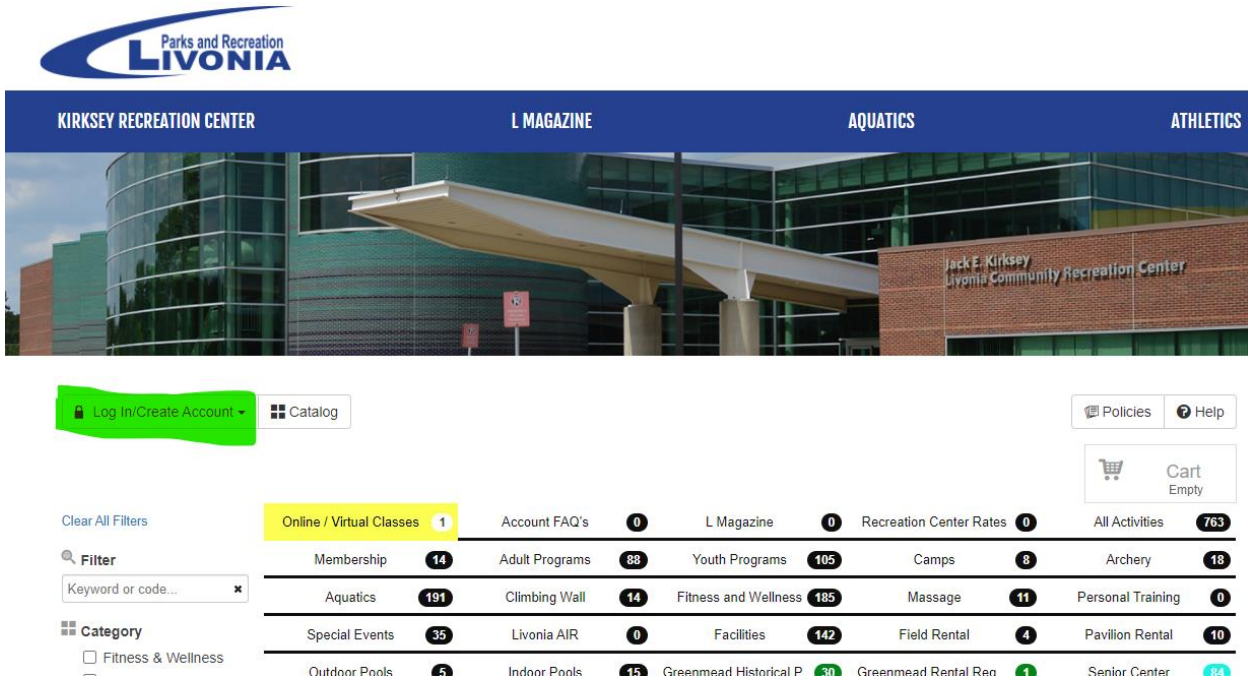
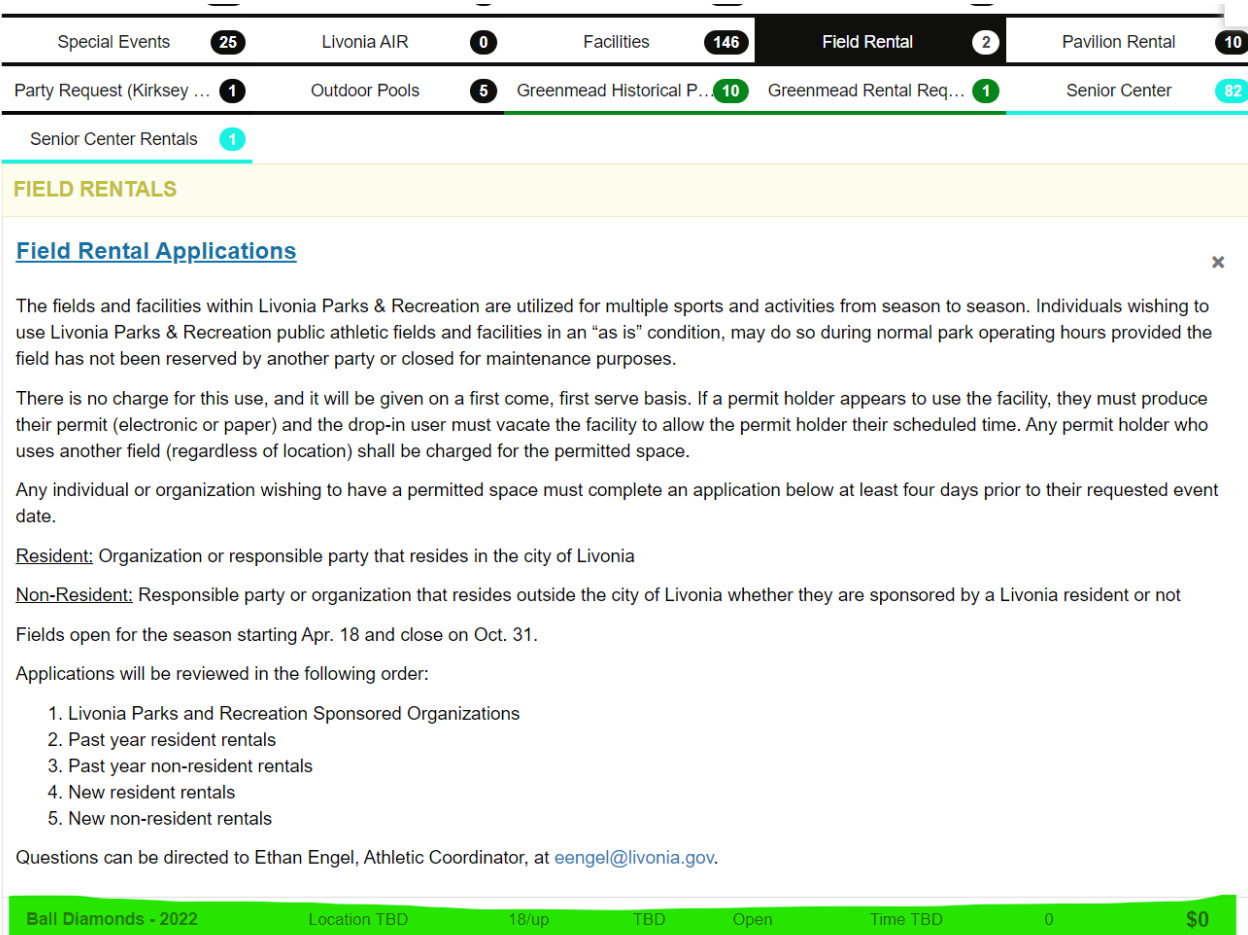


How To Submit A Field Rental Application

1. Log into or create an account with Livonia Parks and Recreation: <https://secure.rec1.com/MI/livonia-mi/catalog>





2. Once logged in, go to the Field Rental Tab and select the facility you would like to rent.




3. Select the individual submitting the application and click the green Add to Cart button.

Activity Field Rental Applications
Session Ball Diamonds - 2022
Location Location TBD
Date Range Year-round
Days TBD
Age/Gender 18/up
Fee \$0.00
Registration Jan 13 6a-Oct 14 5p

ACCOUNT MEMBERS

-  Ethan Engel (Adult)
Eligible
-  Add Account Member

 Add To Cart

4. The next box the comes up click the blue Checkout button in the bottom right-hand corner.

Fenced Diamonds - Bicentennial Park Diamonds 5, 6, 9 and 10


- Fee
 - Residents \$20/hour
 - Non-Residents \$35/hour

Standard Diamonds - All remaining ball diamonds

- Fee
 - Residents \$20/hour
 - Non-Residents \$35/hour


Rotary Park ball diamonds are leased to the Livonia Junior Athletic Association (LJAA) on an as-needed basis. Availability is subject to availability.

Activity Field Rental Applications
Session Ball Diamonds - 2022
Location Location TBD
Date Range Year-round
Days TBD
Age/Gender 18/up
Fee \$0.00
Registration Jan 13 6a-Oct 14 5p

#	Item	Total
1.	Ethan Engel for Field Rental Applications Ball Diamonds - 2022	\$0.00 


2022 Baseball & Softball Tour... Location TBD 18/up TBD

[Terms & Conditions](#)







TOTAL \$0.00  Checkout

5. Click the blue View/Print links to review both documents. These will be sent to you via email as well. Once read, click the green confirm attachment button.

Attachments

 \$0.00
1 Item







Attachments	View/Print
1. Inclement Weather Form Livonia Parks & Recreation Inclement Weather Policy	View/Print
2. Athletic Facility Rental Guidelines Athletic Facility Guidelines	View/Print

CHECKOUT FOR ETHAN ENGEL
 Browse Catalog
 Attachments
 Prompts
 Payment
 Review & Confirm
 Receipt

[Confirm Attachments >](#)


6. Answers all prompts on the next page. This is the section where you input your requested dates, times, and locations. If you are applying for more than one weekend, please include all dates in the appropriate section. When all prompts have been answered, click the green Submit Responses button.

Prompt	Response
General Prompts	
1. This rental request comes at least four days prior to my first requested rental date. If inside four days, Livonia Parks and Recreation will do their best to meet your request, but due to timing, may be unable to meet the request.	<input checked="" type="checkbox"/> I Agree
2. Are you requesting fields on behalf of an organization?	Yes <input type="radio"/> No <input checked="" type="radio"/>
3. If yes, what is your organization's name and address? (Leave blank if this does not apply)	<input type="text" value="Test"/>







CHECKOUT FOR ETHAN ENGEL
 Browse Catalog
 Attachments
 Prompts
 Payment
 Review & Confirm
 Receipt

[Submit Responses >](#)

8. There is no cost for the application. On the payment screen, click the green Review Transaction button.

Item	Price
1. Ethan Engel for Field Rental Applications Ball Diamonds - 2022	\$0.00 
Total Charges	\$0.00

Gift Card Code	<input type="text"/>	Amount	<input type="text" value="\$0.00"/>	<input checked="" type="checkbox"/> Apply
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CHECKOUT FOR ETHAN ENGEL
 Browse Catalog
 Attachments
 Prompts
 Payment
 Review & Confirm
 Receipt

[Review Transaction >](#)







9. Click the green Complete Transaction button. You will receive a confirmation email upon submission. If you did not receive this email, you did not complete the entire process.

Review & Confirm

Item	Price
1. Ethan Engel for Field Rental Applications Ball Diamonds - 2022	\$0.00
Total Charges	\$0.00

Payment Summary

No Payment

CHECKOUT FOR ETHAN ENGEL	
	Browse Catalog
	Attachments
	Prompts
	Payment
	Review & Confirm
	Receipt

[Complete Transaction >](#)


10. After completing the transaction, a receipt screen will come up. You will receive a copy of that receipt via email. Livonia Parks and Recreation will follow up as soon as they can in regards to your tournament.


Transaction Receipt

Receipt



Attachments

 Inclement Weather Form.pdf

 Athletic Facility Rental Guidelines.pdf



Livonia Parks and Recreation

15100 Hubbard
Livonia, MI 48154

734-466-2900
parks@livonia.gov
http://www.livoniaparks.org

Registration/Payment Receipt 34957732
01/13/2022 09:04 AM

Account Information
Ethan Engel
15100 Hubbard
Livonia, MI 48154 United States

Item	Amount Paid
Ethan Engel for Field Rental Applications Ball Diamonds - 2022	\$0.00
Total Payment	\$0.00

Questions? Contact Ethan Engel, Athletic Coordinator, at eengel@livonia.gov or (734)-466-2414.