



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 C. 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 C. See Village of Lincolnshire Field Usage Criteria for Classification C and the Field Usage Application Classification C. 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

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expenses incurred by the Village as a result of said event, the permittee 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 CLASSIFICATION

#### **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 and Affiliates

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.

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:

1. The program shall identify a direct benefit to residents of the Village.
2. The program shall identify a direct benefit to LSA.
3. 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.
4. The Affiliate is offering a program similar to that which has historically been offered by LSA.

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5. Field time is available.

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

### **Classification C:** 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.
  1. 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.
  2. The applicant cannot request North Park Athletic Field usage, in Classification C, for any programs which would be in competition with a program currently offered by Lincolnshire Sports Association.
  3. Priority will be given to the applicant who has the highest percentage of Lincolnshire residents participating in their program. Resident participation is defined as those individuals who reside within the corporate limits of the Village of Lincolnshire and would not include participants who may be in School District 103 not residing in Lincolnshire. The applicant must provide a certified team roster for the current program year. This roster shall identify each participant, their age, name, address and phone number. This roster shall be provided with the application.
  4. The applicant is required to provide proof of insurance which complies with Paragraph 7 above. Proof of insurance must be provided at the time of application.
  5. 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
  6. 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.
  7. Class C usage fees are required to be paid at the conclusion of the season.
  8. Class C usage fees shall include the participant fee in addition to the team fees. These fees shall be paid prior to the use of the fields. If fees are not received by this time, North Park Athletic Field usage for the remaining portion of the season will be cancelled and no refund will be provided.
  9. For each 5% of the participants who are Lincolnshire residents the North Park Athletic Field Usage Fee will be reduced by 5% until a maximum of 50% is reached.
  10. Selection for Classification C 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. 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.
  11. 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.
- All Other Athletic Fields

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1. Permits are not required to use the athletic fields at Spring Lake Park and Olde Mill Park. The Village may adopt policies from time to time governing the use of the facilities. These policies shall be posted at the facility in a conspicuous place.

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.
<i>NOTE: Spring Lake Park and Olde Mill Park do not have lighted fields</i>	
North Park Baseball and Soccer Fields	7 a.m. – 10 p.m.
<i>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.</i>	

BASEBALL/FIELD HOCKEY/SOFTBALL/KICKBALL FEE SCHEDULE												
<p><b>Classification A:</b> Village of Lincolnshire</p> <ul style="list-style-type: none"> <li>No participant fee</li> <li>No deposit required</li> <li>No fee charged for lighted fields</li> </ul>												
<p><b>Classification B:</b> Lincolnshire Sports Association and Affiliates</p> <ul style="list-style-type: none"> <li>\$35.00 per participant (per season)</li> <li>No deposit required</li> <li>\$15.00 per hour fee charged for lighted fields (in addition to participant fee)</li> </ul> <p style="margin-left: 20px;"><i>NOTE: Applicants in Classification B are only required to pay the per participant rate plus hourly rates for lights and are not required to pay additional Team Fees.</i></p>												
<p><b>Classification C:</b> Non Affiliates</p> <ul style="list-style-type: none"> <li>\$75.00 per participant (per season)</li> <li>No deposit required</li> <li>\$80.00 per hour fee charged for lighted fields (in addition to participant fee)</li> <li>Team Fees:                             <table style="margin-left: 40px; border: none;"> <tr> <td style="padding-right: 20px;">5 – 16 hours</td> <td>\$1,200.00 per season</td> </tr> <tr> <td>17 – 32 hours</td> <td>\$2,400.00 per season</td> </tr> <tr> <td>33 – 48 hours</td> <td>\$3,600.00 per season</td> </tr> </table> </li> </ul> <p>1. For every 5% of the team participants who are Lincolnshire residents, a 5% reduction in fee will be provided to a minimum fee of:</p> <table style="margin-left: 40px; border: none;"> <tr> <td style="padding-right: 20px;">5 – 16 hours</td> <td>\$375.00 per season</td> </tr> <tr> <td>17 – 32 hours</td> <td>\$1,275.00 per season</td> </tr> <tr> <td>33 – 48 hours</td> <td>\$2,475.00 per season</td> </tr> </table> <p style="margin-left: 20px;"><i>NOTE: Team Fee are calculated by the maximum amount of hours of usage and are to be paid in addition to the per participant fees for applicants in Classification C. For example, a team in Classification C consisting of 10 players and playing between 5 – 16 hours would pay \$750.00 (\$75x10=\$750.00) in addition to the team fee of \$1,200.00 based off 16 hours of usage. Additionally, any hours requested over the maximum 48 hours will require an hourly payment at a rate of \$80.00 per hour.</i></p>	5 – 16 hours	\$1,200.00 per season	17 – 32 hours	\$2,400.00 per season	33 – 48 hours	\$3,600.00 per season	5 – 16 hours	\$375.00 per season	17 – 32 hours	\$1,275.00 per season	33 – 48 hours	\$2,475.00 per season
5 – 16 hours	\$1,200.00 per season											
17 – 32 hours	\$2,400.00 per season											
33 – 48 hours	\$3,600.00 per season											
5 – 16 hours	\$375.00 per season											
17 – 32 hours	\$1,275.00 per season											
33 – 48 hours	\$2,475.00 per season											

Permit #: \_\_\_\_\_

## Village of Lincolnshire

APPLICANT					
Name:			Phone #:		
Address:					
Email:			Applicant Classification		<input type="checkbox"/> A <input type="checkbox"/> B
Park:					
<input type="checkbox"/> Spring Lake Park		<input type="checkbox"/> Olde Mill Park		<input type="checkbox"/> North Park	
Sport:					
<input type="checkbox"/> Baseball		<input type="checkbox"/> Field Hockey	<input type="checkbox"/> Soccer	<input type="checkbox"/> Softball	<input type="checkbox"/> Kickball
Field #:		Date Requested:		Start Time:	End Time:
North Park Lights Requested			<input type="checkbox"/> Yes		<input type="checkbox"/> 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:		<input type="checkbox"/>	Copy to Public Works:		<input type="checkbox"/>
Copy to Book:			<input type="checkbox"/>		

### FIELD USAGE PERMIT FORM (Classifications A or B)

Permit #: \_\_\_\_\_

**Village of Lincolnshire**  
**FIELD USAGE PERMIT FORM**  
 (Classification C)  
 (Complete a separate application for each season)

**APPLICANT**

Name of Organization:						
Address:						
Phone #:				Fax #:		
Email:			Season:	<input type="checkbox"/> Fall	<input type="checkbox"/> 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:
Total Team Fees:	Percentage of Lincolnshire Residents:	
<i>Resident is defined as those individuals residing within the corporate limits of the Village of Lincolnshire</i>		
Total Payment (participant fees + team fees):	Date:	Check #:
The following attachments are required:		
<input type="checkbox"/>	Certified team roster from the current program year. Individual names, addresses, and phone numbers of participants must be provided	
<input type="checkbox"/>	Certificate of Insurance listing the Village of Lincolnshire as additional insurer. Minimum liability	

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	of \$2,000,000.00
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|--------------------------|--|
| <input type="checkbox"/> | Copy of waiver form to be used <i>(Signed and completed waivers shall be provided to the Village of Lincolnshire at time of payment)</i> |
| <input type="checkbox"/> | 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:
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Condition of Field Area:

Damage Sustained:

Action Taken:

Copy to Applicant:	<input type="checkbox"/>	Copy to Public Works:	<input type="checkbox"/>	Copy to Book:	<input type="checkbox"/>
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