



CITY OF GROSSE POINTE  
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## **ELWORTHY FIELD RECREATION FACILITY USE PERMIT POLICY**

### **Community Use**

Pursuant to a Lease Agreement with the Board of Education of the Grosse Pointe Public School System the City of Grosse Pointe is responsible for all recreation opportunities and events that are held at Elworthy Field's Recreation Facilities. These facilities are maintained and managed under the direction of the City of Grosse Pointe for recreational opportunities for the Grosse Pointe Public School System Community.

### **Classification of Users**

Sponsored events held by the Grosse Pointe Public School System and the City of Grosse Pointe will have first priority for use of the recreation facilities with the exception of Little League and the Little League Diamonds. Little League Diamonds (Fields E1 and E2) in accordance with the Lease Agreement will be strictly used for Little League purposes only. The priority of other uses for City recreational facilities is divided into four classes. A fee schedule may be implemented by the City to help defray the cost of the recreational facilities and to preserve the parks and recreation budget.

#### **Class I – The City of Grosse Pointe and the Grosse Pointe Public School System**

This includes actual City/School District recreation programs, functions, and special events. This can also include actual City/School committees or groups affiliated with the City/School District as determined by the City Council or City Administration. No fees are assessed for Class I groups.

**Class I Sub-Group** – The City of Grosse Pointe's Neighborhood Club will receive priority after City/School District Sponsored events in use of the Tennis Courts, Softball Diamond, and Soccer Field.

#### **Class II – City of Grosse Pointe Groups and Organizations**

This would include community groups using the Elworthy Field facilities that contain a majority of persons who reside in the Grosse Pointe Public School District. Community groups and organizations can also be designated by City Council when they provide substantial recreation or service to the City of Grosse Pointe and/or the Grosse Pointe Public School District. These groups may be charged rental fees and they must pay for all additional labor costs incurred by the City.

#### **Class III – Individual Residents of the Grosse Pointe Public School District**

This classification would consist of residents of the Grosse Pointe Public School District when less than 50% of the group resides in the Grosse Pointe Public School District. Rental fees would be established by the City Council and be assessed to Class III users.

**Class IV – Commercial and Private Groups**

This includes groups who operate for personal or private use. These groups will pay a rental fee plus all labor costs. The activity shall not directly compete with a City/School program. Rentals by private or profit-making groups will be permitted only when the anticipated use is not harmful to the public image of the City and will not result in misuse, overuse or abuse of City property.

	<b>Class I and I - Sub</b>	<b>Class II</b>	<b>Class III</b>	<b>Class IV</b>
<b>Residency</b>	100% Grosse Pointe Public School District Residents	50% GPPSD residents or more	Less than 50% GPPSD residents	Less than 50% GPPSD residents
<b>Type of Group</b>	City/School Organization	Non-profit group Private/Parochial-school within GPPSD Community based-league League with state or-national affiliates	For profit group Competitive- league	For profit group Commercial or-private group
<b>Examples</b>	City Lessons or GPS Practices	Babe Ruth	Sport Clinics/Camp Organizations	Sport Clinics/Camp Organizations
<b>Fees</b>	None	Labor Contractual Equipment & supply	Rental Labor Contractual Equipment & supply	Rental Labor Contractual Equipment & supply

**Priority Statement:**

Organizations which are categorized in Class I will receive first priority consideration for use of City/Elworthy Field facilities. Followed by those in Class II, III, and IV respectively.

Organizations that are in direct competition for the use of a facility within a similar Classification will receive priority under the organization’s historical use of that facility.

The City reserves the right to classify or reclassify all organizations and to reduce part or all of the fees because of special circumstances.

**General Regulations:**

1. All applications for use of City/Elworthy Field facilities shall be made on a printed form, Permit for Use of City/Elworthy Field Facilities. The use of any City facility shall, under all circumstances be subject to the terms and conditions, and to the agreements of the applicant set forth in these policies and regulations and hereby adopted by the City of Grosse Pointe as an integral part of these policies. All applications shall be made to the Parks and Recreation Department.

The applicant or organization requesting the use of City/Elworthy Field facilities must be a resident of Grosse Pointe Public School District or the organization must be located within the Grosse Pointe Public School District or be a public organization providing recreational services to residents of Grosse Pointe Public School District. Organizations or groups

requesting use of City/Elworthy Field facilities must be able to demonstrate substantial local resident participation in order to meet City rental requirements and admittance requirements.

2. Once an application is approved by the City through the Director of Parks and Recreation, there is to be no variation from the permit or any dates of use listed on the permit except under the following conditions:
  - a. Emergency Situations – When unforeseen circumstances occur which would require the City/School to use a facility or have its program seriously jeopardized, a permit may be cancelled, but as much advance notice as possible shall be given to the scheduled user.
  - b. Non-emergency Situations – Occasionally, it may be desirable to schedule an activity requiring the use of a facility for which a permit has previously been approved. In situations of this type, a permit for a date and facility may be cancelled only with the mutual consent of the scheduled user and the City, and arrangements for this should be completed on less than seven days prior to the scheduled activity.
  - c. Cancellation – All permits are granted with the above understanding that cancellation of a permit shall be authorized only by the City through the Director of Parks and Recreation. In the event of a cancellation, any prepaid rental will be reimbursed to the applicant in accordance with the Field Use Policy (4d).
  - d. Organizations that have been granted permits may cancel them by giving written notice of cancellation to the Parks and Recreation Department at least 24 hours in advance of the specified time for use. For Saturday and Sunday permits, a notice must be provided by 5:00pm on the Thursday before. Permit holders will be responsible for the full-agreed rental upon failure to give proper notice of cancellation in the time required.
3. Upon approval of an application, it is agreed by the organization or individual that:
  - a. The City is released from all liability whatsoever to persons or property for injuries or damages resulting from the use of the property described in the application, and that the City will be fully indemnified against any claims therefore.
  - b. The City will be reimbursed for the full amount of the cost of repairing any damage over and above ordinary wear to the facility used by it. The user is responsible for the cost of any damage to City or private equipment and/or property damaged as a result of the use of City/Elworthy Field facilities, including damage caused by any member of the public.
  - c. Liability insurance coverage, as the City may require, will be obtained and the user will be responsible for all premium costs. Such insurance shall be in a form acceptable to the City and certificates of such insurance coverage shall be furnished upon request and prior to the use of the facilities. If deemed necessary, the user will provide security coverage as directed, and will also be responsible for associated costs.
4. The right of permit holders to assign or sublease this permit or to charge a fee to other organizations for the use of City property/Elworthy Field and its Facilities is specifically denied.

5. All permits granting use of a facility will be granted for a specific time period not to exceed one year in length from the date of issuance.
6. If any organizations or individuals other than the organization making this application and its members are directly or indirectly connected with the proposed activity, a list thereof shall be attached to the application.
7. The rental rate specified on the application form must be payable prior to the time of the proposed use of the application, unless otherwise noted.
8. The City reserves the right to use, for any purpose, any portion of a building or of the grounds, not specifically reserved by this permit at the same time the permit is in effect.
9. Building use will be limited to use of public restrooms unless otherwise specified in the permit.
10. Permit holders will not be allowed to serve food or provide concessions unless specified in the permit. Any food concessions must have the required proper licensing from the Wayne County Department of Public Health and approval by the City Manager and/or Council.
11. All advertising and all sale of printed matter or other material, is forbidden on City/Elworthy Field premises in connection with any meeting. Any exemption would require City Council approval.
12. Fire Prevention:
  - a. Smoking in all City buildings is prohibited.
  - b. Use of open flames is prohibited, unless in City provided equipment or with prior approval by the City and included in the permit.
  - c. Exits and corridors must be kept free of obstructions at all times.
13. The use of City supplies or equipment is not permitted. Storage of user's supplies and materials is permitted only with permission of the City.
14. No decorations or signs may be erected without the written approval of the City, and all decorations and signs must satisfy the legal requirements of the State of Michigan and the City.
15. A permit is subject to cancellation if the regulations are not followed or if there is a violation of the law while the City/Elworthy Field facilities are being used.

### **Fees and Charges:**

Rental Fees - Groups or organizations may be charged rental fees for use of City facilities. Rental fees will be determined by the City.

Labor Costs – Groups or organizations may be charged for labor costs incurred by City employees. This cost would be based upon actual City labor costs.

Contractual Expenses – Groups or organizations may be charged for contractual expenses related to City authorized improvement and repair costs for facilities and grounds as a direct use of those facilities by groups or organizations.

Equipment and Supply Costs – Groups or organizations may be charged for equipment and material supply costs. These costs would be specific to the actual use of such equipment and supplies by groups or organizations.

Insurance – Any non-public group or organization using the recreation facilities on a re-occurring basis shall provide the City with a Certificate of Insurance in a general liability amount not less than \$1,000,000.00 naming the City as an additional insured party. The Director of Parks and Recreation may amend or waive this requirement in circumstances where it would be an undue burden to require insurance coverage.