



## **FIELD USAGE POLICY January 2012**

### **Policy Statement**

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.

### **Criteria for Use**

A permit is required for any organized game or practice, other than those run or organized by Spring Lake Sports League or the Village of Lincolnshire. NOTE: Any individual or organization wishing to use the playing fields more than five hours in any given season is required to file an application under Classification F. A separate application and criteria are required. 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 three hours and does not include any organized league games or practices. NOTE: A group with an approved permit shall have priority use of the fields over a group without an approved permit.

### **Application for Permit**

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.

### **Athletic Field Use Classifications**

#### **Classification A:**

The Village of Lincolnshire shall have first priority for use of the Village playing fields and, provided the Village's use conflicts with a permit for use, reserves the right to cancel or reschedule any permits for use of the Village playing 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. The Village will review, on an annual basis, a

per participant fee for use of fields. For this reason they shall have second priority for use of the Village playing fields.

LSA may wish to establish a partnership with an organization to provide assistance in supporting their programs. All proposed partnerships will be presented to the Park and Village Boards for review and approval – if this partnership involves use of North Park fields by the partner organization. Copies of all agreements establishing such partnerships shall be submitted with the application.

### **Classification C:**

Individual residents of the Village of Lincolnshire; a not-for-profit organization with a significant relationship to the Lincolnshire community that can demonstrate it has (i) a membership of 55% or more of which reside within the corporate limits of the Village, or (ii) a charter or other official recognition by a parent, state or national organization that designates it a Lincolnshire chapter and (iii) a published purpose which provides service to the Lincolnshire community, the Special Recreation Association of Central Lake County and homeowner's associations within the Village. Priority for this classification shall be first come first served.

### **Classification D**

Resident commercial enterprises of any nature, including those sponsored by civic, social and cultural groups. Priority for this classification shall be first come first served.

### **Classification E**

Non-resident enterprises. Priority for this classification shall be first come first served.

### **Classification F**

Any individual or organization wishing to use the playing fields more than five hours in any given season that is not affiliated with the Village of Lincolnshire, LSA, or a partner with LSA, is required to apply for field usage under this classification. A separate application and criteria are required.

Applications for Classification F shall not be submitted earlier than on hundred and 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.

### **Field Usage Availability**

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.

### **Payment of Fees**

The Village of Lincolnshire shall charge fees and a damage deposit for permitted 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 single or multiple use basis shall be required to pay the established fee and deposit at the time of application. Should an application be denied all fees will be refunded.

A minimum of one hour is required for a 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 shall be required to apply under Classification F. See Village of Lincolnshire Field Usage Criteria for Classification F and the Field Usage Application Classification F. 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 at the Village Hall, One Olde Half Day Road, Lincolnshire, IL 60069.

### **Damage/Security Deposit**

A damage/security deposit is due at the time of application.

A damage/security deposit is required for all field usage permits. Damage/security deposits will be refunded to the permit holder once the fields have been inspected and observed to be damage free. 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 and may exceed the amount of the deposit. 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.

### **Refund of Fees**

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

## Insurance and Waiver Forms

1. 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.
2. 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.
3. 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 that do not provide regular organized play.

## Field Usage Hours

Spring Lake Baseball Field 8:00 a.m. - 9:00 p.m.

Olde Mill Park Baseball Field and Soccer Field 8:00 a.m. - 9:00 p.m.

NOTE: Spring Lake Park and Olde Mill Park do not have lighted fields.

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

\*(Except when fields are permitted for use they may be permitted to 11:00 p.m.)

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

**NOTE: 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 Spring Lake Sports League.**

## Fee Schedule

### Baseball/Softball/KickBall:

Classification A	No fee charged for unlighted fields. No deposit required.
Classification B	A \$35.00 per participant fee charged for unlighted fields No deposit required. \$10 per hour fee charged for lighted fields (in addition to participant fee)
Classification C	\$35.00 per hour fee charged for unlighted fields \$150.00 deposit required  \$55.00 per hour fee charged for lighted fields \$150.00 deposit required

Classification D                   \$50.00 per hour fee charged for unlighted fields  
\$150.00 deposit required

\$70.00 per hour fee charged for lighted fields  
\$150.00 deposit required

Classification E                   \$60.00 per hour fee charged for unlighted fields  
\$150.00 deposit required

\$80.00 per hour fee charged for lighted fields  
\$150.00 deposit required

Classification F                   Maximum field time of 48 hours (\$37.50 per hour after 48 hours).  
An additional fee of \$20.00 per hour shall be charged for lights

Field Time Hour Blocks:

5-16 hours	\$600 per team for 12-13 week season
17-32 hours	\$1,200 per team for 12-13 week season
33-48 hours	\$1,800 per team for 12-13 week season

For every 5% of the team participants who are Lincolnshire Residents a 5% reduction in fee will be provided to a minimum fee of:

5-16 hours	\$300 per season
17-32 hours	\$600 per season
33-48 hours	\$900 per season

Any hours requested over the maximum 48 hours will require an hourly payment at the rate of \$37.50 per hour.  
\$500 deposit required per team.

**Soccer/Other:**

A minimum of one hour is required for a field reservation but may be reserved in increments of thirty minutes after the minimum one hour period.

Classification A                   No fee charged for unlighted fields.  
No deposit required.

Classification B                   A \$35.00 per participant fee charged for unlighted fields  
No deposit required.  
\$10.00 per hour fee charged for lighted fields  
(In addition to participant fee)

Classification C                   \$75.00 per hour fee charged for unlighted fields  
\$150.00 deposit required.

\$95.00 per hour fee charged for lighted fields  
\$150.00 deposit required.

Classification D                   \$140 per hour fee charged for unlighted fields  
\$150.00 deposit required.

\$160.00 per hour fee charged for lighted fields  
\$150.00 deposit required.

Classification E                   \$280.00 per hour fee charged for unlighted fields  
\$150.00 deposit required.

\$300.00 per hour fee charged for lighted fields  
\$150.00 deposit required.

Classification F                   Maximum field time of 36 hours (\$78.00 per hour after 36 hours).  
An additional fee of \$20.00 per hour shall be charged for lights.

Field Time Hour Blocks:

5-14 hours	\$1,200 per team for 12-13 week season
15-24 hours	\$2,000 per team for 12-13 week season
25-36 hours	\$2,800 per team for 12-13 week season

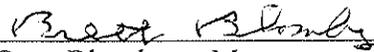
For every 5% of the team participants who are Lincolnshire Residents a 5% reduction in fee will be provided to a minimum fee Of:

5-14 hours	\$600 per season
15-24 hours	\$1,000 per season
25-36 hours	\$1,400 per season

Any hours requested over the maximum 36 will require an hourly payment at the rate of \$78.00 per hour.  
\$500 deposit required per team.

**Field Classification**

At North Park, all playing fields will be numbered to designate which field is permitted and to facilitate emergency response.

  
Brett Blomberg, Mayor