VILLAGE OF
LINCOLNSHIRE
PUBLIC WORKS DEPARTMENT

NORTH PARK SPORTS CAMP APPLICATION

APPLICANT INFORMATION	
Organization Name:	Phone #:
Address:	
City, State, Zip:	
Park:	

PROGRAM DESCRIPTION	
Camp Title:	
Camp Dates:	
Start Time:	End Time:
Number of Participants:	Ages of Participants:
Field Requirements (Size & Type):	

REQUIRED DOCUMENTATION

Please attach the following documents with your application:

1. Certified roster of participants (including names, ages, and contact information)
2. Certificate of insurance listing the Village of Lincolnshire as additional insured.
3. Completed waiver forms for all participants (to be submitted before the camp starts).

FIELD USAGE DETAILS
Desired Field(s):
Field Availability Requested (days and times):

PAYMENT INFORMATION
Camp Fee ($1000) per week. All checks shall be made payable to the Village of Lincolnshire
Additional Services Needed (e.g., lighting):

CANCELLATION AND REFUND POLICY ACKNOWLEDGMENT

I acknowledge that refunds will be provided under the following circumstances:

- If fields are deemed unplayable by the Village.
- If written cancellation notice is received at least one week prior to the camp start date.
- If the Village cancels the camp due to scheduling conflicts.

COMPLIANCE AND RESPONSIBILITY AGREEMENT

I understand that my organization will be responsible for any damages incurred during our usage of North Park athletic fields. An inspection will be conducted post-camp, and any damages will be billed to the permit holder.

SIGNATURE
By signing below, I certify that the information provided in this applicatio0 is accurate and that I have read and understood the North Park Sports Camp Policy.
Name:
Title:
Signature:
Date:

North Park Sports Camp Application – Village of Lincolnshire, IL – Public Works Development

POLICY

Purpose

The North Park Camp Policy is established to provide guidelines for the use of North Park for organized camps, ensuring the fields are utilized efficiently while maintaining their quality**.**

Camp Usage Fees

A fee of $1000 per camp covers North Park field use for up to 5 days. Camps exceeding 5 days or spanning multiple weeks require a separate application and payment.

Application Usage Fees

1. Submission Timeline: Permit requests must be submitted no less than sixty (60) days prior to the start date of th and no more than one hundred twenty (120) days in advance.
2. Notification: Applicants will be notified approximately thirty (30) days prior to the camp start date regarding the approval status of their request.
3. Required Documentation:
    - Certified roster of participants.
    - Proof of insurance with the Village of Lincolnshire listed as additional insured.
    - Program description including:
        - Camp dates and times.
        - Number of participants and their ages.
        - Field requirements (size and type).

Field Availability

Field availability will be assessed by Village staff based on existing usage levels and the overall condition of the fields. Reserved practices and/or games will have priority over all other uses.

Payment of Fees

- The $1000 camp fee must be paid upon application approval
- Payment for additional services (e.g., lighting) will be invoiced based on usage.

Refund Policy

Refunds will be provided under the following circumstances:

1. If fields are deemed unplayable by the Village.
2. Written cancellation notice is received at least 24 hours prior to the camp start date
3. If the Village cancels the camp due to scheduling conflicts.

Insurance and Waiver Forms

All camps must provide:

1. A certificate of insurance listing the Village as additional insured.
2. Waiver forms for all participants. Copies of signed waivers must be submitted prior to the camp start date

Athletic Field Usage Hours

Camps at North Park may utilize the fields from 7:00 a.m. to 10:00 p.m. with potential extensions until 11:00 p.m. if fields are permitted for use.

Compliance and Damage Responsibility

Camp organizers are responsible for any damages incurred during their usage. An inspection will be conducted post-camp, and any damages will be billed to the permit holder.

Approval Process

All applications for camps will be evaluated based on their alignment with Village policies, available field space, and potential community benefit.

Contact Information
Applications and inquiries should be directed to:
Lincolnshire Public Works Department
Attn: Josh Biddinger jbiddinger@lincolnshireil.gov
205 Schelter Road Lincolnshire, IL 60069

This policy is designed to facilitate organized camps while ensuring the safety and quality of North Park athletic fields for all users.

Waiver Form

Sports Liability Waiver Form

In consideration of being allowed to utilize the North Park Athletic Fields on _____
date

For the purpose of _____, I _____
event name participant name

Acknowledge and agree that:

1. I hereby acknowledge and confirm that my participation in this sporting event and activities carries with it inherent and serious risks, including but not limited to property damage, bone fractures, slight and serious physical injuries or death. I further agree that my participation in this sports event and the activities associated with it are voluntary and I assume all risks and responsibilities arising from my participation.

2. I discharge the Village of Lincolnshire, their officials, employees, Mayor and Board of Trustees, other participants and authorized agents of the Village of Lincolnshire, with respect to any injury, illness, disability, death and loss to person or property arising from my participation, whether arising from the negligence of the Village of Lincolnshire or others.

3. I promise not to sue and indemnify the Village of Lincolnshire from any liabilities arising from my participation, whether arising from the negligence of the Village of Lincolnshire or others.

4. I understand and assume all risks associated with participating in this activity. I further agree to hold the Village of Lincolnshire, its employees, representatives, volunteers and agents harmless in any and all liability actions, claims or additional legal action in connection with the participation of the event listed above.

I have read the waiver, fully understand its terms, and by signing it, I have given up substantial rights and sign it freely and voluntarily.

Signature:

Name:

Date: