TITLE 8: PUBLIC WAYS AND PROPERTY
CHAPTER 1: VILLAGE PARKS

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TITLE 8: PUBLIC WAYS AND PROPERTY
CHAPTER 1: VILLAGE PARKS

SECTION:

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8-1-1: APPLICABILITY

This Chapter shall apply to all designated parks, Natural Areas, and Nature Preserves owned by the Village of Lincolnshire.

8-1-2 DEFINITIONS

For the purpose of this Section, the following terms, words and phrases shall be the meaning herein given. The word "shall" is always mandatory and not merely directory.

BUSINESS DAYS	Weekdays exclusive of Saturdays, Sundays and holidays.
FAMILY	All adult persons residing in the same household, whose legal residence is that household; and those minor children for whom the head of household has legal guardianship and who reside with that guardian. (Ord. No. 99-1639-23)
NATURAL AREAS	Those areas which are managed to be in a natural state to support native biological diversity.
NATURE PRESERVES	Those areas dedicated as Illinois Nature Preserves which are provided the highest level of protection by the State of Illinois. They are managed for preservation, protection and enhancement of native biological diversity. They are the North Park Natural Areas, Old Mill Woods Addition to Florsheim Nature Preserves and Florsheim Nature Preserves.
NORTH PARK SPORTS FACILITY	The active recreational area of North Park where the sports fields are located, including but not limited to the baseball diamonds, softball diamonds, soccer fields, picnic pavilion, concession/restroom/warming building with plaza, recreational skating areas, basketball courts, tennis courts, pickleball courts, playgrounds and parking lots.
PICNIC	Any outing at which persons attend as a cohesive group and partake of food or drink. The term "picnic" as used herein does not include any affair, event or activity sponsored or conducted by the Village.
SWIMMING FACILITY	The lake and sand beach area of Spring Lake Park.

8-1-3 HOURS

(Ord. Amd. 98-1582-44, eff. 7/13/98)(Ord. Amd. 98-1600-62, eff. 10/12/98)

A. **Park Hours:** North Park and Balzer Park shall be open during the hours of 7:00 o'clock (7:00) A.M. through ten o'clock (10:00) P.M. of each day throughout each year except when at the sole discretion of the Board of Trustees, permits these parks to remain open past ten o'clock (10:00) PM.

All other parks shall be open from sunrise to sunset of each day throughout each year except when at the sole discretion of the Board of Trustees, it permits a park to remain open past sunset.

It shall be unlawful for any person to be present upon the premises of any park, Natural Areas, or Nature Preserve except during the aforesaid hours. The provisions of this Chapter shall not apply to officers, agents, and employees of the Village in course of Village business. (Amd. Ord. 01-1787-45, eff. 11/12/01)

8-1-4: MOTOR VEHICLE RESTRICTIONS

A. **Hours, Illegal Parking:** It shall be unlawful for the driver of any vehicle to park such vehicle on the premises of any park between the hours of ten o'clock (10:00) P.M. and seven o'clock (7:00) A.M. of any day throughout each year. The provisions of this subsection shall not apply to any officer, agent or employee of the Village in the course of Village business or those who have been permitted special use of the parking lot by the Board of Trustees. (Ord. No. 99-1639-23)

B. **Illegally Parked Vehicles:** The Village is authorized to have any vehicle parked in violation of this Chapter towed away and stored and the cost of towing and storing said vehicle shall be assessed against the driver or owner of such vehicle and such assessment shall be in addition to the punishment otherwise imposed under this Code.

C. **Signs:** It shall be the duty of the Village official to cause signs to be erected in appropriate places in all parks where parking is provided, indicating the hours during which parking is prohibited therein.

8-1-5: PROHIBITED ACTS AND CONDITIONS

The provisions of this Section shall apply in all Village parks. The provisions of this section shall not apply to officers, agents, and employees of the Village in the course of Village Business.

A. No person shall dump, deposit feces or leave any papers, bottles, broken glass, cans, rubbish waste or other trash anywhere on park grounds, but instead shall place all such waste or trash in proper receptacles where these are provided. Where receptacles are not provided or when those provided are full to capacity, all such waste and trash or other materials shall be carried away from the park by the person or persons responsible for its presence and properly disposed of elsewhere.

B. No person shall use or operate any loudspeaker or amplifier in any park unless prior approval has been granted by the Village.

C. Musical bands are prohibited in all parks; A musical band may be permitted in connection with any Village sponsored special event or activity conducted and/or authorized by the Village.

D. No person shall construct or erect any building, tent or other structure of any kind in any park, whether permanent or temporary in character, without first having obtained a permit from the Village in accordance with all applicable provisions of the Village Code.

E. It shall be unlawful for any person to feed any wildlife at any Village Park, Natural Areas or Nature Preserve.

F. It shall be unlawful for any person to remove any natural thing from the Natural Areas of any of the Village Parks, Natural Areas or Nature Preserves: this would include but not be limited to wood, plants, etc.

G. It shall be unlawful for any person to burn wood found in any of the parks. Anyone found in violation of this prohibition shall be fined at cost as established in the Comprehensive Fee Schedule set forth in Chapter 15 of Title 1 of this Code.

H. No individual, organization, or entity of any kind shall engage in any on-premises commercial activity at any of the Village's parks, facilities park, Natural Areas, and/or Nature Preserves, except to the extent the individual, organization or entity is a qualified vendor at a community sponsored event or has a concession agreement with the Village and/or other property in the course of, as part of, ancillary to, or in support of any for-profit activity, commerce, service, business, or enterprise, regardless of whether a profit actually materializes. The prohibition herein described shall include a ban on any individual, organization, or entity (1) providing goods or services, or (2) conditioning access to any of the Village's parks, facilities, Natural Areas or Nature Preserves; in exchange for any form of consideration, except in connection with an activity operated, permitted or licensed by the Village. Nothing herein shall be construed to prohibit the display of commercial advertising only to the extent it represents recognition of sponsors for on-premises activities operated, permitted or licensed by the Village (e.g. Lincolnshire Sports Association sports activity sponsors; Village of Lincolnshire special events related sponsors).

I. No park, Natural Areas, Nature Preserve or other property of the Village shall be used for assembling people, for loading and/or unloading buses, vans or other vehicles of any type or description, or for any other purpose in the course of or ancillary to or in support of any activity, commerce, service, business, or enterprise organized or intended to be for profit, including private camps, entertainment, and sporting organizations, regardless of whether a profit actually materializes, except as a concessionaire under license issued by, or contract with, the Village or any other provider of materials or services under a contract with, or license or permit issued by the Village.

J. Each person using the Village's parks, park facilities, Natural Areas, Nature Preserves, and other property in violation of this Ordinance or park rules as posted in the parks, shall constitute the commission of an offense and each day on which it occurs shall additionally be considered a separate offense.

K. It shall be unlawful for any person to bring a pet or animal, including dogs into the following parks:

- Balzer Park
- Bicentennial Park
- Creekside Park
- North Park
- Old Mill Park
- Spring Lake Park
- Whytegate Park

The following parks shall allow (leashed) pets or animals on designated trail areas, as the intent of these parks are passive, do not include any playground areas and/or athletic courts:

- Memorial Park
- Florsheim Nature Preserve
- Rivershire Park
- Trailhead Park

Any residents bringing pets into the above mentioned parks are responsible for cleaning up after their pet and must have their pet on a leash at all times while in the park areas.

Any person violating any provision of this Chapter, or rules or regulations as posted in any Village Park, Nature Preserve, or Natural Areas shall be fined in accordance with the applicable section of the Village Code or Illinois Compiled Statutes, for each violation. Any individual, organization or entity shall be required to comply with park, Natural Areas or Nature Preserve rules and regulations and all applicable Village ordinance as stated in this section and as posted in any Village park.

Any person violating any provision of this Chapter, or rules or regulations as posted in any Village Park, Nature Preserve, or Natural Areas shall be fined in accordance with the applicable section of the Village Code or Illinois Compiled Statutes, for each violation. This penalty shall not be exclusive, but rather, the Village reserves the right to any and all other remedies as may be available under law or equity. (Ord. 82-704-11)(Ord Amd. 99-1649-33, eff. 6/14/99)(Ord. Amd. 99-1665-49, eff. 7/12/99) (Ord. Amd. 03-1832-09, eff. 3/10/03)(Ord. Amd. 04-1897-13), eff. 5/10/04)(Ord. Amd. 09-3078-01, eff. 1/12/09)

8-1-6: RULES

A. It shall be unlawful for any person to violate park rules as posted in the parks. (Amd. Ord. 07-2982-10, eff. 4/23/07)

TITLE 8: PUBLIC WAYS & PROPERTY
CHAPTER 1: VILLAGE PARKS
ARTICLE A: SWIMMING FACILITIES

SECTION:

8-1A-1: Swimming Times/Restrictions

8-1A-1: SWIMMING TIMES/RESTRICTIONS

Swimming shall be permitted in the beach area at Spring Lake Park only commencing on the Saturday preceding Memorial Day through Labor Day of each year.

Adult supervision is required at all times for anyone using Spring Lake Beach.

Swimmers are to swim at their own risk as lifeguards are not provided at Spring Lake Beach.

A. Swimming at Spring Lake Park is prohibited under the following circumstances:

- Between the Tuesday after Labor Day and the Saturday before Memorial Day of each year.
- Between sunset and sunrise of any day when swimming is otherwise permitted.

B. The Village Manager or his/her designee shall have the authority to close the beach at their discretion.

TITLE 8: PUBLIC WAYS & PROPERTY
CHAPTER 1: VILLAGE PARKS
ARTICLE B: PICNIC AREAS

SECTIONS:

8-1B-1: Picnic Area Restrictions
8-1B-2: Picnic Permits
8-1B-3 Fireplace Permits

8-1B-1: PICNIC AREA RESTRICTIONS

A. A permit is required and shall be obtained for any picnic with thirty (30) or more participants. No person shall continue participation in any picnic involving thirty (30) or more persons unless a valid permit has been issued. (ord. 82-704-11)

B. Parking for persons attending picnics is permitted in designated parking areas only. No person shall park any motor vehicle in a designated "picnic area"' or otherwise on any park Natural Areas or Nature Preserve property not designated by the Village as a "parking area". Any use of a designated parking area shall be in accordance with any and all posted restrictions and also in accordance with any direction of any Village staff or any official of the Village. Parking is not permitted in or near the area designated for picnics in subsection 8-10-2A above. (Ord. 82-704-11; and. Ord. 82-715-22; Ord. 82-729-36)(Ord. Amd. 99-1631-15, eff. 3/8/99) The provisions of this section shall not apply to officers, agents and employees of the Village in course of Village business.

8-1B-2: PICNIC PERMITS

A. Required Permits: A picnic permit is required for any picnic at which thirty (30) or more persons participate as a group. A picnic permit for a group of less than thirty (30) persons is not required but may be obtained solely for priority purposes. (Ord. Amd. 99-1631-15, eff. 3/8/99)

B. Application and User's Fee: An application and user's fee as established in the Comprehensive Fee Schedule set forth in Chapter 15 of Title 1 of this Code shall be paid upon application for a required picnic permit.

C. Picnic Permit Inspection: At the conclusion of each scheduled event, an inspection of the picnic area will be performed by Village staff to determine if the picnic area (or Village property located thereon) was damaged or was left in a littered and unsightly condition. 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.

D. Permit Applications: Only an individual person may apply for and receive a picnic permit. No permit shall be issued in the name of a corporation, partnership or other entity. A resident of the Village may apply for a permit at any time within ninety (90) business days of the proposed picnic. A non-resident may apply for a permit at any time within twenty (20) business days of the proposed picnic. All permit applications must be submitted at least ten (10) business days prior to the picnic.

The application shall be submitted to the Village in writing and shall contain:

1. The name and address of the applicant.

2. The day and hours for which the permit is desired, including the specific hour at which the picnic is to terminate.

3. The specific picnic area or portion thereof for which the permit is desired.

4. An estimate of the number of persons who it is anticipated will attend the picnic.

E. Standards for Issuance: The Village shall issue a picnic permit when he and/or she finds:

1. That the permittee has fully completed a written application for a picnic permit and paid any required fee.

2. That the permit application has been submitted on time and discloses that the proposed picnic will not be in violation of any picnic restrictions as set forth in Section 8B1-2.

3. That the picnic area desired has not been reserved for other use at the day and during the hours requested in the application.

F. A permittee shall be bound by all park rules and regulations and all applicable Village ordinances as fully as though the same were set forth in the permit.

G. At all times during any picnic for which a permit is required, the permit must be in the actual physical possession of the permittee whether that be the permittee or his designee. Upon request of the Village official, the permit shall be produced and exhibited.

H. No person shall disturb or unreasonably interfere with any person or persons occupying any picnic area under authority of a duly issued picnic permit. (Ord. 82-704-11)

I. The fee referred to in subsection B above does not apply to picnics sponsored or conducted by any taxing body part or all of whose boundaries are within the Village or the Special Recreation Association of Central Lake County acting in its capacity of providing recreational programs for the Village. (Ord. 82-729-36)

J. The number and location of participants, at a permitted picnic, shall be limited to the following:

North Park Concession Area	**200 participants**
North Park Picnic Pavilion	**40 participants**

The area designated for picnics in North Park is the brick and concrete area immediately adjacent to the concession/restroom/warming building where the picnic tables are located and the area directly to the north of the building.

There is also a covered picnic pavilion available to the permitee which is located on the far east end of the North Park parking lot area.

Spring Lake Park	**100 participants**

The area designated for picnics in Spring Lake Park is between the northwest boundary of the softball diamond and the east bank of the Des Plaines River where the picnic tables are located.

Whytegate Park	**50 participants**

The area designated for picnics at Whytegate Park is in the center of the park underneath the main pavilion area just northeast of the playground area.

K. Picnic permits are not required in the following parks because large group picnics are prohibited:

- Balzer Park
- Bicentennial Park
- Creekside Park
- Memorial Park (Amend Ord. 08-3029-12, eff. 03/10/08)
- Old Mill Park
- Rivershire Park
- Trailhead Park

L. No picnics of any kind shall be allowed in the following park areas:

Florsheim Nature Preserve and the **North Park** and **Old Mill Woods** additions to **Florsheim Nature Preserve** (Amend Ord. 08-3029-12, eff. 03/10/08)

M. The Village of Lincolnshire reserves the right to restrict permits for picnics in any park or Natural Areas due to possible conflicts with Village sponsored programs or events or significant scheduled sports activities.

N. Grilling in Village parks shall be restricted to designated grilling areas only. Only Village of Lincolnshire grills may be used in Village parks unless permitted otherwise. Disposal of coals, charcoal or other related fire by-products shall be restricted to Village designated disposal containers only. Anyone igniting a grill shall completely extinguish all fires and coals prior to leaving the park.

O. An applicant may petition the Park Board for a waiver to the above and if deemed appropriate a recommendation shall be made to the Village Board who will determine if a waiver shall be granted. (Ord. Amd. 99-1631-15, eff. 3/8/99), (Ord. Amd. 03-1832-09, eff. 3/10/03) (Amd. Ord. 09-3078-01, eff. 01/12/09)

P. In the event of inclement weather, the permitee will be required to cancel any picnic reservation within a twenty-four period (24) prior to the event. The permitee may then re-schedule as needed pending availability and/or receive a full refund.

8-1B-3: FIREPLACE/FIRE PIT PERMITS

A. A Fireplace/Fire Pit permit is required for any person wishing to utilize the Fireplace or Fire Pit.

B. **Application and User's Fee:** An application and permit and or user's fee as established in the Comprehensive Fee Schedule set forth in Chapter 15 of Title 1 of this Code shall be paid upon application for a required Fireplace/Fire Pit permit.

C. **Fireplace Permit Inspection:** At the conclusion of each scheduled event, an inspection of the fireplace area will be performed by Village staff to determine if the fire place area (or Village property located thereon) was damaged or was left in a littered and unsightly condition. If there are damages and/or expenses incurred by the Village as a result of said event, the permittee shall be responsible for the costs of such damage and be invoiced for

all such costs.

D. **Permit Applications:** Only an individual person may apply for and receive a Fireplace or Fire Pit permit. No permit shall be issued in the name of a corporation, partnership or other entity. A resident of the Village may apply for a permit at any time within ninety (90) business days of the proposed Fireplace or Fire Pit usage. A non-resident may apply for a permit at any within twenty (20) business days of the proposed Fireplace or Fire Pit usage.

All permit applications must be submitted at least ten (10) business days prior to the Fireplace or Fire Pit usage. The application shall be submitted to the Village in writing and shall contain:

1. The name and address of the applicant.

2. The day and hours for which the permit is desired, including the specific hour at which the Fireplace or Fire Pit usage is to terminate.

3. Signature of the applicant on the Fireplace/Fire Pit Usage Permit attesting that they have read and understand the conditions of the permit.

E. **Standards For Issuance:** The Village shall issue a Fireplace or Fire Pit permit when he or she finds:

1. The permittee has fully completed a written application for a Fireplace/Fire Pit permit and paid any required fee.

2. The permit application has been submitted on time and disclosed that the proposed Fireplace or Fire Pit usage will not be in violation of any restrictions as set forth in the Village Code or on the permit application form.

3. The Fireplace or Fire Pit area has not been reserved for other use at the day and during the hours required in the application.

F. A permittee shall be bound by all park rules and regulations and all applicable Village ordinances as fully as though the same were set forth in the permit.

G. At all times during any Fireplace or Fire Pit usage, for which a permit is required, the permit must be in the actual physical possession of a participant whether that be the permittee or his designee. Upon request of the Village official, the permit shall be produced and exhibited.

H. No person shall disturb or unreasonably interfere with any person or persons occupying the Fireplace or Fire Pit area under authority of a duly issued Fireplace/Fire Pit permit.

I. The fee requirements referred to above do not apply to Fireplace or Fire Pit usage requests by any taxing body, part or all, of whose boundaries are within the Village or the Special Recreation Association of Central Lake County acting in its capacity of providing recreational programs for the Village.

J. The number of participants within the area permitted for Fireplace or Fire Pit usage shall not exceed 40 participants.

K. The Village of Lincolnshire reserves the right to restrict permits for Fireplace or Fire Pit usage due to possible conflicts with Village sponsored programs or events or significant

scheduled sports activities.

L. Disposal of coals, charcoal or other related fire by-products shall be restricted to Village designated disposal containers only. Anyone igniting a grill, Fireplace or Fire Pit shall completely extinguish all fires and coals prior to leaving the park. Open fires are only permitted in the designated Fireplace or Fire Pit. Permits are not required for the operation of grills in the parks, however, all conditions listed in this paragraph apply. (Ord. Amd. 09-3091-14, eff. 4/1

TITLE 8: PUBLIC WAYS & PROPERTY
CHAPTER 1: VILLAGE PARKS
ARTICLE C. VILLAGE NATURE PRESERVES AND NATURAL AREAS

SECTIONS:

8-1C-1: Definitions
8-1C-2: Hours
8-1C-3: Nature Preserves Restrictions

8-1C-1: DEFINITIONS

For the purposes of this Article, the following terms, words and phrases shall have the meaning herein given. The word "shall" always be mandatory and not merely discretionary.

Non-Native Invasives All plants, trees, shrubs, insects, or other wildlife which area not native to this region, aggressive in nature, which prohibit or limit the growth and health of native biological process or functions.

Prescribed Fire The management of Natural Areas through the use of planned, permitted burning to limit the development of growth of non-native invasive plants and encourage the development of native plants.

Management Plan The plan developed for the management and care of a Nature Preserve or Natural Areas which encourages the development of native biological diversity and healthy ecological systems.

8-1C-2: HOURS

A. **Natural Areas and Nature Preserves Hours**: Natural Areas and Nature Preserves are open from sunrise to sunset each day throughout each year except when at the discretion of the Village when it shall be necessary to close them.

8-1C-3: RESTRICTIONS

A. **Nature Preserves:** These areas are dedicated Illinois Nature Preserves and governed under regulations outlined by the State of Illinois and the Illinois Nature Preserves Commission. Nature Preserves shall be held to the same restrictions as outlined in Section 8-1-4 and shall also include, but not be limited to the following:

1. No picnicking is allowed.

2. Nature Preserve visitors are required to stay on the designated paths.

3. No hunting or fishing is allowed in the Nature Preserves. The provisions of this section shall not apply to officers, agents and employees of the Village in the course of Village business.

4. No fires or open burning shall take place in any of the Nature Preserves. The provisions of this section shall not apply to officers, agents and employees of the Village in the course of Village business.

5. Any individual, organization or entity shall be required to comply with Nature Preserve rules and regulations and all applicable Village ordinances as stated in this section and as posted at the Nature Preserves.

Any person violating any provision of this Chapter or rules or regulations as posted in any Nature Preserve, Natural Areas or Village Park shall be fined in accordance with the applicable section of the Village Code, Illinois Compiled Statutes or Illinois Nature Preserve Regulations for each violation. This penalty shall not be exclusive, but rather, the Village reserves the right to any and all other remedies as may be available under law or equity. (Ord. 82-704-11) (Ord Amd. 99-1649-33, eff. 6/14/99)(Ord. Amd. 99-1665-49, eff. 7/12/99) (Ord. Amd. 03-1832-09, eff. 3/10/03) (Ord. Amd. 04-1897-13), eff. 5/10/04).

B. **Natural Areas:** Natural Areas shall be held to the same restrictions as outlined in Section 8-1-4 with the exception that individuals wishing to picnic at Rivershire Park may do so in the designated area. No picnic permits are issued for Rivershire Park. (Ord. 09-3078-01, eff. 1/12/09)

TITLE 8: PUBLIC WAYS & PROPERTY
CHAPTER 1: VILLAGE PARKS
ARTICLE D: CANOE LAUNCH RACK

SECTIONS:

8-1D-1: Canoe Launch Rack Permit 8-1D-1:

8-1D1: Canoe Launch Rack Permit

A. **Fees Set:** The fees as established in the Comprehensive Fee Schedule set forth in Chapter 15 of Title 1 of this Code are hereby established and shall be paid by persons using the Canoe Launch Rack located at Rivershire Park by the Des Plaines River.

B. A Canoe Launch Rack Permit is required for any person wishing to utilize the Canoe Launch Rack.

C. Use of the Canoe Launch Rack shall be for canoes, kayaks and other small watercraft or vessels that are powered by one- or two-persons using paddles.

D. **Permit Applications:** Only an individual person may apply for and receive a Canoe Launch Rack Permit. No permit shall be used in the name of a corporation, partnership or other entity. A resident of the Village may apply for a permit beginning on April 1st of each year. Permits are issued on a daily basis, up to three days, and on a seasonal basis for the period May 1 - October 31st annually. A non-resident may apply for a Canoe Launch Rack Permit after June 1st of each year. All permit applications must be submitted at least ten (10) business days prior to Canoe Launch Rack usage. The application shall be submitted to the Village Clerk in writing and shall contain: (Amd. Ord. 14-3327- 54, eff. 03/24/14)

1. The name, address and phone number of the applicant.

2. The signature of the applicant of the Canoe Launch Rack Permit attesting that they have read and understand the conditions of the permit.

E. **Standards for Issuance:** The Village official shall issue a Canoe Launch Rack permit when he and/or she finds:

1. That the permittee has fully completed a written application for a Canoe Launch Rack Permit and paid the required fee.

2. That the permit application has been submitted on time and disclosed that proposed Canoe Launch Rack usage will not be in derogation of any restrictions as set forth in the Village Code or on the permit application form.

3. That the Canoe Launch Rack space has not been reserved for others.

F. The permittee shall be bound by all park rules and regulations and all applicable Village ordinances, including but not limited to the following, as fully as though the same were set forth in the permit.

1. Canoe Launch Rack Permits will only be issued to residents of the Village of Lincolnshire prior to June 1. Should racks remain available, permits may be issued

to non-residents after June 1. (Amd. Ord. 14-3327-54, eff. 03/24/14)

2. Canoe Launch Rack Permits are issued on a first-come first-serve basis.

3. A total of five seasonal permits will be issued annually. Seasonal permits are issued for the time period May 1 - October 31st annually. Any canoe, kayak, or similar vessel left on the rack after November 1st will be removed and/or discarded. The Village will not be responsible for any canoe, kayak, or similar vessel that is removed after November 1st in any given year. Only one seasonal permit will be issued per address per year.

4. Daily permits will be issued according to availability. Daily permits are issued on a three (3) day basis. Any canoe, kayak, or similar vessel left on the rack after the permit has expired will be discarded.

5. A permit tag will be issued to the approved applicant. This tag must be displayed on the canoe while it is on the rack.

6. The Village is not responsible for any damage or loss associated with use of the Canoe Launch Rack, including injury to the permittee or to any person using the Canoe Launch Rack. It is the responsibility of the canoe, kayak or similar vessel owner to provide a lock or other adequate measure to ensure that the vessel is secured.

7. The permittee, whether an individual or group for its members, officers, guests, invitees, if any, covenants and agrees that it/they shall at all times protect, indemnify, save and keep harmless the Village of Lincolnshire from and against any and all claims, costs, damage or expense arising out of or from any accident or other occurrence on or about the premises or arising from any activity under this permit, causing injury or damage to any person or property. The permittee shall sign a hold harmless and absolute release binding permittee and benefitting the Village of Lincolnshire, its officers, agents and employees. This provision shall apply irrespective of the condition of the amenity and to any acts or neglect of the Village of Lincolnshire, its officer, agents and employees.

G. At all times during the Canoe Launch Rack usage, for which a permit is required, the permit tag must be on the actual canoe placed on the rack.

H. No person shall disturb or unreasonably interfere with any canoe occupying the Canoe Launch Rack under authority of a duly issued Canoe Launch Rack Permit.

I. The fee requirements referred to above do not apply to Canoe Launch Rack usage requests by any taxing body, part or all, of whose boundaries are within the Village or the Special Recreation Association of Central Lake County acting in its capacity of providing recreational programs for the Village.

J. The Village of Lincolnshire reserves the right to restrict permits for the Canoe Launch Rack usage due to possible conflicts with Village needs. (Amd. Ord. 09-3087-10, eff. 3/9/0

ITLE 8: PUBLIC WAYS & PROPERTY
CHAPTER 1: VILLAGE PARKS ARTICLE E:
ATHLETIC FIELDS

SECTIONS:

8-1E-1: Athletic Field Usage; Definitions
8-1E-2: Athletic Field Usage Permits Required
8-1E-3: Tennis and Pickleball Court Usage
8-1E-4: North Park Sports Camp Policy
8-1E-5: Waiver Forms

8-1E-1: ATHLETIC FIELD USAGE; DEFINITIONS

A. Athletic Fields in Village Parks are open to play as follows:

Spring Lake Park Baseball Field	Sunrise to sunset
North Park Athletic Fields	See 8-1E-2

B. For the purpose of this Article, the following terms shall have the meaning ascribed to them below:

ORGANIZED ACTIVITY: any game, practice or training activity for which forty percent (40%) or more of the participants shall have a reasonable expectation of engaging in a similar game, practice or training activity on three (3) or more occasions within any thirty (30) day period; or any event or activity lasting more than three (3) hours and with more than 30 participants.

8-1E-2: ATHLETIC FIELD USAGE PERMITS REQUIRED

A. North Park athletic fields are the only fields that require a field usage permit. The Village of Lincolnshire shall have first priority for use of the North Park playing fields and reserves the right to cancel or reschedule any permits for use of these playing fields at its discretion.

1. **North Park Fees Set:** The fees as established in the Comprehensive Fee Schedule set forth in Chapter 15 of Title 1 of this Code are hereby established and ratified and shall be paid by persons using the North Park Athletic Fields located at 1025 Riverwoods Road, Lincolnshire, Illinois.

2. A North Park Athletic Field Usage Permit is required for any Organized Activity, other than those run or organized by Lincolnshire Sports Association or the Village of Lincolnshire.

   Any individual or organization wishing to use the North Park Athletic Fields more than four hours in any given season is required to file an application under Classification D. A separate application and criteria are required.

3. General drop-in use of the North Park 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 Activity. A group with an approved permit shall have priority use of the North Park Athletic Fields over a group without an approved permit for the times and fields described on the permit.

4. **North Park Athletic Field Permit Applications:** Permit requests by all applicants must be submitted, not less than sixty (60) days and not more than one hundred and twenty (120) days in advance of the first 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 North Park Athletic Field usage date if their request is approved or not.

5. **Payment of Fees:**

   a. The Village of Lincolnshire shall charge fees and a damage/security deposit for permitted use of any of its North Park Athletic Fields. In addition to North Park Athletic Field fees there will be additional charges for lights. Usage and lights fees as established in the Comprehensive Fee Schedule set forth in Chapter 15 of Title 1 of this Code.

   b. Applicants requesting a North Park Athletic Field Usage 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.

   c. A minimum of one hour is required for each North Park Athletic Field reservation but may be reserved in increments of thirty minutes after the minimum one hour period.

   d. Applicants requesting a North Park Athletic Field Usage Permit on a seasonal basis and are not an affiliate of LSA are required to apply under Classification D. See Village of Lincolnshire Field Usage Criteria for Classification D and the Field Usage Application Classification D.

   e. Applications and fees shall be submitted to the Village at the following address: Village Hall, 1 Olde Half Day Road, Lincolnshire, IL 60069.

6. Damage/Athletic Field Inspection:

   a. Athletic Field Inspection: At the conclusion of the each scheduled event, an inspection of the athletic field area will be performed by Village staff to determine if the area (or Village property located thereon) was significantly damaged as a result of usage. 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.

   b. Any damage beyond what is considered normal wear and tear will be charged to the permit. 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 North Park Athletic Fields after a rain event, damage to fencing, park amenities, trash, etc.

   c. The Public Works Director, or his/her designee, may cancel any permit or deny any use in the event environmental conditions result in an increased likelihood significant damage will occur from normal use of the North Park Athletic Fields.

7. Refund of Fees: A refund of North Park Athletic Field Permit fees shall be made for the following reasons:

a. If the Village of Lincolnshire believes that the North Park Athletic Field is in unplayable condition and/or may be damaged due to North Park Athletic 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.

b. If the group or individual provides written notification of cancellation to the Village at least twenty-four (24) hours prior to the date reserved. Written notification is required for each individual North Park Athletic Field, date and time and does not apply to seasonal permits.

c. 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 first date requested.

d. The Village of Lincolnshire cancels a permitted use of the North Park Athletic Fields due to a conflict with a Village use.

8. Insurance and Waiver Forms:

B.

a. All groups or organizations who perform Organized Activities and who are requesting a North Park Athletic Field Permit must provide at the time of application a certificate of insurance listing the Village of Lincolnshire as additional insured (on any CGL or umbrella policy) and copy of the Lincolnshire Sports Liability waiver form to be completed by each of its participants. The certificate of insurance shall describe not less than the following coverage:

i. Commercial General Liability with limits of $1,000,000 per occurrence and $2,000,000 in the aggregate. Any aggregate limit shall apply separately to North Park;

ii. If applicable, business automobile liability coverage with limits of $1,000,000 per occurrence and $2,000,000 in the aggregate. Such insurance shall provide coverage for any vehicles regardless of ownership; and

iii. All insurance provided by an applicant shall be endorsed to indicate it shall be primary to any insurance maintained by the Village for like risks, the Village's insurance being considered secondary and excess thereto. The insurance shall also contain the standard separation of insured provision.

b. The Village of Lincolnshire shall request the holder of the permit for an Organized Activity to provide copies of all signed waiver forms for each participant intending to use the North Park Athletic Fields.

9. **North Park Athletic Field Usage Hours:**

North Park Baseball/Softball Fields and Soccer Fields
7:00 a.m. - 10:00 p.m.*

*Except when fields are permitted for use they may be permitted to 10:00 p.m.

North Park has two lighted baseball and four lighted soccer fields.

10. North Park Athletic Field Use 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) - 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 Lincolnshire Sports Association (LSA) 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.

Roster Requirements: All Lincolnshire Sports Association participants must provide team rosters for all programs throughout the year. This roster shall include each participant's age group, home address and school name. This roster is required to be provided prior to the start of each season. If rosters are not provided, the participants will not be allowed access to the fields at North Park until team rosters have been provided.

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 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 recommended by the Park Board and 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 Board and Village Board 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 participant's age group, home address and school name. 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 a North Park Athletic Field usage permit under the Non-Affiliate 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 participant's age group, home address and school name. information. 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 at the conclusion of the season.

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. 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.

h. The applicant shall require all of its participants to sign the Lincolnshire sports liability waiver form. Copies of 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.

All Other Athletic Fields

- Permits are not required to use the athletic fields at Spring Lake Park.
- The Village may adopt policies from time to time governing the use of facilities.

8-1E-3: TENNIS, PICKLEBALL AND SPORT COURT USAGE

A. **Sport Court Hours:** The following are the sport court hours for pickleball, tennis and basketball court use at Village parks:

Balzer Park – 7:00am-10:00pm
North Park – 7:00am-10:00pm Spring Lake Park – 7:00am-Sunset Whytegate Park – 8:00am-8:00pm

B. **Drop-In Use**: General drop-in use of Village tennis courts is available on a first come, first serve basis. Drop-in use is limited to four hours and shall not include any organized activity (i.e. leagues and/or lessons). Drop-in use is limited to one-hour when players are waiting and/or racking up.

C. **Tennis and Pickleball Court Rules:**

1. Hours of operation: See 8-1E-3 (A) Sport Court Hours.

2. Only Lincolnshire residents or their guests may rack up.

3. You must rack up in-person and be present while your racket is holding court.

4. You may not rack up on a second court while you are playing.

5. When players are waiting (racking up), court usage will be limited to a maximum of sixty (60) minutes.

6. Absolutely no bicycles, skateboards, or vehicular traffic is allowed on the courts.

7. You must have 2 people minimum to hold a court.

8. For-profit use of the tennis courts by any person or entity is not permitted including the teaching of individual and/or group lessons.

9. Private instructors found giving lessons will be asked to leave the courts immediately and may be subject to fines, per section (1-17-9) of Lincolnshire Village Code.

10. Players who do not follow the court rules may be fined up to $500.00 for each offense, per section (1-17-9) of Lincolnshire Village Code.

8-1E-4 NORTH PARK SPORTS CAMPS 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** will be charged for the use of North Park athletic fields. This fee covers the reservation of the fields for the duration of the camp, including any necessary administrative support.

Application for Permit

A. **Submission Timeline**: Permit requests must be submitted no less than **sixty (60) days** prior to the start date of the camp and no more than **one hundred twenty (120) days** in advance.

B. **Notification**: Applicants will be notified approximately **thirty (30) days** prior to the camp start date regarding the approval status of their request.

C. **Required Documentation**:

1. Certified roster of participants.
2. Proof of insurance with the Village of Lincolnshire listed as additional insured.
3. 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:

A. If fields are deemed unplayable by the Village.

B. Written cancellation notice is received at least **24 hours** prior to the camp start date.

C. 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.**

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
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.

8-1 E-5: WAIVER FORMS

Sports Liability Waiver Form

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

on _____ Date

For the purpose of _____, I _____
Event Participant

Acknowledge and agree that:

A. 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.

B. 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.

C. 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.

D. 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 _____

TITLE 8: PUBLIC WAYS & PROPERTY
CHAPTER 1: VILLAGE PARKS
ARTICLE F. USE OF VILLAGE HALL PROPERTY

SECTION:

8-1F-1: USE OF VILLAGE HALL PROPERTY

No part of the Village Hall property shall be used for fishing, swimming or skating. Signs will be erected at points designated by the Chief of Police and worded to effectively inform the public of these restrictions.

TITLE 8: PUBLIC WAYS & PROPERTY
CHAPTER 1: VILLAGE PARKS
ARTICLE G. SPRING LAKE PARK HOUSE

SECTION:

8-1G-1: Rental of Spring Lake Park House
8-1G-2: General Rules for Spring Lake Park House Rentals
8-1G-3: Fee and Fee Exemptions

8-1G-1: RENTAL OF SPRING LAKE PARK HOUSE

The rental of the Spring Lake Park House, to enable residents and community-based organizations located in or immediately adjacent to Lincolnshire to hold small events and/or gatherings. The Village of Lincolnshire recognizes that local organizations need public space, but due to limited resources and the need for equitable access, rental of the Spring Lake Park House will only be offered to residents and community based organizations that promote the health, welfare, and safety of Village residents and meet specific rental criteria.

No organization may use the Park House for any purpose that is not consistent with the mission of the Village or that violates any Village ordinances or policies. The opportunities provided shall be limited to renting the Park House for a specific schedule of events, including the time, place, and duration, with the renter being responsible for all aspects of the event, including setup, cleanup, and adherence to all rules and regulations.

8-1G-2: GENERAL RULES FOR SPRING LAKE PARK HOUSE RENTALS

The following rules ensure the enjoyment, safety, and proper maintenance of the Park House and the surrounding park environment. Failure to comply with these regulations may result in the **immediate termination of the rental and forfeiture of all fees**.

A. Reservation, Duration, and Capacity

Rental Restrictions: Rentals of the Spring Lake Park House are limited to Lincolnshire residents and approved of local community organizations. The Park House is not available for rentals to non-residents.

Minimum Age Requirements: Anyone renting the Spring Lake Park House must be twenty-one (21) years of age and be present during the entirety of the rental.

Maximum Capacity: The maximum number of attendees permitted within the Park House area is strictly limited to 20 people.

Rental Frequency: To ensure fair use, rentals are on a first come, first serve basis with no more than one rental may occur per day.

Event Duration: Events shall last no longer than four (4) hours unless an extended duration is permitted in writing by Village staff prior to the event.

Conclusion Time: All rental events will take place between the park hours of sunrise and sunset, unless an event extending past sunset is permitted at the sole discretion of Village staff.

B. Park Access and Permits

Non-Exclusive Access: Rental of the Park House does not grant exclusive access to either Spring Lake Beach and/or the adjacent picnic area. These areas remain open to the public.

C. Prohibited Items and Activities

Noise/Sound: Loud music, speakers, sound systems, or amplifiers are strictly prohibited to ensure the peaceful enjoyment of the park by all visitors.

Smoking: Smoking, vaping, and the use of tobacco products are not permitted inside the Park House area or within 10 feet of its entrance.

Open Flames: Open flames, including candles (except for contained chafing dish burners), are prohibited.

Damage & Decorations: No materials (e.g., staples, tacks, or strong adhesive tape) that may damage the structure are to be used for decorations.

D. Parking and Traffic

Parking Limit: Parking for the Park House is strictly limited to the designated lot, which includes (27) standard parking spaces and (2) handicapped spaces. Renters and their guests must adhere to these limits; overflow parking is not provided.

E. Renter Responsibility

Cleanliness: The renter is responsible for placing all trash in designated receptacles located withing the Park House area. It is the responsibility of the renter to empty all garbage within the dumpster at the conclusion of the event. The dumpster is located in the northwest corner of the parking lot area.

Supervision: The renter is responsible for the conduct and supervision of all guests.

Liability: The renter is financially responsible for any damage to the Park House or surrounding Village property occurring during the rental period.

F. Post Rental Inspection

At the conclusion of each scheduled event, an inspection of the Park House area will be performed by Village staff to determine if the area was damaged or left in a littered and unsightly condition. If damages are incurred as a result of the rental applicable, the lessee will be invoiced for any such damages and will be prohibited from future rentals until all delinquent fees are paid.

8-1 G-3: FEES AND FEE EXEMPTIONS

The following are the approved fees and qualified organizations eligible for fee reductions and fee exemptions for rental of the Spring Lake Park House:

Pricing Structure

Residents: $50 per hour Applies to individual residents of the Village.

Approved

Community Groups	$30 per hours	A reduced, subsidized rate for organizations that meet the criteria set fourth in the rental policy (i.e., those promoting residents' health, welfare, and safety).

Criteria for Reduced Rates

Following are the organizations that qualify for a reduced rate to rent the Spring Lake Park House:

- Brushwood Center at Ryerson Woods
- Lincolnshire Garden Club
- Lincolnshire Community Nursery School
- Lincolnshire Sports Association
- Lincolnshire Swim Club
- Lake Forest Open Lands
- Riverside Foundation / Riverside Foundation Women's Board
- Buffalo Grove Lincolnshire Chamber of Commerce
- School District# 103 Learning Fund Foundation
- School District# 103 Parent-Teacher Organization
- School District# 125 Foundation
- Village Club of Lincolnshire
- Houses of Worship
- Homeowner association management offices that serve residential developments in Lincolnshire.
- Cub Scouts, Boy Scouts, Eagle Scouts, Brownies & Girl Scouts
- League of Women Voters
- Lincolnshire Morningstar Rotary Club
- Toastmasters of Lincolnshire
- Lincolnshire-Riverwoods Fire Protection District
- School District #103 and School District #125
- Vernon Area Public Library and Vernon Township
- West Deerfield Township
- Lake County Forest Preserve District
- County of Lake

Criteria for Rate Exemption

The following are organizations that qualify for a rate exemption for rental/usage of the Spring Lake Park House:

1. Being an organization which provides services for people with special needs:
   - Special Recreation Association of Central Lake County (SRACLC)
   - Riverside Foundation

***<u>*All other rate exemptions must be approved by the Mayor and Board of Trustees prior to the rental.*</u>