



City of Novi
Parks, Recreation and Cultural Services
Field Rental Application

45175 W. Ten Mile Road | Novi, MI 48375 | 248.347.0400
noviparks@cityofnovi.org

Applications will not be processed over the phone. Please complete the entire application in legible printing.
Incomplete and/or unsigned applications will not be processed.

Name: _____ Organization: _____
Address: _____ City: _____ Zip: _____
Phone: _____ Email: _____

Type of Event:

☐ Tournament ☐ League Play ☐ Other (please describe) _____

Dates / Times Requested:

Days / Dates	Start Time	End Time

Facilities / Fields Requested:

(For information on field usage and sizes, please see the PRCS Field Rental Procedures and Guidelines)

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

Field Size / Base Distance Needed:

Tournament Play Only:

Is a Novi Parks run concession stand desired?

- ☐ Yes
- ☐ No

Do you request to bring in vendors for novelty sales?

- ☐ Yes
- ☐ No

If yes, please provide more information (business names, products, etc.):

Payment

- **Tournaments:** A non-refundable security deposit of \$250 is required **with the application**. The balance of the rental fee is due 30 days before the tournament for new tournaments, and 30 days after the tournament for returning tournaments. Failure to pay will result in loss of preference for the following year.
- **Field Reservations:** A field reservation can be secured through Novi Parks online registration at cityofnovi.org/registration. All fees are to be paid in full at the time of reservations.
- **An un-received deposit or final balance will result in forfeiture of the reservation.**

Prepped Field Rental Rates

Novi Resident Rate

Type of Field	Novi Res. Weekday Rate	Novi Res. Weekend Rate	Quantity	Rate	Total
Baseball / Softball	\$121 per prep	\$160 per prep			
Football	\$132 per prep	\$165 per prep			
Lacrosse or Soccer	\$97 per prep	\$132 per prep			
Sub Total				\$	

Non-Resident Rate

Type of Field	Non-Res. Weekday Rate	Non-Res. Weekend Rate	Quantity	Rate	Total
Baseball / Softball	\$145 per prep	\$192 per prep			
Football	\$158 per prep	\$198 per prep			
Lacrosse or Soccer	\$116 per prep	\$158 per prep			
Sub Total				\$	

Tournament Rental Rates in addition to above rates

Tournament Rates	Rate	Quantity	Rate	Total
Mid-Day Prep (Required for tournaments over 6 hours in a day)	\$60 per prep – Weekdays			
	\$100 per prep- Weekends			
Staff Supervisor	\$16 per hour			
Temporary Fencing (Setup and teardown of fencing)	\$100 per field			
Sub Total			\$	

Optional - Additional Fees

Item	Rate	Quantity	Rate	Total
Practice Baseball Field/ Basketball or Volleyball Court (field/court as is / no preparation)	\$30/ hour			
Soccer Field- No Lines	\$65 an hour			
Field Lights (must be off by 11 pm, will start 10 minutes prior from expected sunset)	\$30/hour per field			
10x10 Tent Rental	\$200			
Softballs	\$70/dozen			
Table/Chair	\$5 each/ \$1 each			
Sub Total			\$	
Grand Total			\$	
Deposit Due			\$	

Additional Notes / Comments:

Release / Indemnification

I hereby make this application for a field rental through Novi Parks on the date and hours stated. I also certify that the information on the application is true and that I have read and agree to abide by the City of Novi Field Rental Procedures and Guidelines that pertain the use of Novi Parks' facilities.

I am fully aware of and understand the potential risk involved with my, or my child's, or group's participation in this physical activity, including, but not limited to, cuts, bruises, broken bones, and other injuries, damages, or losses. I hereby agree to assume all risk of injury, damage to persons or property, or death resulting from my, or my child's, or group's participation in this activity or event and the use of City of Novi facilities. I do hereby fully release and discharge the City of Novi, its officers, agents, employees, volunteers, sponsors, and organizers from any and all liability for any injury, including death, damages, or loss that I, or my child, may have or incur as a participant in the listed activity or event, and further agree to indemnify and hold harmless the City of Novi, its officers, agents, employees, volunteers, sponsors, and organizers from and against any and all liability that may be suffered by me or my child as a result of, or in any way connected to, my, my child's or my group's participation in the listed activity or event on this application. This Release, Waiver, and Assumption of Risk shall be binding upon my heirs and dependents.

Name: _____ Signed: _____ Date: _____

Office Use Only:

Application: ☐ Approved ☐ Denied By Staff Person: _____

Security Deposit: \$_____ (\$250 deposit required for tournaments) Total Fees: \$_____

Payment Date: _____ ☐ Cash ☐ Check ☐ Credit Card

Liability Insurance Rider On File: ☐ Yes ☐ No (application not approved)

Vendor Fees to be collected after the event: ☐ Yes ☐ No