



CITY OF CLARE AGREEMENT FOR BALL FIELDS FACILITIES

HOURS OF OPERATION

Clare City Parks are open from 6:00 a.m - 11:00 p.m., May 1 – November 1. Parks may be winterized earlier if frost occurs.

GENERAL INFORMATION

1. Restroom availability: Brookwood Park has one porta-john for the field. Stamina Stadium and Shamrock Park have flush toilets.
2. Permit only assures use of the specified field and not exclusive use of the park. *Please note that the only areas of the Brookwood Athletic Complex that are maintained by the City of Clare is the city owned Duane MacGregor Softball field, and the property that the City has leased from Clare Public Schools (Imagination Gateway Playground and the tennis courts). Pavilion rental at Brookwood is under supervision and discretion of Clare Public Schools. Leagues must provide city with a copy of liability waivers and insurance information.*
3. The facility rental permit must be carried with the permit holder at all times during the event.
4. These rates cover 2025/26 fiscal year. New rates may apply after June 30, 2026.
5. **Facility use form must be turned in at least 10 days prior to reservation, in order to be approved.**
6. NO ALCOHOLIC BEVERAGES ALLOWED IN ANY CITY PARK.

INSURANCE REQUIREMENTS

All organizations, leagues and vendors shall secure and maintain, at no expense to the City of Clare, a general liability policy. Under such insurance:

1. Name and address of insurance agency issuing your insurance
2. Your group's name and address
3. Insurance company affording the coverage (i.e. Citizens Ins. Co.)
4. Policy Effective Date and Policy Expiration Date should encompass date of event.
5. Minimum Limits for General Aggregate and Each Occurrence and/or aggregate combined single limit must read: a. "\$1,000,000 Coverage"
6. Description of Operations/Locations/Vehicles/Special Items Must Read: "Certificate Holder is Additional Insured as respects Use of Premises on (date of event)"
7. Certificate Holder Must Read: "Additional Insureds shall be the City of Clare, all elected and appointed officials, all employees and volunteers, and all boards and commissions of the City of Clare."
8. Cancellation area Must Read: "Should any of the above-described policies be Cancelled before the expiration date thereof, the issuing company will endeavor to mail 30 days written notice to the certificate holder named to the left. But failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents, or representatives."
9. If insurance information is not provided within 10 days of the event, then the reservation will be cancelled.

PARK AREAS

Brookwood Park (Duane MacGregor Field)

- Adult Softball Diamond

Shamrock Park

- Little League Diamond

Stamina Stadium

- Little League Diamond - Field 1
- Little League Diamond - Field 2
- Little League Diamond - Field 3
- Little League Diamond - Field 4
- Tee-ball Diamond

Emerald Isle Recreation Complex

- Multi-Purpose Field

FEES

- Multi-Purpose Field \$35.00 PER DAY
- Ball Fields (Weekday) \$40.00 PER DAY
- Lights \$10.00 PER DAY
- Ball Fields (Weekend) \$75.00 PER DAY
(Weekend Definition – Saturday & Sunday)

This permit grants the following named team or group the use of the following facility at the stated times. (In the event a regular City of Clare event is scheduled at the same time, the City event will take precedence). No refunds or rain checks will be issued. If proof of insurance is not provided at time of reservation or if the policy expires without renewal within 10 days before the event, then the reservation will be cancelled and no refund will be issued.

In the event this group or team decides not to use the above facility on the above date, they are urged to call (989) 424-4074 to inform the Parks and Recreation Department. We cannot hold the field for make-up games, unless a reservation form is received.

Organization/Individual Name _____ Field Requested _____ # in Party _____

Reason for Request _____ Use Date(s) _____ Time From _____ to _____
(Please also list days of the week it will be needed)

Contact Person _____ Phone (____) _____ E-Mail _____

Address _____ City _____ State _____ Zip _____

Fee _____ Inspected by _____

RELEASE AND HOLD HARMLESS AGREEMENT

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 the City of Clare harmless for any damage or injury that the signing organization might incur during its use and occupation of the above-named facilities.

It is further agreed by the organization that all debris deposited during the usage of the above-named facility shall be picked up and properly disposed of. Any damage would be an additional charge to the rental fee.

Signature of Organization Representative/Individual Date

This Box for City Use

Signature of Parks Supervisor Date

Signature of Parks and Recreation Director Date