

# Mattawan Little League Facility Use Form

Attachment 1  
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- 1) To be considered for field usage, the non-MLL team MUST have an official manager or coach that is a “Regular Member” of Mattawan Little League as defined by Section 2(b) of the MLL constitution.
- 2) To be considered for field usage, in addition to criteria 1, the non-MLL team MUST agree to promote the community of Mattawan and Mattawan Little League by using the name of 'Mattawan' in the team name and logo. Uniforms worn by the team must display the name ‘Mattawan.’
- 3) To be considered for field usage, in addition to criteria 1 & 2, the non-MLL team manager or coach will present a Field Usage Request form and a copy of the team roster, proof of insurance listing MLL as an additional insured, to any member of the Executive Board. That Executive Board member will be the one responsible for presenting to the Board for approval, and then giving a copy of the approved form to the non-MLL manager that made the request. The organization must apply to the board for approval on an annual basis or anytime there is a change in the team’s manager or coach. The non-MLL team may be granted temporary access to the fields by the Executive Board, only until the next scheduled board meeting.
- 4) Once Items 1, 2 & 3 criteria have been satisfied, the non-MLL team will be required to pay a \$25 per practice field usage fee.
- 5) Only ONE team per field use form/per field practice is allowed. The field usage is for practice only; it shall not be used for scrimmages, tournaments or games. If one non-MLL team chooses to practice with another team both teams must have a field use form pre-approved for that scheduled time. MLL reserves the right to review any exceptions.
- 6) The fee will be due quarterly (via check): Jan. 1, Apr. 1, and Jul. 1, based on any usage that happened during the quarter. Any organization that does not submit this payment in a timely manner is subject to having the field usage permission rescinded at the discretion of the board.
- 7) Payment must be received at least 1 week prior to the next quarter. Payment to be mailed to: Mattawan Little League P.O. Box 175, Mattawan, MI 49071. An email confirmation of payment will be sent to the team manager/responsible party.
- 8) The non-MLL manager agrees to safeguard the MLL property used and agrees to groom the field at the end of his/her practice session, along with cleaning out the dugouts and emptying the trash at the end of the practice and abiding by all MLL policies and procedures (i.e.: No pets, No smoking, etc.).
- 9) The non-MLL team must have with them a copy of the approved field use form. These must be able to be presented if asked; failure to present the required documents will result in having to leave the field. A refund will not be issued if practice was unable to take place due to not having proper documentation available.
- 10) The Executive Board will maintain an approved Field Usage calendar, to be used to reconcile fees due to us, and to help them understand what field availability exists.
- 11) An approved field use form does not guarantee field availability exactly at your requested time. MLL teams always have first right to the fields. MLL teams using the field at your requested time have the right to finish their practice. You may go to another field or use the batting cages until the field becomes available.
- 12) The MLL Board of Directors reserves the right to deny any request for field use, even if the above criteria is met, if the Board agrees that the request would conflict in any way with the Objective of Mattawan Little League as defined by the MLL constitution.
- 13) Any non- MLL field usage other than an individual team, a Field Usage Request form must be submitted to a member of the Executive Board. That Executive Board member will be the one responsible for presenting to the Board for approval.
- 14) Application for field use form must be submitted one month prior to monthly board meetings for approval.
- 15) The field use form expires September 30<sup>th</sup> of each year. After this date no team should be practicing without a new approved field use form.

16) Time limit per field use form is 2 hours. \*This time includes use of batting cages\*

17) If a team practices on an unapproved scheduled day or time, additional fees will apply and may result in forfeiture of any further practice times.

Mattawan Little League  
Facility Use Form

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1. Today's Date: \_\_\_\_\_ Application Received (*MLL Use Only*): \_\_\_\_\_

2. Group Requesting Use: \_\_\_\_\_

*For MLL Use Only*  
**Approved**

3. Date for Use: \_\_\_\_\_ Field(s): \_\_\_\_\_ Time for Use: \_\_\_\_\_ Cost: \_\_\_\_\_

Date for Use: \_\_\_\_\_ Field(s): \_\_\_\_\_ Time for Use: \_\_\_\_\_ Cost: \_\_\_\_\_

Date for Use: \_\_\_\_\_ Field(s): \_\_\_\_\_ Time for Use: \_\_\_\_\_ Cost: \_\_\_\_\_

Date for Use: \_\_\_\_\_ Field(s): \_\_\_\_\_ Time for Use: \_\_\_\_\_ Cost: \_\_\_\_\_

Date for Use: \_\_\_\_\_ Field(s): \_\_\_\_\_ Time for Use: \_\_\_\_\_ Cost: \_\_\_\_\_

Date for Use: \_\_\_\_\_ Field(s): \_\_\_\_\_ Time for Use: \_\_\_\_\_ Cost: \_\_\_\_\_

Date for Use: \_\_\_\_\_ Field(s): \_\_\_\_\_ Time for Use: \_\_\_\_\_ Cost: \_\_\_\_\_

Date for Use: \_\_\_\_\_ Field(s): \_\_\_\_\_ Time for Use: \_\_\_\_\_ Cost: \_\_\_\_\_

Date for Use: \_\_\_\_\_ Field(s): \_\_\_\_\_ Time for Use: \_\_\_\_\_ Cost: \_\_\_\_\_

Date for Use: \_\_\_\_\_ Field(s): \_\_\_\_\_ Time for Use: \_\_\_\_\_ Cost: \_\_\_\_\_

**Total Cost:** \_\_\_\_\_

4. Purpose for Use: \_\_\_\_\_  
\_\_\_\_\_

5. Person Responsible: \_\_\_\_\_

Address: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Mattawan Little League reserves the rights to all concession sales.  
Private concession or grills are not allowed.**

Admission, parking fees, and souvenir sales agreements should be attached as an Addendum.  
MLL reserves the right to these activities unless otherwise approved.