



Springfield Township Administration
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www.springfieldtp.org

NEW ORGANIZATION ATHLETIC FIELD REQUEST

ATHLETIC ASSOCIATION

ORGANIZATION OR TEAM _____

SPORT _____ SEASON _____ ADULT/YOUTH _____

CONTACT PERSON _____

ADDRESS

(Street) (City/State) (Zip)

E-MAIL ADDRESS _____

DAYTIME PHONE _____ EVENING PHONE _____

ORGANIZATION'S WEB SITE:

PHONE NUMBER(S) FOR THE PUBLIC: (WILL BE POSTED ON OUR WEBSITE.)

RAINOUT HOTLINE: _____

ARE AT LEAST 50% OF YOUR PLAYERS A RESIDENT OF SPRINGFIELD TOWNSHIP? _____

CONTRACT INFORMATION

WHO WILL SIGN THE FIELD MAINTENANCE AGREEMENT? _____

OFFICIAL TITLE: _____

ADDRESS: _____

ATTENTION SPRINGFIELD TOWNSHIP PERMIT HOLDERS:

All organizations reserving Springfield Township fields MUST carry liability insurance in the amount of one million dollars. "Springfield Township" and the park(s) in which the organizations' reserved field is located must be listed as additional insureds. Please attach your certificate of insurance coverage to this application.

Field Reservation Process

New athletic organizations, leagues and schools wishing to reserve Township fields must complete a New Team Athletic Field Request form and submit the completed form to the Township. (email to kflamm@springfieldtwp.org).

Once the initial application is approved and it is determined that there is adequate field space to honor the request, field reservations must be made online and approved by the Township prior to play. We will accept field reservation requests from one athletic director per organization.

Springfield Township will grant field requests in a manner which accommodates the most requests, which promotes the efficient use of the fields, and, if possible, gives priority to organizations which have a history of playing on certain fields. Once the fields have been reserved and a schedule is established, Springfield Township will provide each organization with a copy of the schedule.

Payment is due monthly and will be billed after play has occurred. If payment has not been received by the established deadline, Springfield Township reserves the right to revoke the organization's remaining reservation of the field(s), to prohibit the organization from using the field(s), and to reassign the field(s) to another organization.

No refunds will be issued. The Township makes rainout decisions for baseball fields only. Soccer teams will not be charged for rainouts when they notify the Township within 24 hours of the cancellation.

Springfield Township Field Rental Fee Schedule

Extended Use Field Reservations:

- New organizations must submit an application prior to scheduling a field
- Insurance requirement: \$100,000,000 liability insurance policy, listing Springfield Township and the name of the park as additional insureds
- Roster for each team required for applications requesting residency discount
- Athletic fees include field dragging for baseball games (*weather dependent*) and turf improvements on soccer fields (*needs to be determined by Township*). Baseball dirt will be added on an as needed basis based on the budget and determined by Springfield Township.
- Online scheduling must be conducted by coaches and should include “Practice” or “Game” in the event title.
- Team fees are due monthly, after play. If the Township closes a field for rain, teams are not charged. Organizations must cancel 2 weeks in advance of the scheduled reservation date or they will be charged the full fee for that date.
- A Rainout hotline will be provided and maintained for baseball games by Springfield Township. The number is (513) 728-4286. Cancellations will also be posted on the Township Website under the park calendar.
 - Field reservations are limited to athletic teams for games, practices and camps unless otherwise approved.

Field permits are required for any organized team to play a game or practice on Township fields.

- Athletic organizations or organized teams MUST request dates online, enter into a contract agreement, submit the required insurance and be approved before playing on a Township field. Insurance documents must list Springfield Township and the park as additional insureds.

Teams should carry their approved permit while on Township fields and be able to show the permit if requested by a Springfield Township police officer or staff person. A [citation](#) with a fine may be issued if the proper permit has not been obtained.

All baseball teams are required to line their fields. Springfield Township conducts all other maintenance of the field. Fields will be dragged in advance of games only. Rainouts will be noted on the calendar for each field.

Invoices must be paid within 10 days from the date they are issued. Invoices will be sent electronically monthly, following the approved practice or game. (We will bill after play has occurred.) Any unpaid invoices will result in the automatic cancellation of any upcoming field reservations.

BASEBALL:

Helwig Field 2,3 and 4

Hillside Field 1 & 2

50% or More Residents on Youth Team Roster	\$20 Game \$10 Practice
Less than 50% Residency on Youth Team Roster	\$35 Game \$15 Practice
Adult Baseball League	\$40 Game \$20 Practice

SOCCER:

Helwig - Passers Field, best for practices. Fall only

Hillside Field 1 & 2

Grove Field 1 & Peewee Field

50% or More Residents on Team Roster	\$15 Game/Practice
Less than 50% Residency	\$25 Game/Practice
Adult League	\$30 Game/Practice

Hummer Field 1, 2 & 3 (GAMES ONLY, Unless authorized by Board of Trustees)

50% or More Residents on Team Roster	\$20 Game
Less than 50% Residency	\$30 Game
Adult League	\$35 Game

SUPPLEMENTAL FIELD SERVICES BY REQUEST

*The Township will service Helwig, Hummer, Grove, Schottelkottee, McKelvey and Hillside Parks with an application of weed control in the spring and fertilizer in the fall.

Square Footage of Fields:

- Hummer Park Field 1: 64,350 sq.ft.
 Field 2: 33,750 sq.ft.
 Field 3: 33,750 sq.ft.

- Grove Field 1: 71,760 sq.ft.

- McKelvey Field 1: 95,260 sq.ft.
 Field 2: 35,574 sq.ft.

- Hillside Park Field 1: 52,500 sq.ft.
 Field 2: 52,500 sq.ft.

- Helwig Park 1 & 2 Outfield: 209,130 sq.ft.

Upon request and subject to the availability of Township personnel, Springfield Township will provide the following additional maintenance services for the following fees:

Soccer & Football

Aerate	\$1.40 per 1000 Square Feet
Rolling Fields	\$5.60 per 1000 Square Feet
Weed Control	\$2.70 per 1000 Square Feet
Fertilization	\$2.34 per 1000 Square Feet
Overseed	\$10.13 per 1000 Square Feet

Baseball

Supergill Infield	\$84
Drag Infield	\$42
Line Infield	\$21
Mow/Paint Outfield Lines	\$21
Field Dirt	\$28 Ton

Health Permit Requirements For Athletic Teams

Hamilton County Public Health Department
North of Compton Road Mandy Bartel 946-7842
South of Compton Road Inspector Robert McDaniel 946-7838
General Number 946-7847

Online Form at

http://www.hamiltoncountyhealth.org/en/permits_licensing_inspections/food_service/temporary_licensing.html

Temporary Food Permits For Selling Cooked Items:

\$30.55 Obtained through Hamilton County Health Department

Temporary food service operation licenses are required for any person/group who wishes to prepare and sell food for 5 consecutive days or fewer in the same location. Examples of this include booths at community festivals or fairs, yard sales and school booster events. Apply at least 10 days prior to event.

Concession Stands: (1 year)

Risk Level - Levels 1 through 4. Risk level is determined by the operation of the facility. Below are examples of procedures and their corresponding risk (note: TCS food refers to a food that requires either a certain temperature or limiting time of food at room temperature to control the growth of bacteria and/or toxins that cause disease):

Risk 1 - coffee, self-service fountain drinks, prepackaged non-TCS beverages; pre-packaged refrigerated or frozen TCS foods; pre-packaged non-TCS foods; baby food/formula. \$179.05.

Risk 2 - handling, heat-treating, or preparing non-TCS foods; holding for sale or serving TCS foods at the same proper temperature at which it was received; heating individually packaged, commercially processed foods for immediate service \$196.65

Risk 3 - handling, cutting, or grinding raw meat products; cutting or slicing ready-to-eat meats and cheeses; assembling or cooking TCS foods that are immediately served, held hot/cold, or cooled; operating a heat treatment dispensing freezer; reheating only in individual portions; heating of a product, from an intact, hermetically sealed package and holding it hot; doing reduced oxygen packaging \$339.85.

Risk 4 - Reheating bulk quantities of leftover TCS foods; catering to off-site events; using time in lieu of temperature; serving a highly susceptible population; serving raw or undercooked poultry, beef, pork, or seafood; acidifying white rice; smoking or curing meats \$420.15.

PRACTICES:

START DATE: _____ END DATE: _____

	PARK	FIELD NUMBER (S)	BEGINNING TIME	ENDING TIME	(A.) NUMBER OF HRS X NUMBER OF FIELDS	(B.) COST PER HOUR	(A.) X (B.) X NUMBER OF WEEKS (TOTAL HRS)
Mondays							
Tuesdays							
Wednesdays							
Thursdays							
Fridays							
Saturdays							
Sundays							

GAMES:

START DATE: _____ END DATE: _____

	PARK	FIELD NUMBER (S)	BEGINNING TIME	ENDING TIME	(A.) NUMBER OF HRS X NUMBER OF FIELDS	(B.) COST PER HOUR	(A.)X (B.) X NUMBER OF WEEKS (TOTAL HRS)
Mondays							
Tuesdays							
Wednesdays							
Thursdays							
Fridays							
Saturdays							
Sundays							

TOURNAMENTS:

START DATE: _____ END DATE: _____

	FIELD NUMBER (S)	DAY(S)	BEGINNING TIME	ENDING TIME	NUMBER OF HRS X NUMBER OF FIELDS	COST PER HOUR	TOTAL HOURS
Schottelkotte							
Hummer							
Grove							
Hillside							
Helwig							
McKelvey							

Field Maintenance Plan: Springfield Township will provide basic park maintenance including mowing, preparing the fields one time at the beginning of the season and cleaning the restrooms. Please list all maintenance your teams are requesting to do including dragging or lining fields, mowing, seeding etc.

Equipment Used:

ADDITIONAL PAID FIELD SERVICES REQUESTED: _____

BASE FEE \$ _____ X SQ FT _____ = \$ _____

TOTAL HRS REQUESTED: _____

TOTAL AMOUNT TO BE INVOICED: _____