



VILLAGE OF SANFORD PARK
 104 LINCOLN ST. SANFORD, MI 48657
 APPLICATION FOR FIELD USAGE

2024 SOFTBALL / BASEBALL FIELD RENTAL APPLICATION

Contact Person/Tournament Director _____ Organization Name _____
 Phone _____ E-Mail _____
 Address _____ City _____ State _____ Zip _____
 Date(s) of Use _____ Time(s) of Use _____
 Field(s) Requested _____ Base Distances _____ Pitching Distance _____ Field Lights N/A

Field/Item Rental	Cost (Weekend Fri-Sun)	Qty	# Fields	Est. Cost
2 Hour Rental (minimum)/field	Weekday \$50			
	Weekend \$75			
4 Hour Rental	Weekday \$75			
	Weekend \$100			
Full Day (per field)	Weekday \$125			
	Weekend \$150			
Daily "Full Complex" (does not include grooming, does include bathrooms and plug ins for food trucks)	Weekday \$500/day			
	Weekend \$550/day			
Additional Requests				
Clean Up and/or Damage Fee (if mandated by Village of Sanford)	\$200 per violation			
Porta John unit (two units included with "full complex" rental)	\$110/day			
Less 10% Deposit				
Total Tournament Cost				

Signature: _____

APPLICANT SIGNATURE

RELEASE AND HOLD HARMLESS AGREEMENT

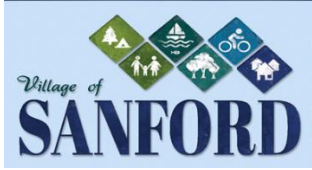
This permit grants the named team or organization the use of the designated facility at the stated times. (In the event a regular Village of Sanford event is scheduled at the same time, the Village event will take precedence). In the event this group or team decides not to use the above facility on the above date, they are requested to call 989-488-4578 ext. 11 to inform the Village Clerk. This action will also forfeit the pre-paid deposit.

It is agreed by the organization using the facilities that it will be responsible for any damage to property. It is further agreed that the signing party will hold Village of Sanford harmless for any damage or injury that the organization, its participants or spectators might incur during its use of the above-named facilities. It is further agreed by the organization that all debris deposited during the use of the above-named facility shall be picked up and properly disposed of. Any damage will result in an additional \$200 fee.

Permittee's Signature: _____

Date: _____

For Office Use Only: Field Crew ____ Work Order ____ Fencing ____ Keys ____ Paper Sch. ____ Appvd. ____ Deposit ____



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HOURS OF OPERATION

Village of Sanford Fields are open from 8 a.m. – Dark, April 15 – October 15

GENERAL INFORMATION

1. Permits are required for any entity seeking the exclusive use of any ball fields owned by the Village of Sanford
2. Restroom availability: Two portable bathroom units are included in a “Full Complex” field rental agreement. Additional units are available for a fee.
3. Permit only assures use of the specified field(s). If renting “Full Complex” the use of pavilions will be included.
4. The facility rental permit must be carried with the permit holder at all times during the event.
5. BEER AND WINE ARE THE ONLY ALCOHOLIC BEVERAGES ALLOWED IN VILLAGE PARKS.
 No alcohol sales allowed. No glass bottles allowed.

<i>Field 1 Field 2 Field 3</i>	<i>Field 4 Field 6 Field 7</i>	<i>Field 7 Field 8</i>
<i>104 Lincoln Street, Sanford, 48657</i>	<i>104 Lincoln Street, Sanford, 48657</i>	<i>104 Lincoln Street, Sanford, 48657</i>
3 skinned infields, 60’ various pitching lengths (35’, 40’, 46’)	2 grass infields, convertible mounds, 46/60 and 50/70 1 grass infield, mounds at 56 and 60, bases at 80 and 90	2 t-ball fields, 60’ no fence

FIELD MAINTENANCE & RENTAL FEES: Please note that ALL organizations and clubs need to maintain the fields and leave fields properly groomed at the end of the rental period. If fields are not properly groomed, a \$200 fee will be assessed to the renter. Any party is able to use unmarked fields on a first-come first-serve basis.

FIELD PREPERATION: Field preparation is the responsibility of the Tournament Director/Organization. Field services are available locally through Sanford Youth Sports. For pricing and availability, email your request to: sanfordyouthsports@gmail.com (confirmed with Andy Clark)

DEPOSIT: Teams are required to pay a non-refundable field deposit at the time of booking equal to 10% of the booking amount. This deposit will go toward the field rental cost. In the event of a cancellation, the deposit will not be refunded.

CLEAN UP FEE: The user is responsible for clean-up of all litter in the ball field area, (including under, on, and around bleachers and dugouts). Any cleanup done by the Parks and Recreation Department will result in a \$200 fine.

LARGE SCALE EVENTS: If your event will host more than 40 teams then it must get approval by the Village of Sanford. Should you wish to charge an entrance fee into the facility/game, additional permission will be needed from the Village of Sanford.

SCHEDULE: A final schedule MUST be provided to the Village of Sanford Clerk at least one (1) week in advance in order to schedule staff. We will not be able to accommodate schedules received less than one (1) week in advance. Because the fields are not equipped with lights, league play must be completed by dark. The park closes at dark.

STAFF: Each organization must provide one (1) tournament director as a contact for the Village of Sanford staff.

SUPPLIES AND EQUIPMENT: The Village of Sanford does not provide coolers or water. This is at the discretion of your organization. The Village of Sanford has multiple plugins for food truck use. See attached [Village of Sanford Food Truck Contract](#) for fees and ordinance requirements.

TRAFFIC CONTROL: If necessary, traffic control will be the joint responsibility of the Village of Sanford staff and tournament director. RV’s and other large vehicles are not permitted in the Village of Sanford Park. Designated space for RV and large vehicle parking will be available in Porte Park located at 102 E. Main St. Sanford, MI 48657.



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TEMPORARY SITE MODIFICATIONS: Any signage, tents, or other items that need to be posted, attached, erected, or installed by the tournament must first be approved by the Village of Sanford.

USE OF SPECIAL VEHICLES: Use of golf carts or other special utility vehicles must be approved by the Village of Sanford.

PAYMENT: Field renters may rent fields online at <https://www.villageofsanford.com/fieldrental> The organization representative will receive an invoice for Village services after completion of the event, based on the final utilization of staff and resources at the event.

CANCELLATION: Teams are required to pay a 10% non-refundable field deposit at the time of booking. This deposit will go toward the field rental cost. In the event of a cancellation, the deposit will not be refunded. In the event of a "rain out" with zero games played, a full refund will be issued. The balance is due 90 days prior to the event.

PAVILION – The use of the park pavilion is included in all "Full Complex" rentals.

FOOD TRUCKS– All food trucks must have a permit and be licensed and insured. See attached [Village of Sanford Food Truck Contract](#) for fees and ordinance requirements.

VILLAGE OF SANFORD

Mailing address: PO Box 30 Sanford, MI 48657
Clerk's office: 737 W. Beamish Road, Sanford, MI 48657
Office: (989) 488-4578 ext. 11
E-Mail: Clerk@VillageofSanford.com

www.villageofsanford.com