



10405 Merrill Road
P.O. Box 157
Hamburg, MI 48139
(810) 231-1000
www.hamburg.mi.us

TO: Hamburg Township Board of Trustees

FROM: Deby Henneman, Township Coordinator

DATE: April 22, 2026

AGENDA ITEM TOPIC: Park Use Application – PHBSA 2026 Season (Baseball)

Number of Supporting Documents: **1 Park Use Application**

Requested Action

To recommend approval of the Park Use Application dated April 14, 2026, for PHBSA’s Baseball/Softball Seasonal Use for 2026, for dates/diamonds to be scheduled with the Park Coordinator between April 20 and July 31, 2026, contingent on:

- **The Clerk Department be provided with all requested documents to their satisfaction**
- **That use will not be allowed during Blackout Dates**
- **That as a Partnering Group, in-kind donations for field maintenance may be credited toward fees**
- **A Seasonal Flat Rate park use fee be established by the Township Board**

Background

Application has been received and includes seasonal use for all activities such as Softball, Baseball, and T-Ball, including tryouts, camps, Opening Day and the end of the year party. This user (and others who wish to play night games) require access to the concession stand to turn on the lights for Field #1. Improvements were made last year to move the switch from the basement to the main level for safety purposes, however, the user will not be able to use the building for concessions unless they obtain a Health Department Certificate. Any outside vendors brought on site must be approved by way of a Tent Permit Application and Fire Inspection.

The club’s use will need to be scheduled around the approved Blackout dates, which have been distributed and are on the digital calendar found on our website. This club is considered a partnering group under the current fee schedule and may be offered a flat rate fee, or the Board may select to waive their fees entirely. The user group paid \$2,000 in 2024 (based on a historical average) and may provide proof of in-kind donations/labor to offset fees. Many of the capital improvement costs are now paid for by the Township, and the group is responsible for costs associated with running their program. Rosters are no longer required, and Non-partnering users are charged \$35.00/2hr rate per use.

Estimate from Legacy Center to prepare the 4 large baseball fields for season: \$2,500 (Gravel not included)



Hamburg Township Manly Bennett Park

P.O. Box 157
10405 Merrill Road
Hamburg, Michigan 48139-015
(810) 231-1000 Office X-218
(810) 231-4295 Fax

Park Use Application

And Release of Liability & Indemnification Agreement

(Application must be submitted 60 days before requested use)

Applicant Information:

Event Sponsor (or name if family or individual use): PHBSA

Name of Event: PHBSA 2026 Baseball/Softball/Tball season

Type of Event: Youth Baseball / Softball / Tball season Park Use Category #: 2 - Qualified User

Applicant Name: Pete Rosek, Vice President, Pinckney Hamburg Baseball & Softball Association

Date(s) of Event: April 20 - July 31, 2026 *JUNE per schedule submitted 5/9* Time(s) of Event: 4-10pm, M-F occasional weekends

Applicant Address: PO Box 813 Suite or Apt #: *Approval for 2026 use as scheduled*

Applicant City: Hamburg State: MI Zip: 48139

Contact Person (present during use): Robert Lane

Contact's Affiliation with Applicant: President of PHBSA

[Redacted signature area]

Event Co-applicant, if any:

All Co-applicants must also sign all applications and waivers.

Co-applicant relationship to Applicant:

Co-applicant's phone:

Insurance Information:

Insurance Carrier: United States Liability Insurance Company

Certificate of Insurance must be provided by all applicants as outlined in Appendix B in the Park Facility Use Policy.

Policy: [Redacted] Expiration Date: 1/19/2027

Limit of General Liability: \$2,000,000 Occurrence \$1,000,000 Aggregate

Umbrella Coverage Limit (if any): Occurrence Aggregate

Event Description: *(any information that doesn't pertain to your event please indicate not applicable)*

Please describe the event you propose to host: We run a local youth baseball and softball league.

Participants will use the ball fields during the event (baseball / softball season) _____

Other dates: Saturday, May 9 (Opening Day) and Saturday, June 27 (Closing picnic) *after noon*

Total Number of participants/spectators/guests anticipated during event: 350

Average of participants/spectators/guests anticipated at any given time: 200

Site of Proposed Event; include all areas of the parklands that will be used: Manly W. Bennett Park,
Baseball / Softball / Tball fields 1-8

Include site plan drawing reflecting all areas of the Township Park and recreational facilities the event will effect

Will there be camping and trailer facilities? If so, are overnight stays anticipated: No

Number of Volunteers: 70 Are Volunteers trained?: Yes
Please attach copy of Volunteer Handbook if applicable

Will tents be used?: No If so, please indicate locations: _____

Under no circumstances are tent stakes to be driven into asphalt surfaces. Tent locations must be pre-approved.

Will admission be charged? If so, how much: No

Parking fee charged? If so, how much: No Valet service available? No

Will Food/Beverages be served? If so, types of food and name of persons serving: No

For anything other than pre-packaged foods, Concession Application, Health Department License and Products Liability coverage is required.

Will there be Fireworks or any other pyrotechnic display? If so, describe: No

Insurance requirements to be established during the event review process as stated in Appendix B of the Park Facility Use Policy.

Will there be any animals present? If so, describe: No

Pets are not allowed in Parkland during events. Service Dogs are allowed with proper certification.

Will there be Amusement rides or games? If so, describe: No

Insurance requirements to be established during the event review process as stated in Appendix B of the Park Facility Use Policy.

Will there be a need for vehicles to be used on Township grounds? If so, describe: _____

Yes, we use utility vehicles to prep the fields

Personal vehicles require proof of Auto Liability based on the description of use and areas needing to be accessed during event.

Will there be a need for Emergency Responders over and above what is included in the Public Safety Fee? If so, describe: No

Hamburg Township reserves the right to require private security and/or emergency responders be present during any event.

Specific services required from the Township, if any: No

Other information regarding your event that you feel may be helpful: No additional info

Organized Sports and/or Sporting Events:

Please indicate type of sports event: Regular Season (Games/Practices) Sports Tournament Other

If Tournament or other event, complete Event Description on Page 2 and provide additional details, if any:

Release of Liability & Indemnification Agreement

The approval of this park use request is contingent upon receipt of all requested information, review process of the Hamburg Township Parks & Recreation Committee, and approval of the Hamburg Township Board. The applicant may be required to provide additional information as is deemed necessary by the Parks & Recreation Committee and/or Township Board, and may be required to meet with the Parks Administrator and/or Parks Coordinator to supply additional information or to answer questions. If the Park Use Application is received less than 60 days prior to the requested event date, the Parks & recreation Committee and Township Board may process the application, however, the application fee may be increased in an amount to be determined by the Parks & Recreation Committee and/or the Township Board.

The undersigned acknowledges that he/she/they are authorized to sign this application on behalf of the applicant and that he/she/they have received a copy of all documents relating to the use of the park and recreational facilities including the Hamburg Township Park Facility Use Policy Rules and Regulations.

In further consideration of entering into this agreement, to the fullest extent permitted by law, the Applicant agrees to defend, pay on behalf of, indemnify, and hold harmless Hamburg Township, its elected and appointed officials, employees and volunteers, and others working on behalf of Hamburg Township against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed, or recovered against or from Hamburg Township, by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of, or is in any way connected or associated with this contract.

The Applicant covenants and agrees that it will have a representative on the premises at all times to monitor the set-up, use and tear-down of the use and all activities related to thereto and under no circumstances shall the use of the park be granted or sublet to any other group or organization without the express written permission of the Hamburg Township Board of Trustees.


Any Applicant or group or entity co-hosting an event must provide a Certificate of Insurance naming Hamburg Township as an additional insured and proof of that coverage must be provided prior to the issuance of the permit for the event. The Applicant and/or co-host of any event must comply with all rules, regulations and policies of the Township pertaining to the said use and will be ultimately responsible for any and all damages to any Hamburg Township property resulting from the use, and shall otherwise restore the Township property to its previous condition.

Personal Property Damage Claims: The applicant hereby releases Hamburg Township, Its elected and appointed officials, employees and volunteers, and others working behalf of Hamburg Township, from any and all liability or responsibility to the applicant or anyone claiming through or under the applicant by way of subrogation or otherwise, for any loss or damage to applicant's property resulting from any incident, except damages resulting from the gross negligence of the Township, as it relates to the activities and uses contemplated by the application. It is understood by the applicant that all private property kept, stored or maintained in and on the Hamburg Township Park and recreational facilities shall be so kept, stored or maintained at the risk of the Applicant.

Initials: PR

Public Health & Safety: The applicant hereby swears and attests that they have complied with all aspects and intent, of Background Checks and that they are in compliance with the Michigan Sports Concession Law, Acts 342 & 343, Public Acts of 2012, as referenced in the Park Facility Use Policy and outlined in Appendix A. The applicant understands that falsification of the above statement and/or failure to comply with these requirements may result in the suspension and/or revocation of the use of the Hamburg Township parkland facilities.

Initials: PR

Applicant's Signature: 
Co- applicant's Signat 

For office use only

Comments: _____

Meeting Approval Dates: 4/28/20 Parks & Recreation _____ Public Safety _____ Township Board

Application has been (Circle one) Approved Denied

Hamburg Township Representative: _____