VILLAGE OF
LINCOLNSHIRE
PUBLIC WORKS DEPARTMENT

FIELD USAGE PERMIT APPLICATION

POLICY

- The Field Usage Policy for the Village of Lincolnshire has been established to provide a systematic method for utilization of the Village's playing fields. It has also been developed to protect and ensure that those fields are in top condition.

- A permit is required for any organized game or practice, other than those run or organized by Lincolnshire Sports Association or the Village of Lincolnshire. The Village does not rent Athletic Fields by the hour for individual use. General drop-in use of the Village athletic fields does not require a permit and is available on a first come, first serve basis. Drop-in use is limited to four hours and does not include any organized league games or practices. A group with an approved permit shall have priority use of the fields over a group without an approved permit. Any individual or organization wishing to use the playing fields for team use for more than four hours in any given season is required to file an application under Classification D. A separate application and criteria are required.

- Permit requests by all applicants must be submitted, not less than sixty (60) days prior to the date(s) requested and not more than one hundred and twenty (120) days in advance of the date(s) requested. Permits will be considered on a first come, first served basis. Applicants will be notified approximately thirty (30) days prior to the first requested field usage date if their request is approved or not.

- Field conditions are determined by staff. If staff determines that the fields are not playable then no play will be held. Fields will be scheduled based on existing usage levels for the overall facility and the ability to keep the fields in good playing condition. The Village of Lincolnshire shall invoice any applicants which cause damage during use of any of its playing fields. In addition to field fees there will be additional charges for lights.

- Applicants requesting a permit on a non-seasonal basis shall be required to pay the established fee at the time of application. Should an application be denied all fees will be refunded. A minimum of one hour is required for each field reservation but may be reserved in increments of thirty minutes after the minimum one hour period.

- Applicants requesting a permit on a seasonal basis are required to apply under Classification D. See Village of Lincolnshire Field Usage Criteria for Classification D and the Field Usage Application Classification D. Fees for seasonal use shall be due to the Village of Lincolnshire within ten business days after the first day of play. If fees are not received within ten business days, the remaining field dates will be cancelled and made available to other teams. Applications and fees shall be submitted to: Lincolnshire Village Hall, 1 Olde Half Day Road, Lincolnshire, IL 60069

- It is understood that normal wear and tear is acceptable. However, any damage beyond what is considered normal wear and tear will be charged to the permit holder. The permit holder is responsible for all damage done to Village property as a result of their use. This would include, but not be limited to, heavy play on fields after a rain event, damage to fencing, park amenities, trash, etc. At the conclusion of the each scheduled event, an inspection of the picnic area will be performed by Village staff to determine if the athletic field area was damaged. If there are damages and/or

expenses incurred by the Village as a result of said event, the permitee shall be responsible for the costs of such damage and may be invoiced for all such costs.

- A refund of athletic field permit fees shall be made for the following reasons:

1. If the Village of Lincolnshire believes that the athletic field is in unplayable condition and/or may be damaged due to field conditions, no play will be allowed and a refund or a credit towards a substitute time will be issued, in the Village's sole discretion.

2. If the group or individual provides written notification of cancellation to the Village at least one week prior to the date reserved. *NOTE: written notification is required for each individual field, date and time and does not apply to seasonal permits.*

3. An applicant who wishes a refund for a seasonal permit must provide a written notification of cancellation not less than one week prior to the date requested.

4. The Village of Lincolnshire cancels a permitted use of the athletic fields due to a conflict with a Village use.

- All groups or organizations who provide organized play of sports and who are requesting a permit for use of Village playing fields, must provide, at the time of application, a certificate of insurance listing the Village of Lincolnshire as additional insured and a copy of the waiver form to be completed by its participants. This waiver shall clearly state the Village of Lincolnshire is relieved from any and all responsibility arising out of use of the playing fields.

- The Village of Lincolnshire shall request the holder of the permit for organized play to provide copies of all signed waiver forms for each participant intending to use the playing fields.

- Insurance and waiver forms are not required of groups or organizations who are requesting a permit for use of playing fields for a private party, outing or similar one time activity who do not provide regular organized play.

- Subject to Village use, Lincolnshire Sports Association has priority use of all fields. Fields will not be permitted for use during dates and times reserved for Lincolnshire Sports Association.

ATHLETIC FIELD CLASSIFICATIONS
Classification A: (Village of Lincolnshire) The Village of Lincolnshire shall have first priority for use of the North Park Athletic Fields and, provided the Village's use conflicts with a permit for use, may cancel or reschedule any permits for use of the North Park Athletic Fields at its discretion.
Classification B: (Lincolnshire Sports Association) Lincolnshire Sports Association - The Village of Lincolnshire does not provide organized sports activities for its residents. LSA fills this need through volunteer service and is recognized as providing a valuable service to the community. For this reason they shall have second priority for use of the North Park Athletic Fields. The Village may review the participant fee for use of North Park Athletic Fields and therefore reserves the right to increase fees appropriately as needed.
Classification C: (Affiliates of Lincolnshire Sports Association) LSA may wish to establish a partnership with an organization to provide assistance in supporting its programs. LSA shall enter into an Affiliate Service Contract with the Village and each partner organization (an "Affiliate"). The form of the Contract shall be approved by the Village Board. The Affiliate shall complete a Program Proposal Form prior to entering into the Affiliate Service Contract. The Village shall evaluate the program based upon the following criteria. Those programs not meeting the criteria shall be presented to the Park and Village Boards for review and approval.

Affiliate Criteria:

a. The program shall identify a direct benefit to residents of the Village.
b. The program shall identify a direct benefit to LSA.
c. The Affiliate has been previously approved by the Village as an Affiliate and has complied with all park regulations and has not caused damage to the facilities.
d. The Affiliate is offering a program similar to that which has historically been offered by LSA.
e. Field time is available.

Copies of all agreements establishing such partnerships shall be submitted with the application.

Roster Requirements: Once an affiliate is approved, each affiliate shall provide a certified team roster for the current program year. This roster shall include each participants age group, home address and school name. This roster is required to be provided prior to the start of each season. These rosters shall also include the following information:

- Number of Lincolnshire Residents
- Number of Non-Lincolnshire residents
- Age group, home address and school name information of each participant

Failure to provide rosters to the Village of Lincolnshire in any season will result in immediate termination of the affiliate agreement.

The applicant shall require all of its participants to sign the standard Lincolnshire sports liability waiver form. Copies of the all waiver forms shall be submitted at time of application. Signed copies of waivers shall be submitted for each player at the time of payment.

Classification D: (Non-Affiliates)
Any individual or organization wishing to use the North Park Athletic Fields that is not affiliated with the Village of Lincolnshire, LSA, or a partner with LSA, is required to apply for North Park Athletic Field usage under this classification. A separate application and criteria are required.

a. Applications shall not be submitted less than sixty (60) days nor more than one hundred twenty (120) days prior to the start of play. Notification of field availability, if any, will not be provided until approximately 30 days prior to the start of play.

b. The applicant must provide a certified team roster for the current program year. This roster shall identify each participants age group, home address and school name. This roster shall be provided with the application.

c. The applicant is required to provide proof of insurance at the time of application.

d. A program description shall be required and shall include:

    i. The North Park Athletic Field number requested (fields are numbered and must be identified by the applicant on the application form) and size of field.
    ii. Number of teams and ages of team members
    iii. Number of hours of field time broken down into practices and games
    iv. Start date and end date for each season (fall or spring)
    v. Days and times of days requested

e. The need for lights will be determined by the Village. The applicant will receive a listing of dates and times for lights with the final permit. Applicant will be responsible for any applicable lighting fees as herein described.

f. Class D usage fees are required to be paid within ten business days after the first day of play.

g. Selection for Classification D status for single events meeting the above criteria is determined by Village staff. Requests for three or more events in a single year will be

determined by a recommendation from the Park Board with final approval by the Village Board. This process may take up to sixty days.

h. The ability of the North Park Athletic Fields to support play is determined by staff. This is based on existing usage levels and the ability to keep the North Park Athletic Fields in good condition.

i. The applicant shall require its participants to sign the standard Lincolnshire waiver form or a pre-approved equivalent waiver form. A copy of the waiver form shall be submitted at time of application. Signed copies of waivers shall be submitted for each player at the time of payment.

Permits are not required to use the athletic fields at Spring Lake Park.

FIELD USAGE HOURS	
Spring Lake Baseball Field	8 a.m. – 9 p.m.
Olde Mill Park Baseball and Soccer Fields	8 a.m. – 9 p.m.
NOTE: Spring Lake Park and Olde Mill Park do not have lighted fields	
North Park Baseball and Soccer Fields	7 a.m. – 10 p.m.
NOTE: North Park has two lighted baseball fields and four lighted soccer fields. North Park hours can be extended to 11 p.m. by request.	

CLASSIFICATION FEE SCHEDULE

Classification A: Village of Lincolnshire
- No participant fee
- No deposit required
- No fee charged for lighted fields

Classification B: Lincolnshire Sports Association
- $45.00 per participant (per season)
- No deposit required
- $25.00 field prep fee (per hour)
- $25.00 per hour fee charged for lighted fields

Classification C: Affiliates of Lincolnshire Sports Association
- $65.00 per participant (per season)
- No deposit required
- $25.00 field prep fee (per hour)
- $25.00 per hour fee charged for lighted fields

Classification D: Non Affiliates
- $85.00 per participant (per season)
- No deposit required
- $25.00 field prep fee (per hour)
- $25.00 per hour fee charged for lighted fields

Permit #: _____

Village of Lincolnshire
FIELD USAGE PERMIT FORM
(Classifications B or C)

APPLICANT			
Name:		Phone #:	
Address:			
Email:		Applicant Classification:	
Park: ☐ Spring Lake Park ☐ Olde Mill Park ☐ North Park			
Sport: ☐ Baseball ☐ Soccer ☐ ☐ ☐			
Field #:	Date Requested:	Start Time:	End Time:
North Park Lights Requested		☐ Yes	☐ No

PAYMENT	
See fee schedule above for fee information	
Total # of Participants:	Total Payment:
Date:	Check #:

On behalf of _____(individual or organization name), I have read the Village of Lincolnshire Field Usage Policy and do hereby agree to comply with the rules and regulations outlined in this policy.

_____
(Signed)

INTERNAL USE ONLY					
Field Inspected By:		Date:			
Condition of Field Area:					
Damage Sustained:					
Action Taken:					
Copy to Applicant:	☐	Copy to Public Works:	☐	Copy to Book:	☐

Permit #: _____

Village of Lincolnshire
FIELD USAGE PERMIT FORM

(Classification D)

(Complete a separate application for each season)

APPLICANT						
Name of Organization:						
Address:						
Phone #:		Fax #:				
Email:		Season:	☐	☐ Fall	☐	☐ Spring
Program Description:						
Start Date of Program:				End Date of Program:		
# of Games:		Length of Field Time Needed for Each Game:				
# of Practices:		Length of Field Time Needed for Each Practice:				
# of Teams:		Total Number of Field Hours:				

Team	Age of Participants	Day(s) Requested	Time(s) Requested	Field Size Requirements	Lights	Total Hours

It is understood by the applicant that the Village will adhere to specific times when lights are required. The applicant will be billed for light fees and shall pay for all fees related to permit usage times when lights are on.

PAYMENT		
See fee schedule above for fee information		
Totally # of Participants:		Total Participant Fee:
Total Hours of Field Time Requested:		Total # of Teams:
Percentage of Lincolnshire Residents:		
Percentage of D103 Residents:		
Total Payment:	Date:	Check #
The following attachments are required:		
☐ Certified team roster from the current program year. Individual names, age, home address, and school district info of participants must be provided		

☐ Certificate of Insurance listing the Village of Lincolnshire as additional insurer. Minimum liability of $2,000,000.00	
☐	Copy of waiver form to be used *(Signed and completed waivers shall be provided to the Village of Lincolnshire at time of payment)*
☐	Any promotional material used to advertise/publicize the existing program and/or to solicit participants

I have read and understand the Village of Lincolnshire Field Usage Permit and policies.
I am executing this application on behalf of

Date: Signature:
Title:

INTERNAL USE ONLY

Field Inspected By:	Date:
Condition of Field Area:	
Damage Sustained:	
Action Taken:	

Copy to Applicant:	☐	Copy to Public Works:	☐	Copy to Book:	☐

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: