Checks

1. **PURPOSE**
To provide a safe environment for all persons, groups or entities utilizing property owned by Hamburg Township.
2. **SCOPE**
To identify who shall be required to have a background check and provide the minimum standards for background investigations.
 - A. Any adult who provides direction, coaching, counseling, managing or other positions of authority; involved in organized events using the Township park and recreational facilities.
 1. Includes volunteers, paid positions, temporary positions, sporting clinics providers and all Officers/Board Members of organized groups.
 - B. Each shall be required to complete a criminal record background check offered by the Michigan State Police; Internet Criminal History Access Tool (ICHAT). www.michigan.gov/ichat
 1. Other criminal background check services that meet or exceed the standards of ICHAT may be accepted by Hamburg Township Clerk after consultation with the Chief of Police.
 2. Each shall have a cursory review of the Michigan Public Sex Offender Registry at the following address: www.mipsor.state.mi.us
3. **GENERAL REQUIREMENTS**
Each group or organization shall identify a board member or officer responsible for the reporting requirements;
 - A. Required background checks shall be conducted annually, prior to the start of a new season/event, and prior to the addition of an adult at any time amid their season of activity.
 - B. Records shall be retained by the organization/group for a period of no less than three (3) years following the completion of their season/year.
 - C. Any records shall immediately be made available to the Hamburg Township Clerk upon request.

Michigan Sports Concussion Law, Act 342 & 343 of PA of 2012

1. **PURPOSE**
To comply with Act 342 & 343 PA of 2012, Michigan Sports Concussion Law.
2. **SCOPE**
A concussion is a brain injury, caused by a blow, bump or jolt to the head that can have serious consequences. It can occur in any sport or recreational activity. Michigan was the 39th U.S. state to enact a law that regulates sports concussions and return to athletic activity. The law went into full effect on June 30th, 2013.
3. **GENERAL REQUIREMENTS**
The sports concussion legislation requires all coaches, employees, volunteers, and other adults involved with a youth athletic activity to complete a concussion awareness on-line training program. <https://www.cdc.gov/headsup/youthsports/training/index.html>

The organizing entity must provide educational materials on the signs/symptoms and consequences of concussions to each youth athlete and their parents/guardians and obtain a signed statement https://www.michigan.gov/documents/mdch/Parentandathleteinfosheet_415328_7.pdf acknowledging receipt of the information for the organizing entity to keep on record until the child's 18th birthday.

The law also requires immediate removal of an athlete from physical participation in an athletic activity who is suspected of sustaining a concussion. The student athlete must then receive written clearance https://www.michigan.gov/documents/mdch/Medical_Clearance_to_Return_to_Play_Form_414367_7.pdf from an appropriate health professional before he or she can return to physical activity.

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

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/up to 2 times per month:

Non-Refundable flat rate, paid in advance: \$120.00

Non-Profit additional days of use:

3-hour block/per use

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

For-Profit Rates:

3-hour block/per use

Non-Refundable daily charge, paid in advance: \$25.00

Additional hours for same day use shall be charged at \$10.00 per hour

Unsecured or Damaged Building Charges:

First incident: Up to \$75.00

Second incident: Up to \$150.00

Third incident: Use of facility will be revoked

Key Replacement Charges:

\$100.00 for key fob

\$300.00 for re-key of facility

Public Safety Fee Chart

*As referenced: Appendix – C
Parklands, Community
Center and Public Safety
Fee Schedule*

Event Category	Event Size/Hazard Description	Public Safety Fee	Personnel Provided
Low Hazard	Less than 1000 <ul style="list-style-type: none"> Prohibited activities: Alcoholic beverages, fireworks, professional sporting events, pets 	No Public Safety Fee Required (unless use is determined to have need of personnel based on type of event).	
Medium Hazard	1001 – 2500 <ul style="list-style-type: none"> Prohibited activities: Alcoholic beverages, fireworks, professional sporting events, pets 	Full Day: \$600 per day Half Day: \$300 per day	2 public safety personnel
High Hazard	2501-5000 <ul style="list-style-type: none"> Prohibited activities: Alcoholic beverages, fireworks, professional sporting events, pets 	Full Day: \$1,200 per day Half Day: \$600 per day	4 public safety personnel
Special Use	Over 5,000 <ul style="list-style-type: none"> Must be proposed and permitted through special approval process through Township Board May require further permits and specialty insurance 	Actual salary costs for all public safety personnel (Police & Fire) not working a regularly-scheduled shift	Public Safety Administration (in consultation with the event organizers and Parks & Rec Director) determine the public safety needs for the event

- **All new event applications/uses require review by Public Safety Personnel**
- Half Day is 6 hours or less, Full Day is more than 6 hours
- The Township Board may waive or reduce required public safety fees by special request of the event organizers
- All event applications, no matter the size, must start with a Park Use Application submittal with the Parks & Recreation Department

Appendix C



Insurance Requirement Guideline for Hamburg Township Parklands and Lakeland Trail*

Applicant Type	Hazard Level	Min GL Limit Occ	Min GL Limit Agg	Med Pay	Other coverage	Rating	Add Ins?	HHarmless?	Comments
Individual	Low	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Ins may be req for event/ HO
Small Group	Low	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Ins may be req for event/GL
Small Business	Medium	1,000,000	1,000,000	5,000	WC/Auto	A	Yes	Yes	Umb/E&O may be required
Organized Sport	High	1,000,000	3,000,000	25,000	WC/Auto/Umb/E&O	A	Yes	Yes	Med Waiv/Sanctioning Body**
Tournament	High	1,000,000	3,000,000	25,000	WC/Auto/Umb/E&O	A	Yes	Yes	Med Waiv/Vendor HH & Ins Cert
Party/Limited	Medium	1,000,000	1,000,000	5,000	WC/Auto/Umb/E&O	A	Yes	Yes	Med Waiv/Vendor HH & Ins Cert
Party/Unlimited	High	1,000,000	3,000,000	25,000	WC/Auto/Umb/E&O	A	Yes	Yes	Med Waiv/Vendor HH & Ins Cert
Carnival/Fair	High	Must be reviewed	Limits vary	25,000	WC/Auto/Umb/E&O	A	Yes	Yes	Med Waiv/Vendor HH & Ins Cert
Fireworks (onsite)	Special	Must be reviewed	Limits vary	25,000	WC/Auto/Umb/E&O	A	Yes	Yes	Must comply with NFPA
Fireworks (offsite)	Special	Must be reviewed	Limits vary	Limits Vary	To be determined	A	Yes	Yes	Must comply with NFPA
Music/Movies	Medium	1,000,000	1,000,000		WC/Auto/Umb/E&O	A	Yes	Yes	Med Waiv/Vendor HH & Ins Cert

*These limits and coverage requirements are guidelines only and actual requirements may vary depending on the exact activity being requested.

** For Organized Sports that are covered under a sanctioning body, the scope of the Insurance coverage must be provided in detail, and must specify the coverage afforded to the user group for General (Regular Season) uses as well as Event (or Off Season) related uses. A sanctioning body is described as an Association or Organization that governs the sports group and extends coverage through its membership.

Revised: 1/4/22

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Clerk: Mike Dolan
Treasurer: Jason Negri
Trustees:
Pat Hughes
Bill Hahn
Chuck Menzies
Cindy Michniewicz

HAMBURG TOWNSHIP PARKS AND RECREATION COMMITTEE

Regular Meeting Dates - Year 2022

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



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

January 11, 2022

To: Township Board

From: Deby Henneman, Parks & ADA Coordinator

Re: Hamburg Township Clean-up Event – Request for Funding

Suggested motion: *To approve a budget not to exceed \$5,000 to be used for the Hamburg Township Clean Up Event as presented.*

We would like to proceed with a Community Clean-Up Event, similar to what we have done in the past. Since 2020, we have been unable to host the event due to Covid, and we have had several calls inquiring about future events. The on-site paper shredding seems to be the thing that folks ask about the most. This event could be advertised through the Parks & Recreation and Zoning Department and would help to support the cleaning up of any blight issues within the Township.

The Community-wide event would be planned for Earth Day weekend, April 23, 2022, from 9 a.m. to 3 p.m. and would be run by volunteers and staff. It would include:

- Scrap Metal Drive
- Rubbish Dumpsters for large household items/scrap
- Compost
- Secure Document Shredding – Iron Mountain

In years past, the Township Board approved a budget not to exceed \$5,000. The budget would include costs for printing, supplies, and any payroll approved for staff members who work the Saturday event, if any.

A proposed flyer has been attached for reference, and location would in West Park across from Township Hall. Traffic would all flow in one direction, and volunteers would help remove items from the resident's vehicles in order to keep the flow moving quickly.

Got stuff to get rid of? Want to Volunteer? - Join us!

Hamburg Township Clean-up Event

Hamburg Township invites residents to RECYCLE, REDUCE and REUSE!

Saturday, April 23, 2022

9 a.m. to 3 p.m.

Staging location: **Manly Bennett Park West (Disc Golf Entrance)**

10405 Merrill Road, Whitmore Lake, MI



PADNOS Recycling: Accepting scrap metal/appliances – No plastic/glass



Monroe's Rubbish: No construction materials, hazardous or household waste allowed



Compost bin will be available



Iron Mountain: 11 a.m. to 3 p.m. Only—Secure Document Shredding On-Site

Park/Sports Fields/Trail Clean-up also!

Volunteers Needed! Sign up today!

No hazardous waste, no paint cans or large items that cannot be hand-loaded into dumpsters.

Brochures for Livingston County Hazardous Waste will be available

outlining their collection dates for hazardous waste and electronics.



**Hamburg Township
Parks & Recreation**



Follow us on Facebook, look for Hamburg Parks and Recreation!

Twitter @hamburg_parks for Schedule updates!

Organized by: Hamburg Township Parks & Recreation

For more information: clerk@hamburg.mi.us or (810)222-1124



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

January 19, 2022

To: Parks & Recreation Committee

From: Deby Henneman, Parks & ADA Coordinator

Re: Park Coordinator's Report

I have completed a proposed draft of the Park Facility Use Policy and have included it in the packet for comment. The Township has been approached by a food vendor who has requested regular use of a parkland to set up his operation, and the language currently indicates that it must get board approval. If we are going to allow this type of long-term use, the committee should look at updating this information, and coming up with a daily/monthly fee to be added to the existing Township Fee Schedule.

We have had a resident purchase a few benches and trees through our Adopt A Bench program, and the locations have been selected. The first site is on the back portion of the grassy area adjacent to the Village Trailhead. I will be working with Buildings and Grounds to layout the area which will include a poured pad, walkway from the trail, two benches and a tree. The addition of amenities such as a garbage can and bike station would be a nice addition to this new respite area. We also have plans to replace the existing wooden bench across from mile marker 7.0, with future plans to replace another bench on the west end of the trail, perhaps near the Chilson Commons Boardwalk. We need locations for a few trees that have also been purchased.

The Clerk will be reviewing his list of Anticipated/Proposed Park Projects that was presented to the board during their most recent strategic planning. Discussion needs to take place to prioritize these projects and to use the funds to go after matching grant funding to complete the projects based on the current Master Design Plan.

We have been given a \$75,000 through the MDNR for trail maintenance and will be going out to bid for a 2022 project. This Request for Proposal (RFP) will require the vendors to comply with requirements as outlined by the MDNR. Bid packet will be posted on the Township website.



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

January 19, 2022

To: Parks and Recreation Committee
From: Julie Eddings, Senior Program Director
Re: Senior Center Director's Report

November Statistics:

- Monthly Attendance: 1128
- Daily Average: 63
- Transportation Daily Average: 13
- Number of New Members: 38

December Statistics:

- Monthly Attendance: 1084
- Daily Average: 57
- Transportation Daily Average: 15
- Number of New Members: 28

Correspondence:

- Many Christmas wishes
- Thank you note from Cindy Melacke
- Kroger Rewards Donation Summary of \$72.17

Upcoming Closures:

- Monday, January 17 for Martin Luther King Day
- Monday, February 21 for President's Day

Upcoming Programming:

- Rug Hooking-January 4 and 18
- Basketweaving Class-January 6
- Movie "Jungle Cruise"-January 7
- Grandparents Safety Class-January 12
- Acrylic Painting Class-January 14
- National Popcorn Day-January 19
- Lunch Bunch to Joe Koolz-January 19
- Valentine Craft-January 20
- MJR Movie-January 21
- Village Travelers-January 25
- Craft Closet Clean Out-January 26
- Kumihimo Craft-January 28
- Gnome Craft-February 4
- Meal Kit-February 10

- Valentine's Day Luncheon-February 11
- Firekeepers-February 15
- Lunch Bunch-February 16

Other Information:

- The Senior Center has four volunteers to help at the front desk:
 - Monday-Faye Wheeldon
 - Tuesday-Rose Young
 - Wednesday-Pat Sullivan
 - Thursday-Open
 - Friday-Betty Luck

2021 Year in Review

In 2021, the Senior Center continued to navigate the challenges of the pandemic and to offer support to the seniors in our community. We provided services to the seniors in our community through these different modules: health and wellness, social, resources, meals, and transportation.

Attendance:

The Senior Center has shown continued growth. We added 234 new members in 2021 and the Daily Average was 55.

Activities:

We continue to offer exercise programs, games, art, congregate meals and luncheons, and music activities. With the support of Hamburg Township, we were able to construct two pickleball courts and expand and enhance our back patio area for outdoor activities. We continue to adapt Senior Center programming to providing support to our seniors and were able to bring back most of our programming to our members in June 2021.

Health and Wellness Programs:

- Assistance with COVID vaccination appointment
- Flu vaccination clinic
- Virtual Cooking Classes
- Medicare/Medicaid Counseling
- 8 week Cooking and Nutrition Program
- Attorney General Presentation on the Red Flags of Assisted Living Care
- Phone Friends program for seniors to reach out to one another
- Four part Alzheimer Program including the 10 Warning Signs of Alzheimer's
- Caregiver Support
- Foot care appointments with a certified foot care nurse
- Appointments with a certified acupuncturist
- Outdoor decorations were continued to lift the spirits of our members and community

Social Activities:

- Summer BBQs on the patio
- Monthly Luncheons
- Pickleball
- Drive Through Birthday Lunches
- Senior Center Bus Outings (i.e., Lunch Bunch, MJR, and Frankenmuth)
- Pieces of Time Quilt and Music presentation
- Movies at the Senior Center
- Veterans Luncheon
- Kiwanis Luncheon

- MIS Christmas Lights Tour with Senior Center Bus
- Variety Shows through Hartland Senior Center
- 100th Birthday Celebrations
- Added an additional charter tour company for trip variety

Virtual Activities:

- Zoom Exercise Classes
- Zoom Yoga Classes
- Zoom Art Classes
- Virtual Cooking Classes
- Virtual Nutrition Classes
- Virtual Craft Classes

Resources:

- With the support of the Livingston County Health Department, the senior center was able to be a resource to seniors in our community through information, vaccination scheduling, and mask giveaways.
- Appointments with a Resource Advocate.
- Medical supplies were available to loan for our members as well as anyone in the community.
- Members could continue to come into the building to check out books, puzzles, and magazines.

Meals:

- Weekly Summer Barbeques on the patio.
- Congregate Meals through Senior Nutrition Program delivered curbside to members by senior center staff.

Transportation:

- The Senior Center Bus provided by LETS ran five days per week. Transportation was used for medical appointments, grocery shopping, and trips to the Senior Center.

Members:

- The Veterans Wall of Honor continues to grow
- The Senior Center has started a volunteer program with members staffing the front desk in the afternoons from 1 – 3 pm.

Newsletter:

- The Senior Center switched to MailerLite, a free email campaign distributor
- Emails are sent to 555 members
- Weekly Updates Continue
- Full Color Monthly printed newsletter are available at the Senior Center
- 77 Newsletters are mailed to members

Building:

- Kitchen office cleaned out and turned into a small meeting room
- New rolling tables purchased for activities
- Two new pickleball courts built
- Expanded and enhanced patio area completed and furnished with new furniture
- Movable walls repaired

Senior Advisory Board:

- All members of the Advisory Board volunteered for another two year term

Fundraising:

- We were able to hold the 2021 Holiday Bazaar and raised \$3,004 dollars- our highest year yet.



**Hamburg Township
Parks & Recreation**

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

MEMO

Date: January 19, 2022

To: Parks & Recreation Committee

From: Deby Henneman, Parks & ADA Coordinator

Re: Park Use Application from: Go Sports LLC

I am in receipt of an application for use of Baseball Diamond B1 in Manly Bennett East, with other field use as available based on schedule, for this spring season by the captioned applicant. This approval should require that all documents such as Certificate of Insurance, with Hamburg Township named as Additional Insured, and signed Land Use Agreement/Park Use Application be provided prior to their start date.

Use for this field would be scheduled with the Parks Coordinator, and billed monthly for actual use at the beginning of the subsequent month. The rate for use will be billable at \$25.00 per 2-hour block, and there are no refunds.

Should use be recommended for approval, it should be done so contingent on the required paperwork being filed with the Clerk's Office, that payments for use be billed based on current fee schedule with the allowance of in-kind donation credit, and that the use not interfere with priority use of PHBSA or any scheduled Blackout Dates.

Deby Henneman
Parks Coordinator



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

01/09/2021

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 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 Tom Groom 410 N. Lafayette South Lyon, MI 48178	CONTACT NAME: Tom Groom	FAX (A/C, No): 248-437-5307	
	PHONE (A/C, No, Ext): 248-437-5309	E-MAIL ADDRESS: tgroom@farmersagent.com	
INSURED Go Sports LLC / Go Warriors 10139 Silver Lake Rd. Brighton, MI 48116	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: United States Liability Insurance Company		
	INSURER B: A&G Administrators		
	INSURER C:		
	INSURER D:		
	INSURER E:		
INSURER F:			

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	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY			NPP020J2696	01/10/2021	01/10/2022	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY	<input checked="" type="checkbox"/>					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 5,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PERSONAL & ADV INJURY \$ 1,000,000
	<input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						GENERAL AGGREGATE \$ 2,000,000
	AUTOMOBILE LIABILITY						PRODUCTS - COMP/OP AGG \$ Included
	ANY AUTO						
	ALL OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$
	HIRED AUTOS						BODILY INJURY (Per person) \$
	SCHEDULED AUTOS						BODILY INJURY (Per accident) \$
	NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB						
	EXCESS LIAB						EACH OCCURRENCE \$
	DED						AGGREGATE \$
	RETENTION \$						
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATUTORY LIMITS
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICE/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/>	N/A				E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
B	Accident Medical Expense	<input checked="" type="checkbox"/>		AH-GA26932-002	01/10/2021	01/10/2022	E.L. DISEASE - POLICY LIMIT \$

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

Non-Profit Youth Sports

CERTIFICATE HOLDER**CANCELLATION**

Hamburg Township
P.O. Box 157
Hamburg, MI 48139

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

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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): _____

Name of Event: _____

Type of Event: _____ Park Use Category #: Select One

Applicant Name: GO Sports LLC - Cindy Janssen

Date(s) of Event: April-Oct 2022 Time(s) of Event: Weekday evenings & weekends

Applicant Address: 10139 Silver Lake Road Suite or Apt #: _____

Applicant City: Green Oak Township State: MI Zip: 48116

Contact Person (present during use): Cindy Janssen

Contact's Affiliation with Applicant: Same

Contact's Phone: 248-935-7678 Contact's E-Mail: cinjan08@yahoo.com

Event Co-applicant, if any: Erik Janssen

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

Co-applicant relationship to Applicant: Spouse

Co-applicant's phone: 248-921-5213

Insurance Information:

Insurance Carrier: Farmers Insurance/US Liability Ins/A&G Administrators

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

Policy #: NPP020J2696 Expiration Date: 01/10/22-will auto renew Jan 2022

Limit of General Liability: 1,000,000 Occurrence 2,000,000 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: Softball and baseball practices and games - regular season - Apr through Oct 2022

Total Number of participants/spectators/guests anticipated during event: 50

Average of participants/spectators/guests anticipated at any given time: 50

Site of Proposed Event; include all areas of the parklands that will be used: Fields 1, 4 (and 2 & 3 if available to use in 2022) as needed. Typically 2-3 weekday evenings and week mornings.

Field 1 req use - all other subject to open availability

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: N/A

Are Volunteers 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: We will continue to work on painting the dugouts on the base/softball fields in fall 2021 and 2022. - In Kind credit TBD

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: CJ

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 compliance³ 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: CJ

Applicant's Signature: Cindy Jansen Date: 9/28/21
Co-applicant's Signature: Sub Jansen Date: 9/28/21
Parks Coordinator: [Signature] Date: 1-19-22

For office use only

Comments: _____

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

Memorandum

Date: January 19, 2022

To: Parks & Recreation Committee

From: Deby Henneman, Parks & Recreation Coordinator

Re: Michigan Jaguars Invitational Tournament - Request for 100% Use West Park
Blackout dates: May 6-8, 2022 – 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. The event anticipates up to 2,000 attendees at any given time, numbers of 5,000 total. The proposed crowd size does require a review by Public Safety, and in the past this event has received a Low Hazard rating.

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. This event also falls on the same weekend that the PHBSA typically holds their Opening Day for baseball in East Park, so both sides of the park will have a large volume of activity. To date, there have been no reported issues relating to this event.

In addition to the park fees, 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.

If a recommendation is made for approval of the application as submitted, it should be contingent on the following: that Public Safety recommend a hazard level, 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. This event will also require Vendor Inspections by the HTFD as well as proper documentation based on the vendor's services.



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): Michigan Jaguars FC

Name of Event: 2022 Jaguar United Spring Invitational

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

Applicant Name: Annalisa Van Houten

Date(s) of Event: May 6-8, 2022 Time(s) of Event: 7am- 9pm

Applicant Address: 24404 Catherine Industrial Suite or Apt #: 130

Applicant City: Novi State: MI Zip: 48375

Contact Person (present during use): Annalisa Van Houten

Contact's Affiliation with Applicant: Tournament Director for Michigan Jaguars FC

Contact's Phone: 2486130729 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: Everest National Insurance Company and QBE Insurance Corporation

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

Policy #: Won't get til prior to event Expiration Date: 9/1/2022

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

Umbrella Coverage Limit (if any): \$1,000,000 Occurrence \$5,000,000 Aggregate

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

Please describe the event you propose to host: Youth Soccer Tournament

Total Number of participants/spectators/guests anticipated during event: 5000

Average of participants/spectators/guests anticipated at any given time: 2000

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: 30 Are Volunteers trained?: Yes

Please attach copy of Volunteer Handbook if applicable

Will tents be used?: Yes If so, please indicate locations: By field 1 across from
across from parking lot

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, will have vendors
smoothies, pretzels, kettlecorn

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: golf carts

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: grass cutting and field lining

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: 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 compliance³ 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: Annalisa Van Houten Date: 1/3/2022

Co- applicant's Signature: _____ Date: _____

Parks Coordinator: [Signature] Date: 1/3/22

For office use only

Comments: _____

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)
2/11/2021

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 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	K&K Insurance Group, Inc. PO Box 803507 Dallas, TX 75380	CONTACT NAME:	Sports Division		
		PHONE:	(800) 441-3994	FAX:	(224)-572-5709
		E-MAIL ADDRESS:			
INSURED	Michigan State Youth Soccer Association 9401 General Drive, Suite 120 Plymouth, MI 48170	INSURERS AFFORDING COVERAGE		NAIC #	
		Insurer A:	National Casualty Company	11991	
		Insurer B:	Nationwide Life Insurance Company	66869	
		Insurer C:			
		Insurer D:			
		Insurer E:			
		Insurer F:			

COVERAGES

CERTIFICATE NUMBER: 20043542

REVISION NUMBER: 0

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	ADD'L INSRD	SUBR WVD	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> <input type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	X		KKO-85357-00	9/1/2020	9/1/2021	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG PARTICIPANT LEGAL LIABILITY	\$1,000,000 \$300,000 \$5,000 \$1,000,000 \$5,000,000 \$1,000,000 \$1,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/>			KKO-85357-00	9/1/2020	9/1/2021	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) <input type="checkbox"/> <input type="checkbox"/>	\$1,000,000
A	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$			XKO-85358-00	9/1/2020	9/1/2021	EACH OCCURRENCE AGGREGATE <input type="checkbox"/> <input type="checkbox"/>	\$5,000,000 \$5,000,000
	WORKERS COMPENSATION AND EMPLOYERS LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under		N/A				<input type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E. L. EACH ACCIDENT E. L. DISEASE - EA EMPLOYEE E. L. DISEASE - POLICY LIMIT	
B	PARTICIPANT ACCIDENT MEDICAL			BAX-314673-00	9/1/2020	9/1/2021		\$100,000

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

This certificate is issued on behalf of Michigan State Youth Soccer Association & 2021 Jaguar Spring Invitational. Certificate Holder is Additional Insured as respects the operations of the Named Insured for sanctioned activities of the state association. CGL General Aggregate is on a per event basis. Certificate valid only for activities beginning 5/7/2021 and ending 5/9/2021.

CERTIFICATE HOLDER

Hamburg Two Parks & Rea-Soccer Facilities
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

Scott Finkbein

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ACORD 25(2009/09)

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**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: January 19, 2022

To: Parks & Recreation Committee
Hamburg Township Board of Trustees

From: Deby Henneman, Parks & ADA Coordinator

Re: Warriors Rugby Club (Formerly known as Dexter Rugby)
Use of Manly Bennett East - Football Field #2 – Games & Practices
March 1 to June 16, 2022.

The captioned organization has submitted a Park Use Application for Field use for a spring Rugby league to be held on Football field #2 in Manly Bennett East. This group is affiliated with USA Rugby Federation, and all participants and coaches are members of this organization which provides insurance coverage, as well as providing background checks on any adult 18 years or older who holds a position as coach or board member.

The club will be made aware of the blackout dates for both the Pinckney Hamburg Baseball Softball Association as well as the Family Fun Fest, which will impact when fields are available for Rugby's use.

Should approval of the application be recommended as submitted, it should be done so with the contingency 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, and that use of the fields will not be allowed during East Park blackout dates, or conflict with other scheduled uses.



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:	Warriors Rugby practice and games		
Type of Event:	Rugby practice and Games		
Applicant Name:	Warriors Rugby Football Club	Park Use Category:	3 - Qualified Group
Date(s) of Event:	March 1st-June 16th	Time(s) of Event:	Rugby Practice and Games
Applicant Address:	11442 Algonquin Dr	Suite or Apt. #:	
Applicant City:	Pinckney	Applicant State:	
		Applicant Zip:	48169
Contact Person:	Paul Burke	Contact Title:	Mr.
Contact Phone:	734 834 4395	Contact Cell:	734 834 4395
Contact Email:	Paul@warriorsrfg.org		
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:	USA Rugby	Policy Number:	To be provided
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:	Rugby Practice and games, for 2022Season Warriors Rugby Club (Previously known as Dexter)		
Estimated Number of Participants:	45	Estimated Number of Spectators/Guests:	50-100
Estimated percentage of Hamburg Resident participation:	10	Estimated percentage of non-resident:	90
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: 5 Are Volunteers trained?: yes 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?: 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: n/a

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 n/a

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: only regular parking areas.

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, post match food is provided after every game. Parent volunteers provide food.

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:

Will all sports participants complete the Hamburg Township Sports Group Medical Waiver and Authorization and provide these forms to the Township? ☒ Yes ☐ No

Will all Tournament participants, including those from other Organizations, 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 blank copy of any forms used reflecting Hold Harmless language prior to event.* ☒ Yes ☐ No

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: details not know at present

Please indicate total number of NON-RESIDENT participants in your organization: details not know at present

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

each player contribute \$145 to Warriors RFC this cover all field use fees, equipment required and jerseys etc. The coaches are all volunteers.

Contact Information:

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

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

Event Contact Phone: 734 834 4395

Event Contact Cell Phone: 734 834 4395

Please indicate person in charge of concessions, if any:

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:

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

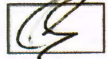
In further consideration of entering into this agreement, to the fullest extent permitted by law, the Applicant agrees to defend, pay on behalf of, indemnify, and hold harmless Hamburg Township, its elected and appointed officials, employees and volunteers, and others working on behalf of Hamburg Township 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:



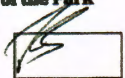
Public Health & Safety: The applicant hereby swears and attests that they have complied with all aspects and intent, of Background Checks and that they are in compliance with the Michigan Sports Concussion Law, Acts 342 & 343, Public Acts of 2012, as referenced in Section 4.4 of the Park Facility Use 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:



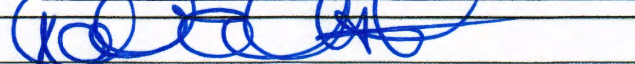
Date: 19th January 2022

Co-Applicant's Signature:



Date:

Parks Coordinator:



Date:

1-19-22

For office use only

Comments:

No use during Blackout Dates.

Application has been (Check One)

☐

Approved

☐

Denied

Hamburg Township Clerk:





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

MEMO

Date: January 19, 2022

To: Parks & Recreation Committee

From: Deby Henneman, Parks & ADA Coordinator

Re: Parking Lot Use Application from: Habz Top Dogs

I am in receipt of an application requesting use of the Pettysville Trailhead adjacent to the Mike Levine Lakelands Trail, to allow the operation of a hot dog cart. The applicant will be serving steamed hotdogs, brauts, chips, and beverages to the public. The requested use is daily from April to October for the hours of 10 a.m. 3 p.m.

We currently do not have a process in place to approve this type of use, nor do we have a fee for long-term vendors using our parklands/parking areas to conduct business. The vendors who have set-up on our grounds in the past have arranged with the applicant hosting the event, and were subsequently covered under the applicant's insurance policy for the event. They were also required to provide their own policy, naming the Township as additional insured, and go through a safety inspection by our Fire Department. The use being proposed would require the

Our current rate for businesses (non-food related) at the Senior Center is \$25.00 for 3 hours, with a \$10.00 rate per hour after. This fee structure can be used as a guideline for other uses within the parklands, however, a recommendation could be made by the board for alternate amounts.

Should a recommendation be made for approval, it should be contingent on approval from the Zoning Administrator for temporary business use in a municipal park, Proof of Health Department License, adding the Township as Additional Insured, and that the Township Board set the fees if any for long term use, and that use be subject to blackout dates, should that parking lot be needed for another community event, or Township use.



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): HABZ TOP DOGS

Name of Event: Running Hot Dog CART

Type of Event: _____ Park Use Category #: _____ Select One

Applicant Name: MELINDA & JOHN HABERTHY

Date(s) of Event: 4-1-2022 to 10/31/2022 Time(s) of Event: 10am-3pm

Applicant Address: 4351 High Vista Dr Suite or Apt #: _____

Applicant City: Howell State: Mi Zip: 48843

Contact Person (present during use): Melinda Haberty

Contact's Affiliation with Applicant: owner

Contact's Phone: 740-370-2131 Contact's E-Mail: mhaberty1@netscape.net

Event Co-applicant, if any: John

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

Co-applicant relationship to Applicant: Spouse, owner

Co-applicant's phone: 740-708-2854

Insurance Information:

Insurance Carrier: STATE FARM

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

Policy #: 92-EX-N416-1 Expiration Date: 1-15-2023

Limit of General Liability: SEE ATTACHED Occurrence: Requires All clause Aggregate: product liability

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

Certificate of Liability Insurance Attached

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

Please describe the event you propose to host: To sell hot dogs, chips, water & pop to public

Total Number of participants/spectators/guests anticipated during event: not sure - would like to sell 100 dogs a day

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

Site of Proposed Event; include all areas of the parklands that will be used: the only part to be used is the parking lot (small corner) on the lakeland trails across from Pettysville Rd at light & 36

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: 0 Are Volunteers trained?: 0

Please attach copy of Volunteer Handbook if applicable

Will tents be used?: pop up sides behind cart If so, please indicate locations: small one w/ sides behind cart

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: 0

Parking fee charged? If so, how much: 0 Valet service available? 0

Will Food/Beverages be served? If so, types of food and name of persons serving: Melinda Heberthy serving; steamed dogs, bratts etc; buns; fresh vegetables, condiments, chips, pop, water

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: 0

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: 0

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: 0

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: the cart is a pull cart so our Jeep will be used to haul - then parked
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: Ø

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: Ø

Other information regarding your event that you feel may be helpful: Certified Serve SAFE Mgr.

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

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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.

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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: MAA

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 compliance³ 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: MAA

Applicant's Signature: Melinda Hubert Date: 1-7-2022
Co- applicant's Signature: [Signature] Date: 1-7-2022
Parks Coordinator: [Signature] Date: 1-19-22

For office use only

Comments: _____

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)

01/11/2022

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  Keith Jones, ChFC, State Farm Agent 17215 Silver Pkwy Fenton, MI 48430-3463	CONTACT NAME: Keith Jones PHONE (A/C, No, Ext): 810-750-6300 E-MAIL ADDRESS: keith@keithjones.com	FAX (A/C, No): 810-750-1112	
	INSURER(S) AFFORDING COVERAGE INSURER A: State Farm Fire and Casualty Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:		NAIC # 25143
INSURED HABZ TOP DOGS LLC 4351 High Vista Dr Howell, MI 48843			

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	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			92-EX-N416-1	01/15/2022	01/15/2023	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COM/OP AGG \$ 4,000,000 OTHER \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ OTHER \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ OTHER \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N <input checked="" type="checkbox"/> N/A If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

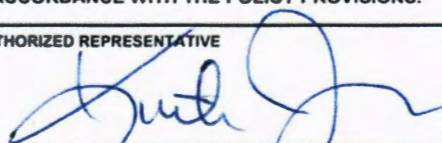
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

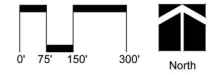
Food truck

CERTIFICATE HOLDERHamburg Township
10405 Merrill Rd
Hamburg, MI 48439**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





Project MGR:
L. New
Drawn By:
J. New
Date:
01/24/19
Scale:
S: 1"=150'
P: 1"=150'
P: 1"=150'

Sheet Title:
Master Plan
Base Data Provided By:
Google Earth

Project Location:
Hamburg Township,
Michigan
Project Client:
Hamburg Township,
Michigan
Project Name:
**Marly W. Bennett
Memorial Park**

Revisions

MCKENNA
COMMUNICATIONS
CONSULTANTS, LLC
COMMUNICATIONS FOR ALL ILLS

General Contact Info:
Email: info@mckenna.com
Phone: (248) 986-5000
Headquarters:
235 East Main Street, Suite 100
Farmington Hills, MI 48334

SHEET
Sheet 1 of 1