



# LEMONT PARK DISTRICT TOURNAMENT RENTAL APPLICATION 2023



## APPLICANT/ORGANIZATION INFORMATION

Applicant Name/Organization \_\_\_\_\_ Contact Number \_\_\_\_/\_\_\_\_ - \_\_\_\_  
 Applicant/Organization Address \_\_\_\_\_  
 City \_\_\_\_\_ Zip \_\_\_\_\_ E-mail Address \_\_\_\_\_

## REQUESTED FIELD USE

Choice	Field Requested	Activity Game/Tournament	Lights Requested √	Start Date	End Date	Start Time	End Time
1 <sup>ST</sup>	Example: Quad South	Game	√	4/1/23	4/1/23	8:00 pm	10:30 pm
2 <sup>ND</sup>	Quad South	Game	√	4/8/23	4/8/23	8:00 pm	10:30 pm
1 <sup>ST</sup>							
2 <sup>ND</sup>							
1 <sup>ST</sup>							
2 <sup>ND</sup>							
1 <sup>ST</sup>							
2 <sup>ND</sup>							
1 <sup>ST</sup>							
2 <sup>ND</sup>							

\* If additional space is needed, please submit the appropriate Agreement. Any additional requests or changes to the above requests must be made in writing and submitted to the Facilities Coordinator.

## REQUIREMENTS FOR ATHLETIC FIELD USAGE

By signing this document, you are confirming the below requirements are completed on an **ANNUAL** basis. At any time, the Lemont Park District can request written proof of these requirements.

- All groups/organizations must be a Certified 501 C3 organization/group.
- Groups/Organizations are required to conduct criminal background checks.
- Certification of Coaches Effectiveness/Code of Conduct training for all Coaches within the organization.

All groups/organizations must submit the following documentation to the Facility Coordinator at least 3 days prior to the first reservation.

- Certificate of Insurance for \$1 million naming the Lemont Park District as additionally insured.
- Resident status groups/organizations only: Team rosters (electronically excel format) indicating players name, address, city, zip code, birth date with age and school, by team, not group/organization.

## SPECIAL ARRANGMENTS

Please Specify \_\_\_\_\_

## OFFICE USE ONLY

RESERVATION # _____	CHECK # _____ RECEIPT # _____
REQUEST RECEIVED ____/____/____	ENTERED RECTRAC ____/____/____ BY _____
FACILITY RENTALFEES: \$ _____	DEPOSIT PD: \$ _____
ADDITIONAL FEES: \$ _____	TOTAL DUE \$ _____



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## 2023 FEE STRUCTURE

Fee structure is established from direct costs related to the use of Lemont Park District owned athletic fields. Groups/organizations using park district fields, who require a separate registration fee is subject to the “per player fee”. All fees are reviewed and adjusted on an annual basis.

Resident status is defined as groups/organizations with **80% or more** Lemont Park District residents. To prove residency status, groups/organizations are required to submit rosters as a group/organization. Rosters must include a full listing of coaches/players names, addresses and schools which players attend. Groups/Organizations are invoiced by residency status as a group/organization and not by team or individual player.

- Resident Status Groups or Organizations pay a per player fee once annually + additional amenities
- All other groups or organizations pay a per hour/per field fee + additional amenities

Groups/Organizations will be billed any additional charges over and above the fee charged with documentation provided at time of billing. Example of this may include but are not limited to: additional lighting costs, equipment repair, building/field repair or other unexpected repairs and services performed by District staff.

Light use is separate from the per player fee and will be invoiced separately through Lemont Park District, based on Skylogix reports and user codes

Field use will be determined after the field allocation meeting.

<b>ADDITIONAL FEES</b>		Light Use	\$20.00/hour	\$30.00/hour	Net 30
		Additional Field Preparation: Fence Marking, Fence Installation <b>(Based on Availability)</b>	\$25.00/hour	\$35.00/hour	Net 30
		Additional Portajohn (ADA)	\$180	Centennial Campus\ Bambrick	Net 30
		Additional PortaJohn (Non-ADA)	\$135		
		Pumping Fee of Porta-Johns	\$27.50 per unit	\$150.00 Standard	
		Ballfield Attendant	\$25/hour		
<b>Tournament Fee Structure</b>					
	Groups 3-4 Baseball/ Softball	Tournament/Single Game Use <i>Resident Groups</i> (HOSTING)	\$30/game Resident Team Hosting	NA	Net 30
	Group 5 Baseball/ Softball	Tournament/Single Game Use (Renting/Hosting)	\$30/Game	\$45/Game	Net 30
	Basketball	Tournament	\$35 Per Hour	\$50 Per Hour	



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- Indoor Tournament Rentals (basketball, volleyball, pickle ball, other...)
  1. 50% of tournament fees are due at time of booking.
  2. Remaining balance is due seven business days prior to tournament.
  3. Fees are non-refundable if tournament cancellation takes place seven business days prior to the tournament start date.
- Outdoor Tournaments Rentals
  1. 50% of tournament fees are due at time of booking. Fees are based on 50% of the estimated number of games.
  2. Every year thereafter fees will be based on 50% of the number of games from the previous year. Deposit of 50% is due at time of booking or an amount agreed upon by both parties.
  3. Remaining fees must be paid seven business days after issued invoice.

Fees are non-refundable if tournament is canceled by the group or organization but will be refunded if tournament games are altered due to inclement weather

## PURPOSE

A permit is required for any organized event that requires participants to pay a registration fee other than those run by the Lemont Park District. Permits are required by all groups/organizations. General drop-in use of Park District open space does not require a permit; however, a group/organization with approval/permit shall have priority over no permit holders.

## SCHEDULING PRIORITY

Available facility/athletic field use is limited; as a result, request for use of all fields will be categorized as followed:

1. Lemont Park District (Park District programs including SEASPAR take priority over all other requests for facility/athletic field usage).
2. Lemont School District #113A & Lemont High School District #210 (as set forth within the intergovernmental agreement between the Lemont Park District, Lemont School District #113A and Lemont High School District #210).
3. Resident Recreation Status - defined as groups/organizations with at least 80% or more Lemont Park District or School District #113A/210 residents, who fit the mission of the Lemont Park District where everyone has an opportunity to play. If the organization CUTS players and there is no other alternative within the same organization regardless of residency status will be moved to the Resident Competitive/Status.
4. Resident Competitive/Travel League teams who CUT individuals and do not have a substitute in-house league to filter into and is a group/organization with at least 80% or more Lemont Park District or School District #113A/210 residents.
5. Non-Resident Competitive Organizations or Organizations who do not fall in the scheduling priority list.

To prove residency status, groups/organizations are required to submit an organization roster (electronically in excel format) including a full listing of coach/player names, addresses and schools which players attend by group/organization.

The Lemont Park District will attempt to accommodate all requests made, however, due to the high demand of facility/athletic field use, requested date(s) may not be available.

## REQUIREMENTS (the following documentation must be submitted with application)

Updates/changes to the documentation below must be submitted immediately.

- **INSURANCE REQUIREMENTS:** Certificate of Insurance for \$1 million naming the Lemont Park District as additionally insured. Insurance must be maintained throughout the season for which it is filed.
- **REFERENCE REQUIREMENTS:** Providence of at least two references of other facilities that an organization has held tournaments within the Chicago land Area.



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- **CRIMINAL BACKGROUND CHECKS:** The Park District requires all groups/organizations that use Park District facilities/athletic fields to perform State of Illinois criminal background checks on all coaches/volunteers associated their program. Groups/Organizations are required to submit a letter of inquiry and/or signed affidavit as proof indicating that coaches/volunteers associated with the group/organization in question is cleared of any criminal convictions.

## FIELD USE/ MODIFICATIONS

Requests to improve Park District facilities/athletic fields shall be submitted, in writing, to the Facilities Coordinator for Park District approval. Non-compliance will result in the revocation of the agreement and loss of permitted use. Improvements do not include field dimension changes.

Requests for changes in field dimensions must be submitted to the Facilities Coordinator 30 days prior to the start of the season and are subject to the approval of the Park District.

No temporary or permanent structures/equipment shall be erected on Park District property unless approved by staff. Such equipment will also be designated for community use. Submission of a request to modify or improve a site does not constitute approval. Approval will be given according to Park District Policy.

All Park District owned fields will be mowed and maintained according to park district schedule. Groups/organizations are not authorized to mow on park district property at any time.

Adding additional fields to a site without Park District approval will result in additional fees and possible revocation of issued permits.

## **NOTICE OF FIELD/FACILITY EXCHANGE**

Fields/facilities may only be exchanged with groups/organizations that have completed the application process and have been permitted space. Organizations/groups may give up their permitted space only when both parties agree in writing. The Lemont Park District will reissue permits to all organizations/groups involved. Notification of a field exchange must be submitted within 5 business days of event.

Users may not sublease fields/facilities under any circumstance. Subleasing of fields/facilities or failure to notify Park District staff of a field exchange will result in revocation of all permits/use.

## **FACILITY/ATHLETIC FIELD USE RULES AND REGULATIONS**

Failure to adhere to the following information may result in: 1) Immediate forfeiture of your event, and fees paid, 2) Disqualification from future rentals, and if necessary 3) Law Enforcement officials may be called.

- Park District issued permits must be in possession of group/organization at the time of use.
- Charging of admission fees and parking fees is strictly prohibited. Other arrangements can be agreed upon.
- All functions conducted in Lemont Park District facilities must be in accordance with the District's standards, and therefore, not be in violation of any park district regulations and or ordinances.
- The Lemont Park District supports a "smoke free" environment. This means that there is no smoking allowed on District property
- Selling food or other items on site is not allowed without Park District approval.
- Amplified sound is not allowed during facility/athletic field use without written approval.
- Property boundary walls or fences are not to be used as backstops.



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## Behavior Management Policy

All participants are expected to exhibit appropriate behavior at all times. The following guidelines have been developed to help make programs safe and enjoyable for all participants. Additional rules may be developed for specific programs as deemed necessary by staff.

The agency insists that all participants comply with a basic behavior code. All participants shall:

1. Show respect to all participants, staff, and volunteers. Participants should follow program rules and take direction from staff.
2. Refrain from using abusive or foul language.
3. Refrain from threatening or causing bodily harm to self, other participants, or staff.
4. Show respect for equipment, supplies, and facilities.

The following infractions will constitute utilization of the discipline procedures.

1. Harming ones' self-such as, but not limited to:
  - a. Leaving grounds without permission.
  - b. Leaving designated group without permission.
  - c. Climbing on objects that are not recommended by staff.
  - d. Physical damage to self.
  - e. Possession, use or transfer of alcohol, illegal drugs, tobacco, or tobacco products.
2. Harming others such as, but not limited to:
  - a. Fighting
  - b. Throwing objects at or near others.
  - c. Bringing or using weapons, i.e., knives, glass, sharp objects, etc.
  - d. Hitting, kicking, or biting others.
  - e. Extreme verbal abuse.
  - f. Profanity
  - g. Showing disrespect to other participants and staff.
  - h. Other aggressive behavior including any verbal or physical bullying.
3. Damage to Property
  - a. Vandalism
  - c. Breaking, damaging, or destroying property.
4. Theft
  - a. Taking any item that does not belong to the child.

## SITE SPECIFIC USE

Some sites may include restrictions and/or restricted use due to site location. The following regulations apply:

- **CONCESSIONS:** The Lemont Park District reserves exclusive rights to sell concessions at Park District owned facilities/athletic fields. Concessions at designated concession buildings are licensed under separate licensing agreement. Groups/organizations interested in providing their own temporary concessions must seek approval from the Park District and meet all requirements set forth by the Will/Cook County Health Department. A full inspection by the Health Department must be scheduled and completed by your group/organization. Groups/organizations are fully responsible for coordinating and attending all meetings with Health Department officials. After successful completion, the Health Department will issue a Temporary Food Permit. By signing this agreement your organization acknowledges that it will adhere to this requirement and Lemont Park District reserves the right to see proof of Temporary Food Permit if needed. Outside vendors providing food service require special use permits along with providing Park District staff a Certificate of Insurance naming the Lemont Park District as additional insured for \$1,000,000.00
- **LIGHTED FIELDS:** Lighted field use will only be available by request. Lights are not to be turned on before 6:15 p.m. regardless of the day or time of year. Turning on lights prior to 6:15 pm will result in a substantial demand



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charge. Any/all demand charges will be billed directly to the group/organization under this agreement. **LAST GAMES START NO LATER THAN 9:00 PM.** All games are to be completed and lights turned off by 10:15 p.m. Failure to turn off lights according to the designated times will result in additional fees (up to \$50.00/hr.) and loss of permitted facility/athletic field use.

- **TEMPORARY, PORTABLE LIGHTING:** Request for use of temporary, portable lighting systems must be submitted in writing to the Lemont Park District at least 30 days prior to use. Along with this request, groups/organizations must indicate placement of units and where each unit will be stored when not in use. All units should be locked and secured at all times.
  - If approved, it is the responsibility of the group/organization to order, place and maintain temporary/portable lighting units.
  - If approved, groups/organization must provide the Lemont Park District a statement of additional insurance coverage that indicates liability or negligence involving use of temporary lights is covered. Such proof is required prior to facility/athletic field use.
- **RESTROOMS:** Number of portable units per site will be based on the amount of facility/athletic field use at each site as determined by Park District staff. Units will be ordered & placed by a contracted service. Units will include insurance to cover any damage or vandalism. Park District will clean all permanent restroom facilities once daily. During your scheduled use, it is the responsibility of your group/organization to maintain the cleanliness of **all** restrooms, including portable units.
- **TRAFFIC AND PARKING:** Participants/park guests must utilize designated parking areas only. Violators are subject to citation, vehicle towing and/or additional fines.
- **LITTER/TRASH COLLECTION & WASTE MANAGEMENT:** Groups/organizations are required to police grounds for litter/trash after facility/athletic field use. Adjacent areas affected by group/organizations facility/athletic field use must be clear of trash as well. Dumpsters are provided. If it becomes necessary for Park District staff to perform litter/trash pickup resulting from facility/athletic field use, the group/organization responsible will be invoiced for all direct costs involved.

## **FIELD SET-UP, MAINTENANCE, SUPPLIES and MATERIALS**

Base pegs, home plates, pitching rubbers, or goals may not be moved from their original locations for any reason once athletic fields have been setup without permission from Park District staff. Failure to do so will result in additional fee(s) and/or loss of permitted use.

After your scheduled use, facilities/athletic fields must be left in playable condition for the next group/organization. Failure to do so will result in additional fee(s) and loss of permitted use. Facilities/athletic fields left in poor condition after use may be closed for repair by Park District staff.

Please see the Field Set Up Appendix for more information on what to expect for field set up.

## **CANCELLATIONS**

Cancellation of facility/athletic field use must be received in writing at least 5 business days prior the date reserved. Activities reserved by permit may be cancelled at any time by Park District staff for reasons including, but not limited to, unsafe conditions, facility damage or participant safety. Permitted groups/organizations are responsible for the safety of their participants and spectators. In the event a game is cancelled by Park District staff, a make-up date may be requested. Park District staff will attempt to accommodate additional requests. However, due to the high demand of facility/athletic field use, additional date(s) may not be available.



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## RESPONSIBILITIES OF EACH GROUP/ORGANIZATION

Responsibilities of each group/organization include, but are not limited to the following:

- Facility cleanliness before, during and after each use.
- Crowd control while using assigned facilities (i.e. parking).
- Refrain from using facility/athletic fields when conditions are not safe or unfavorable.
- All functions conducted in Lemont Park District facilities must be in accordance with the district's standards, and therefore, not be in violation of any park district regulations and or ordinances.

## GENERAL INDEMNIFICATION

I certify that all the information as listed above is accurate and correct. I have read the Athletic Field Usage Agreement pertaining to the use of Lemont Park District facilities and will 1). Be responsible for all injuries caused by such use, 2). Adhere to the rental hours agreed to through the signed contact and 3). Reimburse the Lemont Park District for all loss or damage to Park District equipment/property caused by such use. In consideration of participation as specified at the location requested, for the date(s) and time(s) requested, I do hereby release and hold harmless for Lemont Park District from any and all liability or claims for damage or injury to person or property of the undersigned due to permittee's use of said facility (ies), by reason of any act or omission by the Lemont Park District or any of its officers, agents or employees or the condition of its property.

I \_\_\_\_\_ agree to pay \$\_\_\_\_\_ per game for all games held during the following dates.

Date of Tournament: \_\_\_\_ and will submit payment no later than 30 days exceeding the tournament.

I \_\_\_\_\_ agree to pay any additional fees associated with the tournament, no later than 30 days exceeding the tournament.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Tournament Director

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Facilities Coordinator



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