



# LEMONT PARK DISTRICT

## ATHLETIC ORGANIZATION FACILITY USAGE AGREEMENT

2023



### APPLICANT/ORGANIZATION INFORMATION

Applicant Name/Organization \_\_\_\_\_ Contact Number \_\_\_\_/\_\_\_\_ - \_\_\_\_

Applicant/Organization Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_ E-mail Address \_\_\_\_\_

### REQUESTED FIELD/FACILITY USE

| Choice          | Field Requested     | Activity Game/Practice | Lights Requested | Start Date | End Date | Day Of The Week | Start Time | End Time |
|-----------------|---------------------|------------------------|------------------|------------|----------|-----------------|------------|----------|
| 1 <sup>st</sup> | Example: Quad South | Game                   | √                | 4/1/23     | 4/1/23   | Friday          | 8:00 pm    | 10:00 pm |
| 2 <sup>nd</sup> | Example: Quad North | Practices              | √                | 4/8/23     | 6/1/23   | Thursday's      | 8:00 pm    | 9:30 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> |                     |                        |                  |            |          |                 |            |          |

\* 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.

### OFFICE USE ONLY

RESERVATION # \_\_\_\_\_ CHECK # \_\_\_\_\_ RECEIPT # \_\_\_\_\_

REQUEST RECEIVED \_\_\_\_/\_\_\_\_/\_\_\_\_ ENTERED RECTRAC \_\_\_\_/\_\_\_\_/\_\_\_\_ BY \_\_\_\_\_

FACILITY RENTAL FEES \$ \_\_\_\_\_ 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. In addition, a residential organization **MUST** have four or more teams equaling to 48 participants. 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) or (pay a 30% discounted rate for basketball).
- All other groups or organizations pay (a per hour/per field/facility fee + additional amenities) or (pay a discounted fee for a minimal of 5 rentals).

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.

Each user group will be granted two free rentals outside their assigned game/practice facility to be used for meetings such as uniform fittings or board meetings. Additional reservations for facilities outside the regular practice/game facility will be charged at a discount of 30% of the resident rate.

| 2023<br>FEE STRUCTURE                      | ACTIVITY      | SEASON                                 | RESIDENT<br>GROUP/ORG.                         | OTHER<br>GROUP/ORG.                   | PAYMENT<br>DUE DATE   |
|--|---------------|--|--|---------------------------------------|-----------------------|
|  |               |  | PER PLAYER FEE                                 | PER<br>PRACTICE<br>/GAME<br>PER FIELD |                       |
| <b>Centennial/Bambrick Northview Parks</b> | Base/Softball | Spring (April – June)                  | \$28.00  | \$50.00                               | April 1 <sup>st</sup> |
| <b>Centennial/Bambrick Northview Parks</b> | Base/Softball | Spring (April – June) Including Lights | \$32.00  | \$50.00                               |                       |
| <b>Centennial/Bambrick Northview Parks</b> | Base/Softball | Fall (Sept. – Nov.) Including Lights   | \$20.00  | \$50.00                               | Sept 1 <sup>st</sup>  |
| <b>Bambrick Park</b>                       | Lacrosse      | Fall (Sept. – Nov.)                    | \$23.00  | \$50.00                               | Sept. 1 <sup>st</sup> |
| <b>Bambrick/ Covington</b>                 | Football      | Fall (Sept. – Nov.)                    | \$23.00  | \$50.00                               | Sept. 1 <sup>st</sup> |
| <b>Bambrick/Centennial Campus</b>          | Soccer        | Fall (Sept. – Nov.)                    | \$23.00  | \$50.00                               | Sept. 1 <sup>st</sup> |
| <b>Core Gym</b>                            | Basketball    | All Year                               | \$45.00/hour (30% off \$65/hour Resident Rate) | \$65.00 per hour w/5 rental minimum   | Monthly               |
| <b>Core Gym Half Court</b>                 | Basketball    | All Year                               | \$24.00/hour (30% off \$35/hour Resident Rate) | \$35.00/hour w/5 rental minimum       | Monthly               |
| <b>Outdoor Basketball CT. Full Court</b>   | Basketball    | All Year                               | \$25.00/hour                                   | \$40.00/hour                          | Monthly               |



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|                        |  |  |              |              |                |
|------------------------|--|--|--------------|--------------|----------------|
|                        |  |  |              |              |                |
| <b>ADDITIONAL FEES</b> |  | Light Use  | \$20.00/hour | \$20.00/hour | Net 30         |
|                        |  | Additional Field Preparation:<br>Fence Marking, Fence Installation<br><b>(Based on Availability)</b> | \$25.00/hour | \$35.00/hour | Net 30         |
|                        |  | Game Cancellation Fee  | \$25.00      | \$25.00      | Within 24 hrs. |
|                        |  | Scoreboard/ Basketball Game  | \$15.00/day  | \$25.00/day  | Net 30         |

Requests for athletic facility use will be accepted beginning the first business day in January.

### PAYMENTS

- Longstanding rentals: Rentals that meet on a regular basis for at least 3 consecutive months
  1. The first month's rentals must be paid up front as well as \$100 deposit to hold respective dates.
  2. Renters will be invoiced on the second Monday of the month for the following months rentals.
  3. Payment must be received by the third Monday of the month for the following months rentals.
  4. If payment is not received by the third Monday of the month preceding the rental month, the deposit will be forfeited.
  5. If the late payment is not received by the fourth Monday of the month preceding the rental month, the rental month will be cancelled, and all future rentals will be on hold until the account is brought current including an additional \$100 to replenish the deposit.

### 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 partner Special Recreation Agency 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 Groups/Organizations:
  1. Defined as groups/organizations with at least **80% or more** Lemont Park District or School District #113A/210 residents.
  2. Operates within a recreational league where everyone is offered a position to play and players are evenly distributed throughout the league based on skill.
  3. Recreation teams generally play teams within the same (in house) or contiguous (nearby) league.
  4. If the organization allocates players into groups and or divisions based on skill level, the group/organization will revert to Resident Competitive Group/Organization.
4. Resident Competitive Group/Organization:
  1. Defined as groups/organization with least **80% or more** Lemont Park District or School District #113A/210 residents.
  2. Operates by evaluating and allocating individuals based on skill level and do not have a substitute in-house league to participate in where everyone has an opportunity to play.
5. Non-Resident Groups/Organizations who do not fall in the scheduling priority list.



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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 reserves the right to determine appropriate group/organization category and will assign use accordingly.

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.

**ALLOCATION FORMULA**

If two or more groups/organizations exist and are unable to divide the available space in a fair and equitable manner, the Park District will use the following formula will be used to allocate the number of fields/spaces that will be made available to each group/organization.

- Total number of group/organization participants that are Park District residents will be divided by the minimum roster size for each sport to determine the total number of teams in a group/organization.
- Minimum Roster Size: Baseball/Softball (**12**), Football (30), Soccer (regulation 14) or 7 on 7 (10). Basketball (10) This may be altered if approved by Park District personnel.
- The total number of teams in an organization will then be divided by the total number of teams from all groups/organizations in question to determine an organization's allocation percentage.

**An example of this would be:**

Group A has 120 Participants  
120 divided by **12** equals **10**  
 teams.

**10** divided by **15** equals **67%** to Group A

**10** plus **5** equals **15**  
 teams

Group B has 60 Participants  
60 divided by **12** equals **5** teams.

**5** divided by **15** equals **33%** to Group B

**Example:**

Quad South

**Group A gets 67% of time.**

**Group B gets 33% of time.**

**Facility scheduling time allocation component**

Each Team will be allocated one field for four hours per week for practice/games + extra time determined by District for rainouts. Residential Basketball Organizations will be given priority for rental time, with the option implementing the allocation formula allowing all other organizations to reserve time on a first come first serve basis.

**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.
- **ORGANIZATION ROSTERS:** Organization rosters (electronically excel format) must be submitted indicating players name, address, city, zip code, birth date with age and school, by group/organization.



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### **FACILITY/ATHLETIC 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 would 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/ FACILITIES 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/facility 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/facility exchange will result in revocation of all permits/use.

**After the field allocation meeting a mandatory date of scheduling will be determined, and all organizations that have received allocation time slots must submit their schedule to the Facilities Coordinator. The schedule must include practices, travel home/away games, and in-house games. If an organization fails to submit their schedule on that date, their allocated time is subject to change.**

### **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, unless other arrangements have been made.
- 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.

### **LIGHTNING PROTECTION**

Lightning's behavior is random and unpredictable. While the risk of lightning strikes and injuries cannot be eliminated, *preparedness and quick response* are the best defenses towards reducing the lightning hazard. The Lemont Park District has invested in a Lightening Alert System known as WeatherBug at Centennial Campus. All Organizations are encouraged to sign up for lightening alert emails, which will notify coaches and managers of lightening within a 10-mile radius, and to clear the fields. Centennial Campus is equipped with two lightening alert systems including a strobe and horn.



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What does the strobe and horn mean?

One Long 15-Second Horn Blast = Lightening Detected – SEEK SHELTER NOW (Outdoor Activity is immediately suspended.)

STROBE FLASHING = Lightening in Area- under Alert – SEEK SHELTER NOW – (Outdoor Activity is immediately, and continues to be, suspended.)

Three Short 5-Second Horn Blasts = All Clear – Safe to resume outdoor activities.

The Lightening Alert System cannot be solely used for detecting lightening. As always, it is the policy of the Lemont Park District that all outdoor activities and contests are immediately suspended when lightning is spotted, or thunder is heard. All participants and spectators are to be cleared from the field and find safe shelter. In all cases, the following procedure will be followed:

At the first signs of lightning or thunder or the activation of the Lightening Alert System, immediately suspend all outdoor activities. "If you can hear it (thunder), Clear It (suspend activities)."

**SEEK** Enclosed & Grounded Building, Enclosed Automobile/Truck, Approved Lightening Shelter

**AVOID** the outdoors, open areas, water, tall trees, metal fences, overhead wires & power lines, elevated ground, golf carts, mowers, rain shelters.

Outdoor activities may resume once the all clear (3 short 5-Second Horn Blasts or Wait 30 minutes after the last observed lightning or thunder is seen or heard.

Game officials will signal a resumption of activities.

*(For more information, please refer to the National Lightning Safety Institute.)*

**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, a Temporary Food Permit will be issued by the Health Department. A copy shall then be submitted to the Park District for record at least 5 business days prior use. 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 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



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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 issuance coverage that indicates liability or negligence involving use of temporary lights are 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.

Fields will be dragged, and baselines chalked prior to the first game scheduled each day, weather pending.

### CANCELLATIONS

Cancellation of facility/athletic field use must be received in writing at least 24 days prior the date reserved. If a game is not played that was previously scheduled, a \$20 fee will be issued. 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 Park District staff cancel a game, 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.

### RESPONSIBILITIES/BEHAVIOR MANAGEMENT OF EACH GROUP/ORGANIZATION

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

- 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.
- 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.



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- All organizations in association with the Lemont Park District through rentals, field use or tournaments must follow all Lemont Park District Rules and Guidelines including but not limited to: ADA Policy, Non-Discrimination and Harassment Policy, Smoking Policy, as well as the Lemont Park District general use ordinances.

**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
  - b. Breaking, damaging, or destroying property.
4. Theft
  - a. Taking any item that does not belong to the child.

**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





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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.

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

**Revised: AJM 1/24/2023**