

City of Plymouth

Recreation Department



City Commission Approval 6-2-14

Outside Recreational and Athletic Field Use Policy

- ❑ This policy pertains to any City owned recreational / athletic field or any field permitted to the City of Plymouth thru another government or private entity.
- ❑ City of Plymouth parks and other City of Plymouth green space cannot be permitted thru this policy or obtained from the City of Plymouth Recreation Department. Parks and green space permits must be obtained thru the City of Plymouth pursuant to its City Special Events Policy.
- ❑ City sponsored programs using the City of Plymouth Parks and City of Plymouth green spaces must follow the process required by the City Special Events Policy.
- ❑ All outside organizations and governments that use City of Plymouth Recreational / Athletic Facilities MUST list the City of Plymouth as “Additionally Insured” for an amount no less than \$1,000,000.00. The Plymouth Recreation Office must hold a copy of that policy prior to use.
- ❑ The City Manager or Recreation Department Representative shall set the field use fees. See attached fee structure listing.
- ❑ Organizations and Governments that currently use City Facilities may not subcontract Athletic Field use.
- ❑ Fees for field use may be waived by City Administration or the Recreation Department Representative for reasons of:
 1. Outstanding donations to the City for development of those facilities being used.
 2. Outside organizations or governments that provides reciprocating services.
- ❑ If multiple groups request use at the same time, the “priority use ranking” shall determine final usage. If “priority of use” is equal, the facilities shall be distributed equally under the guidance of the Recreation Department Representative.
- ❑ All entry fees and concession sales on City administered athletic fields must be approved by the Recreation Department and may be subject to additional fees to be paid to the City of Plymouth.
- ❑ Any damage or vandalism done to a City Athletic Facility / Field during an outside organizations or government use shall be their responsibility. The field permit shall be revoked until all financial responsibility for those repairs has been fulfilled.

- ❑ Any returning organization may be removed by the Recreation Department from further use for due cause. This includes but is not limited to violent conduct, mistreatment of the facility, not picking up garbage, failure of payment and consistent errors in scheduling of games & practices.

All Soccer Fields:

- ❑ All requests for soccer field rental shall be made at the complete discretion of the Recreation Director or Soccer Program Coordinator.
- ❑ No new outside rentals may occur until all City and City affiliated clubs have completed their practice and game field scheduling.

Don Massey Field:

- ❑ No Baseball teams over the age classification of U13 will be allowed to play at Massey Field.
- ❑ No field usage is allowed during the 35th District Court hours of operation.
- ❑ Requests must be made by e-mail ONLY to the Recreation Director or designated department representative. No phone requests will be taken.
- ❑ All new (non returning teams) requests for use (for the next Spring / Summer) will be taken no earlier than Nov. 1st , 12:00am.
- ❑ Request for the upcoming Spring / Summer season made between Nov. 1, 12:00am and Nov. 7 , 11:59pm will be then sorted by the “priority of usage ranking”.
- ❑ It will be at the discretion of the Recreation Director or Department Representative on how many team will be allowed rent field usage during any given season
- ❑ No requests will be carried over from the previous year.

Use of outside athletic field use is based upon the following ranking of priority:

1. City of Plymouth Recreation Programs and Leagues as determined by the Recreation Department representative or the City Manager.
2. Organizations and Governments that have used the Field / Area during the previous season or year of use.
3. New usage - Community Based Organizations and Governments that have more than 50% participants that are residents of the City of Plymouth.
4. New usage - Community Based Organizations and Governments that have more than 50% participants that are residents of the Plymouth Canton School District.
5. New usage - any Community Based Organizations and Governments.
6. New usage - any Non-Community based Organizations and Governments.
7. By chronological order of the received request.