

How to reserve a sports field with City of Rochester Hills Parks

1-5-17



innovative by nature

Simply follow the steps below to obtain your field reservation(s).

1. The reservation process can be done in person or by phone, email, or USPS. Please see contact info below.
2. To familiarize yourself with our reservation system and our rules and regulations, please visit our web site: www.rochesterhills.org > [Living In](#) > [Parks](#) > [Sports Field Reservations](#) > [Reserve a Sports Field](#)
3. Look at our fee structure: [Sports Field Rental Fees](#)
4. Look at the [Availability Calendars](#) on our web site:

Sport	Park	Field #	Availability Web Link	Notes	Web Links	
Hardball	Borden	Red + Green	Borden Red and Green	Maximum 90 foot bases	Location	Park info
Softball	Borden	White + Blue	Borden Blue and White	Maximum 70 foot bases		
Soft/hardball	Helen Allen	#1 North + #2 South	Helen Allen	Maximum 80 foot (North #1) and 70 foot bases (South #2)	Location	Park info
Soft/hardball	Avondale	#1	Avondale Park	Maximum 85 foot bases	Location	Park info
Soccer U7-8	Borden	#6 + #7 + #8 + #9	U6 + U7 + U8 fields 4v4	30 yd x 50 yd	Location	Park info
Soccer U9-10	Spencer	#1 + #2	U9 + U10 fields 7v7	45 yd x 60 yd	Location	Park info
Soccer U11-12	Borden	#10 + #11	U11 + U12 fields 9v9	50 x 73 yd	Location	Park info
Soccer U13+	Borden	#1 + #2 + #3 + #4 + #5	U13-adult fields 11v11	72 x 112 yd		

5. Complete the Request Form and send it to us (scan/email: [see below](#)):
[Ball Diamonds Request Form](#) OR [Soccer Field Request Form](#)
6. We will contact you to:
 - Confirm or discuss your request.
7. To qualify for resident fees:
 - We automatically apply non-resident fees *until* your roster proves you qualify for resident rate.
 - See [Team Roster Clarifications](#). If you think you qualify: arrange for your team roster to be sent to us by a qualified person.
 - Do not wait with paying your deposit (see # 8 below) until this team roster process is completed! Rates on your initial permit can be reduced afterwards *if* you qualify. Over payments can be refunded (see # 12 below).
 - We do not need your team roster(s) if you know you do not qualify for resident rate.
8. Make deposit payment (minimum 25% of all [fees](#)) or pay the full fees:
 - This can be done by [cash, check, selected credit/debit cards, or electronic \(bank-to-bank\) payment](#)
 - Payment by credit card (option 2) is the fastest way for us to start processing your request because we immediately receive that type of payment. Checks (option 1) and electronic bank-to-bank payments (option 3) prevent us from starting to process your field request because we do not receive those funds immediately.
 - You will not receive a permit unless you have made (and we received) the minimum deposit payment.
 - Waiting to pay your deposit may result in any available time slots being taken by somebody else.
9. Receive your permit:
 - We will issue a permit to you AFTER you have made (and we received) the minimum payment.
10. Arrange for your Certificate of Insurance to be sent to us:
 - See [specific text instructions](#) and [example](#) posted on our web site.
 - The correct certificate must be in our possession no later than 48 hours prior to your first reservation.
 - However, due to the very specific text requirements, we suggest you take care of the insurance requirements as soon as possible (after receiving your permit) to avoid any last minute surprises.
11. Pay balance of fees:
 - [cash, check, selected credit / debit cards, or electronic payment](#), no later than 48 hours prior to each individual reservation on your permit.
 - Don't hesitate to over-pay your assumed balance at any time (see # 12 below).

12. Credits:

- Credits from rainouts, cancellations or over payments can be:
 - Used at any time in the future (this year or future years) for new/additional reservations.
 - Used to pay for field light fees.
 - Refunded to you upon your request in writing. However, refunds take some time because they have to be approved and processed at City Hall. They also are very labor intensive for City Hall staff, so we prefer to handle any refunds collectively at the end of your permit/season.

13. Web pages updates notification: Please sign up for [Notify Me](#).

- It will send you an automatic email when Field Reservations web pages are updated with new ones.
- Two options are possible:
 - **Sports Field Calendars:**
During the reservation season these calendars are updated as often as possible. This includes Availability Calendars and Existing Reservations Calendars.
 - **Sports Fields Information:**
General sports fields information pages on our web site. These typically only get updated once or twice a year. However, you don't want to miss it when that happens!
- Please visit [Web Updates notification: Notify Me](#)



Notify Me

1. Type your email address in the box and select **Sign In**.

2. If you want to receive text messages enter your phone number and select **Save**.

3. To subscribe or unsubscribe click  and/or  next to the lists to which you wish to subscribe/unsubscribe.

[Available Lists](#)

  Sports Field Calendars	Access various sports calendars to view which fields have already been reserved and which are still available.
  Sports Fields Information	Receive notifications when information regarding the various sports fields available in the city parks has been updated.

Send all paperwork and questions to:

Bert Hallewas, CPRP, Park Ranger II
Borden Park
Office: 248-656-4797
Email: fieldreservations@rochesterhills.org

Mailing address:
Parks Dept. attn. Bert
City of Rochester Hills
1000 Rochester Hills Drive
Rochester Hills, MI 48309

**Thank you for choosing a sports field with the City of Rochester Hills Parks Department!
Please let us know if you have any questions or feedback.**

Return to: [Sports Field Reservations](#) web page.