



Charter Township of Orion – Community Programs Department

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Facility Use Policy Wildwood at Orion Township

Section 1 – Introduction

Wildwood at Orion Township is intended for the use and enjoyment of the residents of Orion Township and visitors to our area. Wildwood at Orion Township is a multi-use facility capable of accommodating performances, plays, concerts, family-oriented cultural and social events. The Orion Township Community Services Department is responsible for scheduling all events at Wildwood.

- A. The intent of this policy is to insure that our facilities and athletic fields are maintained for, used by, and kept available for use by Orion Township Residents and members of the public at large, without undue restriction or discrimination of any person, entity or organization seeking access too, and use of, facilities and athletic fields offered by the Township. Non-resident fees will be assessed to those not residing within the Township.
- B. The Township reserves the right to modify these policies and procedures and to develop and enforce such additional rules and regulations as may be required for the protection of the parks, the individual facilities of the parks, and the users and patrons of the parks.
- C. The Charter Township of Orion intends to adopt a schedule of fees for reasonable use of the facilities and athletic fields offered by the Township.
- D. Orion Township Community Programs Department reserves the right to refuse any individual or organized group. Applicants must be 18 years of age or older.
- E. Although reserved use of park facilities and athletic fields is permitted by this policy and encouraged by the Charter Township of Orion, the Community Programs Department shall allow any unreserved outdoor facility or portion of a facility to be made available for open, unstructured, public recreation activity on a first come/first served basis. During such periods (unreserved time), organized play, practice, and league activities shall not be permitted on the specified athletic field.
- F. The dedicated use of any facility or area shall be considered the priority use for that facility or area unless written permission for an alternate use has been obtained from the Community Programs Department.
- G. ADA Compliance; ADA, American Disabilities Act prohibits municipal agencies from supporting organizations that discriminate on the basis of disability.
- H. The Charter Township of Orion does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

Section 2 - Categories of Users

The Township athletic fields and facilities are public property and should be used by the public as near to a first come first serve basis as is reasonably possible. To protect the public lands from unregulated use that could potentially cause harm to the facilities, three categories of athletic field users are hereby defined to promote orderly and timely accessibility, reservation and scheduling of use. The Township acknowledges its right to establish a reasonable method and ranking for the reservation and scheduling of field use based upon, but not limited to, the following: the programming of the Township, the number of participants, the residency of participants, and the overall impact of the group or organization upon the established recreational needs of the Charter Township of Orion. A resident is hereby defined as a person(s) who resides in the corporate boundaries of the Charter Township of Orion, which encompasses zip codes 48359, 48360 and 48362. The following categories shall be applied in the event of conflicting applications for reserved field use;

A. Category 1 - The Township

The "Township" shall include all of the following:

- 1. Activities of the Charter Township of Orion Community Programs Department.
- 2. Activities of the Charter Township of Orion.

B. Category 2 – Resident based programming

Individuals or organizations upon verification that 70% or more of the members/participants are residents of the Charter Township of Orion and/or Lake Orion Community School District. A team roster including addresses and phone numbers is required for groups in this category and shall be filed with the Township Parks & Recreation Department in accord with the procedures adopted by the Department for reservation of field use and scheduling.

C. Category 3 – Non-Residents/Other

Individuals, organizations, groups and other entities, regardless of the tax/profit status of the entity. This category shall also include programming by any person or entity where the nature of the program is a camp, try-out, training session, special event, showcase, or similar program or event.

Section 3 - Facilities and Athletic Fields Reservations

- A. A facility shall be considered "reserved" upon the payment of the determined fees and the issuance of a Township Facilities Permit to be provided by the Community Programs Department where applicable, permit shall include ALL of the following:
- The name, address, and phone number of the individual completing the application for the permit. This information will determine residency and fees will be based accordingly.
 - The specific facility and/or athletic field being reserved.
 - The date, time, and duration of the permit. Time reserved must include any necessary set up or clean up time.
 - The specific fees charged and specific damage/security deposit.
 - Any conditions assigned to the permit over and above the requirements of Township Ordinance or this Policy.
 - The signature of the Orion Township Community Programs Department .
 - The signature of the applicant for the permit agreeing to the conditions, restrictions, and waivers required and acknowledging that any such conditions, restrictions, and waivers have been met or will be met in connection with the event for which the permit has been issued.
- B. Full payment of fees is due at the time of reservation; including a non-refundable \$15 application fee, refundable \$100 damage/security deposit if required and all other applied charges. \$30 snow removal fee will be assessed if necessary and deducted from refundable damage/security deposit.
- C. Cancellation and schedule changes by the applicant/permit holder:
1. All cancellations and schedule changes are subject to a \$10 fee and forfeiture of non-refundable \$15 application fee. Requests must be made in writing at least 14 days prior to the rental date to avoid further penalties.
 2. For any cancellations less than fourteen (14) days prior to the event or activity, the entire fee is forfeited, however, the entire damage/security deposit will be refunded.
- D. In the event of cancellation by the Community Programs Department due to weather conditions, which make the activity impossible, or by any Act of God beyond the control of the applicant/permit holder, 1) a credit may be given to the applicant; 2) A refund request must be submitted in writing to the Parks & Recreation Department; or 3) the activity may be rescheduled at the earliest available date.
- E. The goal of the Charter Township of Orion Community Programs Department is to provide high quality facilities and turf on our fields. To this end, fields are rotated, fertilized, aerated, top dressed and mowed on a regular basis.
- F. The Township will be responsible for the daily maintenance of the Township owned fields such as mowing of the grass, fertilizing turf, lining, dragging, painting, etc. NO trenching will be allowed. The ONLY acceptable method for drying infields allowed by the Charter Township of Orion Community Programs Department is to sweep off the water.
- G. All athletic fields reserved for practice and or scrimmages are limited to two hours, does not include field prep but does require both an application and permit. Application fee will apply (see Schedule of Fees).
- H. Any organization that would like to do any special work on the fields or park facilities we must obtain written permission from the Township before any special work can begin.
- I. Games can and will be cancelled if there is standing water or saturated areas on playing areas by the Community Programs Department. In the event of cancellations; the Community Programs Department will update the hotline, 248.393.7040. Monday- Friday the designated league representatives will also be contacted via e-mail or phone. When possible, field closure signs will be posted. Coaches and players will be requested to call the hotline, 248.393.7040, for field closures and conditions. Field conditions/closures can also be obtained via the Township published electronic telephone and notification systems.
- J. Anchors for bases **cannot** be removed, except by the Community Programs staff.

Section 4 – League Procedures

A. Coach Training & Discipline

1) Organized leagues will hold training for coaches and require participation in a coaches training program. Failure by coaches, referees, league official, players/participants and fans/parents that do not follow the rules of conduct will be banned from future use of Township fields.

B. Application Procedures and Deadlines

1) The Charter Township of Orion Community Programs Department issues field permits seasonally. Practice and game permits will be issued separately.

2) Field Allocation Meeting: To facilitate orderly scheduling of game and practice fields for multi day, group or league play, the Township will host a field sizing and allocation meeting. Any previous league or group that has been issued permits for prior use will be contacted based upon contact information supplied to the Township. Based upon anticipated needs of the organizations attending the allocation meeting, the Township will issue a schedule of deadlines for the submission of application materials to obtain reserved field permits for both game and practice fields. The schedule will be forwarded to those attending the meeting, and posted at the Community Programs Department offices within seven (7) days following the field allocation meeting.

a) Required application materials. To request field use permits the following must be submitted in its entirety:

1. A signed copy of Facility Application Form.
2. A current copy of the organization's by-laws, if applicable.
3. A copy of the official roster(s) listing all players and coaches of each team, which must include their complete address, telephone number, and date of birth.
4. Certificate of liability insurance in the form and amounts set forth in Section 12.
5. Listing of fields requested that must include; date, time, team name, coach and field requested. This shall be submitted electronically in the form of a Microsoft excel spreadsheet for all requests seeking multiple events, group or league play.
6. Damage/Security Deposit and application fee. In the form of a check payable to "Charter Township Orion", cash or money order. The balance of all fees must be paid within fifteen (15) days following the date of the last permitted event.
7. Permission to Sell Concession, if applicable and requested. Completed form must be submitted to the Community Programs Department a minimum of 30 business days prior to usage for Township Board Approval.

b) Permits listing all dates, games times and fields must be at the fields whenever games are being played.

c) Requests for additional fields/facilities must be made in writing (e-mail is acceptable) ONLY by the designated league contact person. Additional fields will be permitted upon verification that the above application materials are current and in effect at the time of the request.

d) Designated game only fields are specified for games only; no practice, camps, tryouts, clinics or other non-game functions will be permitted.

e) At the sole discretion of the Township, any permitted fields that are repeatedly unused by a permitted user will be immediately revoked and future use of fields will be denied. In such event, all permit fees are forfeited and any remaining deposit will be refunded.

Section 5- Tournaments/Large Special Event

A. Tournament/Large Special Event fees (see Schedule of Fees) shall apply to an/all event(s) which includes one or more of the following factors:

- Attendance which exceeds 200 attendees, players and/or participants.
- An event which requires an admittance fee by a team, players and/or participants.
- An event which requires spectators to pay an admission fee.
- An event which includes, but is not limited to, non-resident teams, players and or spectators.
- An event which necessitates the completion of a Tournament Set Up Form

B. Events determined to be defined as a Tournament/Large Special Event may be required to reserve additional facilities if the attendance restricts and/or prohibits the ability of the Charter Township of Orion to have same facilities available for public and/or private use (see Facility Use Fees).

Section 6- Sales on Park Property

The Charter Township of Orion reserves to itself complete and exclusive rights to regulate the sale of all goods and services sold or conducted on park property; including but not limited to: souvenirs, programs, parking permits, etc. The sale of such items is expressly prohibited without the approval of the Township Board. **The selling of food concessions must be approved by the Township Board and follow all Oakland County Health Department requirements.**

The right to grant a franchise to a third party for the sale of all goods specified is held exclusively by the Charter Township of Orion and no payment fee, percentage, or other remuneration shall accrue to the applicant/permit holder as a result of such a franchise without the approval of the Township Board. Failure to acquire authorization could result in forfeiture of damage deposit.

Section 7 - Waivers, Etc.

By recommendation of Community Programs Department, the Charter Township of Orion reserves the right to waive policies in whole or in part; to waive restrictions and conditions; to impose restrictions and conditions; to require special security; to waive fees in whole or in part; to impose additional insurance requirements; to require municipal inspections and approvals; and to take such steps as may be necessary to ensure the health, safety, and welfare of the residents of Orion Township and the users of the parks.

Section 8 - Fees and Charges

- A. Non-profit organizations and related civic groups to the Orion Township Community Programs Department may be eligible to receive reduced facility use fees. The reduced fees apply only on rentals Monday – Friday, excluding holidays, only at Sheardy Pavilion, Friendship Park Outdoor Pavilion, Gazebo and Picnic Shelter.
- B. A non-refundable \$15 application fee is required for all facility and field use requests. Application fee is per request, not per facility, and the request can be for multiple dates within the same calendar year.
- C. Additional fees may apply if it is deemed necessary for snow removal, additional trash and/or sanitation services, see attached “Schedule of Fees”.
- D. A refundable \$100 security/damage deposit is required for use of facilities and athletic fields on all property belonging to the Charter Township of Orion. See “Schedule of Fees” for rates. Any damages occurring during or as a direct result of a reservation will be assessed, applied accordingly and deducted from the damage/security deposit. The applicant acknowledges that it will receive an invoice from the Charter Township of Orion for any costs, expenses or damages that have not been reimbursed.
- E. Organizations whose individual teams have been documented using the Charter Township of Orion athletic fields which are officially closed by the Community Programs Department will automatically result in the loss of the damage/security deposit. Organizations causing damages exceeding the security/damage deposit will be held liable and billed accordingly. Additional offenses will result in the loss of field use and the revoking of permits.

Section 9 - Alcohol/Tobacco in the Park

The sale, use, and possession of any controlled substance is expressly prohibited, including but not limited to, alcoholic beverages, beer, wine, and other spirits in all parks in the Charter Township of Orion. Smoking is prohibited on or within fifty (50) feet of any athletic field, play structure, or Orion Township recreation activity.

Section 10 – Tents, Canopies and Signage

Tents, canopies and signage are permitted in the parks under the following rules and regulations:

- Approval of the Community Programs Department, with advance notice of a minimum of 10 business days.
- All tents/canopies shall be made of flame retardant material.
- Smoking is not permitted in tents/canopies.
- Required to be a minimum of 20 feet from buildings and 30 feet from parking areas.

Section 11 – Rules

A. Facility and Athletic Field Use Rules

1. Please leave park clean - sweep pavilion area, wipe off tables, and put refuse in designated containers.
2. This reservation is for the designated park facility only. Other park attractions and facilities are open to the public. (i.e., the basketball courts, restrooms, etc.)
3. The Township shall have the absolute right and discretion to cancel this agreement and any permission granted to the organization to use Township facilities in the event the organization fails to fully satisfy the rules set forth in this agreement, provided, however, the Township shall give written notification to the organization of the specific rule infraction(s) and a reasonable time to correct any infraction(s) prior to cancellation.
4. Organizations shall be responsible for the supervision of parking and the supervision and control of spectators.
5. Use of fireplace at Friendship Park Pavilion/Meeting Room must be requested at time of reservation and included on permit.
6. Nails, pushpins or tape cannot be used on any indoor or outdoor facilities. Helium balloons are permitted but must be weighted down.
7. Rice, popcorn or flower petals cannot be thrown during wedding ceremonies. Birdseed is permitted.
8. Rooms rented must be left in the same condition as they were when the event started, included the kitchen. This includes the removal of any decorations, signs and food debris. The Community Programs Department maintenance staff will set up and take down the tables and chairs, take out the garbage, sweep and mop at the conclusion of the event.

9. Fireworks, torches of any kind and or explosives are prohibited in any form on the property of the Charter Township of Orion, unless permission is granted by the Orion Township Community Programs Department.
10. Radio controlled model planes, rockets, boats or wheeled vehicles are prohibited within the parks, unless permission is granted by the Orion Township Community Programs Department or Township Board.
11. Gambling or any game of chance for money is regulated the State of Michigan Lottery Division in Lansing and is not permitted without properly displayed permits and approval from the Township Board.
12. Adult supervision is mandatory. The applicant is responsible for the conduct of participants and spectators. Profane language, boisterous behavior or other objectionable demeanor is not permitted. Organizations must adhere to all Charter Township of Orion noise ordinances.
13. All other Township ordinances are in effect and must be adhered to while on Township property.

B. Park Rules

1. Glass beverage containers are not permitted on park premises.
2. Unauthorized vehicles are not permitted on grass or paths, except for motorized wheelchairs and/or similar devices for the disabled.
3. Fires permitted only in elevated grills.
4. The sale, use, and possession of any controlled substance is expressly prohibited, including but not limited to, alcoholic beverages, beer, wine, and other spirits in all parks in the Charter Township of Orion.
5. Smoking is prohibited on, in or within fifty (50) feet of any athletic field, play structure, Facility or Orion Township activity.
6. All pets must be leashed.
7. Pets are not permitted on playground area, on any athletic fields or in any Township facilities.
8. Pet owners are responsible for picking up and removing their animal's feces from any park area.
9. Please observe posted park hours.
10. Golf is not allowed in any Township parks unless in designated area.
11. Deposit all waste in trash receptacles.
12. Use of athletic fields must be requested at time of reservation and included on permit.
13. Children age 12 & under shall be supervised by an adult at all times.
14. Vehicles are not permitted in the Township parks after closing. Parking is permitted in designated areas only. Parking along roadways, either paved or gravel is prohibited, this includes safety paths, sidewalks and trails.
15. **Organized groups of 20 or more *must*** notify Community Programs prior to use of any Township recreation facilities.
16. Skateboards, rollerblades, bikes and other non-motorized vehicles are not permitted.

Section 12 - Liability Insurance Requirements

- A. Use and Rental by Commercial (For Profit) Groups and Nonprofits/Charitable Groups including business seminars, parties, receptions, civic groups, such as Chamber of Commerce, service clubs, churches, and similar groups. A copy of the general liability coverage with a minimum amount of \$1,000,000 per occurrence with the following wording added as Additional Insured "It is understood and agreed that the following shall be Additional Insureds: The Charter Township of Orion and including all elected and appointed officials, all employees and volunteers, all boards, commissions, and/or authorities and their board members, employees and volunteers."
- B. Participants on teams must sign a hold harmless liability waiver indemnifying the Charter Township of Orion from any and all claims resulting from injuries, damages or losses sustained or associated with the program.
- C. Any outside vendors providing services, such as inflatables, dunk tanks, caterers or similar, must submit a copy of their liability insurance listing the Charter Township of Orion as an additional insured and certificate holder for the date reserved.
- D. The liability of the Charter Township of Orion for failure to honor an issued permit for use of facilities in any park as a result of power failure, act of God, condition of the facility, or other incident beyond the reasonable control of the Township shall be limited to:
 1. Providing a mutually satisfactory alternate date and/or time for the event or activity scheduled under the permit; or
 2. Refund of any monies received by the Township from the applicant/permit holder as a result of a specific permit.

Section 13 – Amendments / Review

This policy may only be amended by action of the Board of Trustees for the Charter Township of Orion.

In the case of a conflict between this Policy and any other document, agreement, attachment, form, or other policy of the Township, this Policy shall control.