

**HAMBURG TOWNSHIP
PARK FACILITY USE POLICY
(Rules & Regulations)
Effective December 3, 2013**

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 Lakelands Trail and other areas concerning recreation and to matters related to the use of and conduct on Township property or under the Township's jurisdiction.

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. These include but are not limited to the following:

- 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 parks are open daily for use by the public, consistent with "Hamburg Township Park Ordinance" No. 88 and this policy, except during hours as determined by the Township Board. Hours that a specific Township park is closed shall be conspicuously posted at the park. The Township Board may authorize the temporary closing of a Township park, or portion of that park, to meet specific needs of the Township or for maintenance purposes.

Recreational activities are permitted on Hamburg Township property within designated areas. These shall include a broad range of programs and events approved through the application process or specifically permitted by Hamburg Township.

The Township may designate portions of the park and recreational facilities for specific uses. Certain facilities within the park, such as the ball fields, pavilions, basketball courts, etc., may be reserved for use by individuals or organizations by permit from the Township. Such actions shall be subject to use fees or deposits as outlined in Park Facility Use Fee Schedule Appendix C, and other rules and regulations.

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 .

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.** Persons and organizations utilizing any Township park and recreational facilities shall leave them in condition of good repair and cleanliness. Any damage or unclean conditions shall be immediately reported to the Clerk's Department. 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 Township park property except within receptacles provided and designated by the Township for such purposes. Special approval from the Township Board is required for any fire outside of designated receptacles provided by the Township.

No person shall deposit lighted matches, burning cigars, cigarettes, tobacco paper or other flammable materials within or upon any Township park 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 for review prior to the event.

2.3 Protection of Wildlife and Pet Care

No person within the confines of the Township park 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.

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 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.

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.

Pets are not allowed to attend any activity or event. Residents are welcome to have their leashed pets in areas of the park where the activity/event is not taking place. All service animals must be certified and clearly marked as such.

All owners or handlers of a dog or other domestic animal must comply with General Ordinance No. 87 Domestic Control Ordinance and violation of the provisions of the Ordinance will be subject to a municipal civil infraction.

2.4 Vehicle and Traffic Control:

Except for designated parking areas and/or other areas or uses approved by the Township Board, or otherwise approved or allowed under the terms of these rules and regulations, no motorized vehicles except for handicapped vehicles will be allowed on the park or parkland facilities.

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

Motorized wheelchairs or electric scooters 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 handicapped motorized vehicles.

Such 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, 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. 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, pursuant to in the Hamburg Township Purchasing Policy & Procedures.

2.6 Alcohol:

Alcohol use is strictly prohibited in Township Parks and on the Lakelands Trail 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 7:00 a.m. or as otherwise posted and/or approved by the Township Board.

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

2.8 Public Safety:

Applicants may be required to meet with the Clerk and a Public Safety representative to determine what, if any, special precautions need to be taken as relates to the proposed event.

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 Airport located in Manly Bennett East Park, southeast of the Baseball Diamonds. Activities of this nature must comply with the Airport's posted rules and regulations and will be subject to fines and penalties for violation as outlined in Ordinance No. 88 "Hamburg Township Parks Ordinance".

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

2.9 Inspection Requirements:

Capital Improvements or changes to any and all parks and/or parkland facilities owned or maintained by Hamburg Township must comply with all Permit requirements and Building Codes for such improvements.

No Capital Improvements to the parkland facilities shall be made by anyone without express permission from the Township Board. All proposed improvements shall be submitted in writing to the Parks and Recreation Board for recommendation to the Township Board, and once approved, must be completed by a licensed contractor or as otherwise approved by the Township Board.

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.

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.

3.0 CATEGORIES OF PARK USE:

There are five categories of Park user organizations as follows:

3.1 Park Use Category #1:

Individual/Family Use. Casual use by an individual or family 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. 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, sports field, picnic area, or the gazebo at Winkelhaus Park, a short form Park Use Application must be submitted to the Parks Coordinator or Clerk for approval. All deposits and/or fees for facility use shall be charged as outlined in the Park Facility Use Fee Schedule – Appendix C.

3.2 Park Use Category #2:

Small Group/Business Use. If a small group or for-profit business wishes to reserve a park facility, sports field, picnic area, or the gazebo at Winkelhaus Park, a short form Park Use Application must be submitted to the Parks Coordinator or Clerk for approval. A complete list of all scheduled activities and events is maintained by the Parks Coordinator. 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.

3.3 Park Use Category #3:

Qualified group use. Qualified not-for-profit organizations may seek to become recognized by the Township. Long standing recognized groups are granted priority consideration for their events and are listed on the approved list of groups on file with the Township. These organizations must meet certain Reporting Requirements as outlined in Section 4.0 Category #3, #4 & #6 Reporting Requirements. 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. 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 #6.

3.4 Park Use Category #4:

Non-Qualified group use. At times competing organizations may wish to utilize the same facilities during the same time period. At such times, previously recognized Qualified groups will be given priority consideration in the scheduling of Park facilities. If it is determined that both competing events can be accommodated, such Non-Qualified groups will comply with the reporting requirements outlined in Section 4.0 Category Uses #3, #4 and #6 Reporting Requirements. 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. 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. 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 #6.

3.5 Park Use Category #5:

Township Sponsored Event use. The Parks and Recreation function 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 or participate as a co-host for an event held by a Category #6 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 and Recreation function 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.

3.6 Park Use Category #6:

All other Event use. For a Non-Township sponsored event, the organizing group shall be a not-for-profit organization, government educational or institutional entity. This category of use requires submission of a formal Park use request to the Clerk's Office and Township Board approval of that request. 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 but will normally be the same as those for categories #3 and #4 above. 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. 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 those services routinely performed by the Township in that area of the Park.

4.0 CATEGORY USES #3, #4 AND #6 REPORTING REQUIREMENTS

Category #3, #4, and #6 organizations are required to be not-for-profit organizations and must provide verification of this status to be reviewed and approved by the Township Board of Trustees. The organization shall provide to the Clerk's Office all of the following:

- Board of Director's Information
- Organizational By-Laws
- Insurance and Risk Management Information
- Public Health and Safety Information
- Percentage of Resident Participation Information
- Financial Reporting

Each of these is more fully described below.

4.1 Board of Directors:

A current list of the Board of Directors for each organization will be provided to and kept on file with the Township Clerk. The Township shall be informed when there are additions, deletions or changes in the Board structure or membership. The list shall include: Board member name, address, telephone number (home, daytime, and mobile) and email address.

4.2 Organizational By-Laws:

A copy of each organization's By-Laws will be provided to and kept on file with the Township Clerk. A review of those By-Laws will be performed by the Clerk's Office, and if necessary, the Board and its Legal Advisor. Upon review if the Board finds the By-Laws to be unacceptable the Organization will be contacted to discuss changes to conform to the Board's expectation. The Township shall be immediately provided with any bylaw changes, which changes are subject to Township review as provided herein.

4.3 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/Sports Group Medical Waivers
2. General Liability and/or Property Insurance, with limits as outlined in the Insurance Requirements Guideline, Appendix B.
3. 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

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 Township Clerk's Office.

4.4 Public Health and Safety:

Organizations utilizing Township properties need to 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.

4.5 Financial Reporting:

The organizations shall provide to the Clerk's Office all of the following:

- Annual Signed copies of all Tax Filings.
- Copy of the Articles of Incorporation.
- Annual Income Statement for established Organizations (monthly statements for first 2 years for newly formed entities).
- Annual Profit & Loss and Balance Sheet for established Organizations (monthly statements for first 2 years for newly formed entities).
- Current Statement of Organization's Fee structure or a copy of document reflecting registration fees, all fee changes must be submitted to the Clerk's Office.
- A list of all grants, scholarships and waivers of fees provided to any individuals and/or organizations. The Township shall be notified of any changes to such grants, scholarships and waivers.
- An annual list of Related Party transactions.
- A letter from the organization's chief financial officer attesting to the fact that the organization has taken appropriate precautions in the area of cash management to avoid potential fraud and internal theft. Any change in policy or procedure relating to cash management must be submitted to the Clerk's office.

The Board reserves the right to request additional financial information if it believes additional information will serve the best interests of the Township and its residents.

5.0 PARK USE FEE STRUCTURE

All fees for use of the Township Park and recreational facilities will be established by the Township Board, shall be outlined in the Park Facility Use Fee Schedule, Appendix C

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, Date of Birth, Address, Township of residence, and indication if the Sports Group Medical Waiver is on file with the Township. All participants of organized sports groups are required to submit a Hamburg Township Sports Group Medical Waiver and Authorization form to the Clerk's Office prior to the use as requested by the applicant.

Invoices shall be generated from the participant roster using the rates as outlined in the Park Facility Use Fee Schedule – Appendix C.. 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.

Sponsoring organizations 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. Sponsoring organizations (the group issued a park use permit) 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 prior to the scheduled event.

Reservations/approvals for any event (sports or special) are not transferable. If the park facility use rules set forth in this policy are not followed, the use privilege and/or priority status may be revoked. The participant fee structure for all other organizations, if any, shall be set by the Clerk with the approval of the Board of Trustees.

6.0 SCHEDULING OF ALL RECREATIONAL FACILITIES

The Clerk's office 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 Park Use Request form, the applicant shall provide specific dates and times for which the facility in question is being requested along with supporting documents such as a current Certificate of Insurance with the Township listed as an additional insured. This information shall be provided to the Clerk in a time frame determined by the Clerk. 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, no other uses will be allowed in those areas, and 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.

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 casual 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 be either a Category #3, #4 or #6 user, and 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 and casual players must be allowed access during events.

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. (<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](http://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](http://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.



Appendix B

Insurance Requirement Guideline for Hamburg Township Parklands and Lakeland Trail*

Type of Risk	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: 7/19/11

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

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



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

Appendix - C

Park Facility Use Fee Schedule

Sports Groups: Regular Seasonal Use

Per Participant charged per season:

\$5.00 resident
\$10.00 non-resident

Seasonal uses include charges for Group sponsored games, practices and tryouts as reflected in the Group's application and permit. The participant roster is due when numbers are finalized, or no later than 2 weeks after the start of the season. Roster must include Participant name, Address, Township of Residence, Date of Birth and indication of receipt of waiver. Failure to provide requested information by the aforementioned deadlines may result in the revocation of the applicant's Park Use permit and forfeiture of related fees. The Township reserves the right to charge a daily rate as outlined under Approved Sports Tournaments/Fundraisers as outlined below.

Sports Groups: Special Events

Charge for Sports Field per day:
(See Appendix - D for field locations)

\$50.00 for recognized Twp. Group
\$100.00 for non-recognized Group

Charge for all fields, by sport/area, per day:

\$350.00 for recognized Twp. Group
\$750.00 for non-recognized Group

A \$500.00 non-refundable "hold the date" deposit is required for all such uses and not permitted as a regular seasonal sports use. The 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. The Applicant shall be invoiced a flat rate as outlined above less the "hold the date" deposit. Additional charges may be imposed for services provided such as Public Safety, Trash Removal, Portable Toilets, etc. The Township Board reserves the right to waive or reduce this deposit or reimburse any unused portion of the deposit to the applicant.

Merrill Field Disc Golf Course “The Gulch”:

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. Schedule reflecting Group use will be posted at the Entrance. 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.

Category #6 –Special Events (Non-sporting):

For all non-sporting special events or uses, fees may be set at the daily field rates as outlined above, or a fee as otherwise determined by the Township Board. In addition, Public Safety expenses may be charged at the discretion of the Township Board and the Public Safety Committee. 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 Bond:

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.

All restoration, clean-up and damage bonds must be in the form of cash or certified check payable to Hamburg Township and 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 Section 6.0(e).

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.

Approved 8/6/13
Effective 12/3/13