

# Athletic Field/Facility Allocation and Usage Guide



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## Introduction

*This manual contains general information and guidelines. It is not intended to be comprehensive, all-inclusive, or to address all of the possible applications of, or exceptions to the general policies and procedures described. Rather, this manual has been prepared as a general reference guide. The Park District reserves the right to unilaterally revise, supplement or discontinue any of the policies, guidelines, or procedures described in this manual. Nothing in this manual is intended, either expressly or impliedly, to provide any right or benefit of any kind whatsoever to any person or entity, or to acknowledge, establish, or impose any legal duty to a third party.*

The Oswegoland Park District issues permits for the use of athletic fields and facilities to organizations and the general public for recreational activities and programs. The purpose of this guide is to outline the procedures, regulations, and allocation priority for the permitted use of athletic fields. Due to the demand for use of Park District fields, it is imperative that all user groups abide by the policies and procedures set forth in this guide.

Athletic fields are allocated and permitted in three time periods; Spring/Summer from April through July; Fall from August-November; Winter from December-March. The Athletics Department will monitor proper use of field allocation and permits. Priority will be given to Oswegoland Park District activities and programs, Oswegoland School District groups, Affiliate organizations, Oswegoland youth and adult Non-Profit organizations and Oswegoland Park District residents. The Park District will charge fees to recover costs to operate, maintain and administer the use of facilities.

The Athletic Supervisor will make interpretation of language in the Athletic Field/Facility Allocation and Usage Guide. An appeal of the Athletic Supervisor's decision may be made to the Executive Director and must be submitted in writing with justification within ten (10) working days from the decision. The Executive Director's decision is final.

## Definition of Terms

**Resident Status** - Resident status is defined as groups or organizations with at least **75%** or more Oswegoland Park District residents. Team rosters and/or individual participant utility bills/photo ID may be required by Park District staff to verify residency status.

**Youth Status** - Youth status is defined as persons under the age of 18 years old.

**Non-Profit Status** - To qualify as a Non-Profit user, the organization must meet all the criteria below.

The organization must be registered as a not-for-profit corporation with the State of Illinois, or if not registered with the State, must have a constitution, bylaws, or mission statement which clearly states the objectives of the organization are of a non-profit, non-commercial nature.

The organization Board must be comprised of volunteers, with at least **75%** or more Oswegoland Park District residents. The organization must submit the following:

If incorporated, submit State Incorporation papers and bylaws; if not incorporated, submit constitution and bylaws or mission statement.

1. A summary of their annual budget showing all anticipated revenue, expenditures, and schedule of fees.
2. A roster of Officers with addresses.
3. Contact information for the Group Representative authorized to make reservations for the organization.

**Affiliate Status** - To qualify as an affiliate with the Oswegoland Park District the organization must meet the following qualifications.

### **Affiliate Qualifications**

1. At least 75% of the participants must reside within the Oswegoland Park District boundaries.
2. The group shall have its own volunteer board with a set of bylaws adopted to guide the board in policy-making decisions and:
  - A. Be registered as an Illinois not-for-profit corporation, and provide a copy of your Annual Report to the Secretary of State and any required Annual Reports to the Internal Revenue Service, Illinois Department of Revenue, Illinois Attorney General; (Note: Federal law requires most tax-exempt nonprofit organizations to allow public inspection of their recent federal annual information returns (e.g. IRS Form 990 and Form 990 Schedule A) and their application for tax-exempt status (e.g. IRS Form 1023 or 1024)
  - B. Provide a summary of their annual budget showing all anticipated revenue, expenditures, and schedule of fees.

3. The group and its bylaws must be compatible with the Park District's philosophy.
4. The group shall conduct background checks on Managers, Coaches, Board of Directors, and any other persons, volunteers, or hired workers who provide regular service to the organization and/or have repetitive access to, or contact with, players or teams. Anyone convicted of a crime involving moral turpitude shall not be allowed to work or volunteer with the organization.
5. The group shall appoint a Group Representative to serve as the liaison between the group and Park District for purpose of scheduling, planning, and dealing with problems and issues that may arise. All correspondence between the organization and Park District shall be communicated through the Athletic Department.
6. The group agrees and understands that neither the group nor its officials, officers, members, employees or volunteers (collectively "group") are entitled to any benefits or protections afforded employees or volunteers of the Park District and are not bound by any obligations as employees of the Park District. The group will not be covered under provisions of the unemployment compensation insurance of the Park District or the workers' compensation insurance of the Park District and that any injury or property damage arising out of any group activity will be the group's sole responsibility and not the Park District's. Also, it is understood that the group is not protected as an employee or as a person acting as an agent or employee under the provisions of the general liability insurance of the Park District and therefore, the group will be solely responsible for its own actions. The Park District will in no way defend the group in matters of liability.
7. The group shall require signed and dated waivers be completed by all participants (in the case of minors, by their parent or legal guardian) carrying language as specified by the Park District. "In consideration of the permission extended to the undersigned to participate in, \_\_\_\_\_ and for other good and valuable consideration, the undersigned voluntarily, knowingly, and expressly assumes the risk and liability and fully and forever release, discharge, indemnify, defend and hold harmless the Oswegoland Park District, its Board, officers, employees, volunteers, successors and assigns, from and against any and all claims, causes of action, bodily or personal injury claims, causes of action, bodily or personal injury claims, property damages, liability, costs, expenses including but not limited to attorneys' fees, the undersigned now has or which may hereafter accrue, on account of, arising out of or in any manner relating to the undersigned's participation in \_\_\_\_\_."
8. The group must understand and agree that it solely responsible for determining whether any staff, employee, or volunteer is qualified and suitable for any group position and/or activity and that the Park District is not responsible for any hiring or retention decision.
9. All fees, charges, monies, and expenditures shall be handled by the group, with bank accounts in the group's own name. The group shall have a written policy regarding refunds. All requests for refunds shall be handled in a timely manner.
10. The group must comply with the Abused and Neglected Child Reporting Act (325ILCS5/let seq 1) as required by the statute.
11. The group shall certify that it does not discriminate on the basis of race, color, religion, sex, national origin, handicap, political affiliation, belief, age, marital status, ancestry, military status, or any other characteristic protected by law. The group shall comply with the Americans with Disabilities Act (ADA) which requires that each program, service, and activity offered, when viewed in its entirety, be readily accessible and usable by individuals with disabilities.
12. The group shall provide a roster listing addresses of all participants prior to the start of each season.
13. Organizations shall provide a copy of their game schedules to the Park District prior to the start of the season.
14. Organizations shall pay all invoices for field use, lights, and, or other services in a timely manner.
15. Organizations shall adhere to all Athletic Field/Facility Rules & Regulations included within the Athletic Field/Facility Allocation and Usage Guide, and all pertinent Park District and Village ordinances.
16. Each organization's affiliate status will be reviewed on an annual basis by the Oswegoland Park District.
17. The organization must complete the "Application for Affiliate Status" which is to be reviewed annually and must be re-submitted every 5 years.
18. The number of affiliate organizations may be limited based upon available Park District resources.

**In District Non-Affiliate Status** - To qualify as an "In District Non-Affiliate" with the Oswegoland Park District the organization must meet the following qualifications.

### **In District Non-Affiliate Qualifications**

1. To be eligible, at least 75% of all registered participants and all board members/officers must reside within the boundaries of the Oswegoland Park District.
2. The Oswegoland Park District must be listed as "additional insured" on a \$1 million Certificate of Liability Insurance policy. The Certificate of Liability Insurance must be submitted with the application.
3. The organization must have an established set of governing by-laws and policies that are consistent with the Oswegoland Park District values. Copies of the by-laws should be submitted with the application.
4. The organization must provide the Oswegoland Park District with updated lists of board members and coaches, which include names, addresses, and phone numbers, along with an updated league roster including names and addresses.
5. The organization must designate a contact to act as a representative for communication with the Oswegoland Park District.
6. The organization must establish and document a training program for leaders, coaches, and instructors. They must have a "code of conduct" for coaches, administrators, players, and parents.
7. The organization must have established "emergency medical procedures" and documentation of training of league officials and coaches.
8. The organization must be designed to promote positive, healthy opportunities in the community.
9. There will be a one year probation period for new IDNA groups.

## **Athletic Field Use Policy**

Due to the limited number of fields available, the Oswegoland Park District has established the following Athletic Field Use Policy for the allocation and use of athletic fields.

### **Athletic Field Use Policy**

The Oswegoland Park District recognizes the necessity to afford District residents the opportunity to rent athletic fields either owned or leased by the Park District. Priority will be given to Oswegoland Park District activities and programs, Oswegoland School District groups, affiliate organizations, Oswegoland youth and adult Non-Profit organizations and Oswegoland Park District residents. The Park District will charge fees to recover costs to operate, maintain and administer the use of athletic fields.

The Oswegoland Park District has established the following priority use:

#### **Priority Group Qualification: Groups 1 - 5**

Priority use of athletic fields/facilities will be allocated as follows:

**Group 1:** Oswegoland Park District sponsored or co-sponsored activities and programs/FVSRA

**Group 2:** Oswegoland Community Unit School District 308

**Group 3:** Affiliate programs, organizations or events - Tier 1

**Group 4:** In District Non-Affiliate Groups (IDNA) - Tier 2

**Group 5:** Any other non-profit groups, individuals, businesses, or corporations within District boundaries - Tier 3

Staff will attempt to honor all field space requests received. When there are field space allocation conflicts, the athletic staff will use their judgment, past season's field use, and a formula based on the priority qualification of each group and percentage and number of verifiable total Oswegoland Park District residents participating in each group.

## Process of Obtaining Permits

### Disclaimer

The Park District makes no representations whatsoever that any of its fields are appropriate and/or compatible with any contemplated activity. Applicants and permit holders are solely responsible for determining if any field is safe and appropriate for any intended use. Permit holders are expected to inspect any field/facility prior and subsequent to each use to identify any unsafe condition and shall promptly advise the Park District in writing of any perceived unsafe or dangerous condition.

### Application

Fields are permitted and allocated in three time periods. This tri-annual allocation is not intended to interrupt field assignments for teams and/or organizations during the course of a season that has already started. Each organization is required to sign and submit an Athletic Field Reservation Request form and provide a certificate of insurance naming the "Oswegoland Park District" as an "Additional Insured" prior to the issuance of a permit. (see insurance requirements on page 10) **Roster information may be required for verification of residency status.**

Multiple-use reservations may be made for more than one date or with recurring weekly use. Any person or organization missing the scheduling deadlines will have access to any remaining fields on a first-come, first-served basis after the allocation process is finalized. Submission of a request does not constitute approval. Approval is given according to the allocation policy, after a deposit is paid and when a permit is issued. Every effort will be made to accommodate the user group's use of fields.

### Permit Procedures

Requests to permit the use of Oswegoland Park District fields and facilities are made through the Athletic Department at 5 Ashlawn Avenue, Montgomery, IL 60538, (630) 554-1010. Groups wishing to utilize a field for a game must complete the appropriate application forms. Each group must assign a Group Representative who will be the main contact with the Park District for field scheduling.

### Pre-season Scheduling Permit Requirements

An Application for Use of Oswegoland Park District Fields/Facilities is required and must be submitted according to the dates listed in Table 1.

Applications Due	Events/Dates
December 15	All tournaments for the following calendar year*
2nd Monday in January	Spring/Summer (All April through July use)
2nd Monday in May	Fall (All August through November use)
2nd Monday in September	Winter (All December through March use)

\*Tournament requests must be submitted using the Athletic Field Reservation Request by December 15 of the previous year.

Block permits may be issued to organizations for league scheduling purposes. Game schedules must be submitted to the Park District at least 10 business days prior to the start of the season and will be used by Park District staff to reallocate non-game times to other users.

### Permit Changes, Reschedules, New Requests

Any permit changes, reschedules or new requests for use of Oswegoland Park District facilities must be submitted in writing **by the Group Representative a minimum of 5 business days prior to the requested use date.** Scheduling requests received less than 5 business days prior to the requested use date will be processed as resources allow. Scheduling of fields will be based on availability.

### "3 Strikes Rule" Deposit (\$500)

A deposit may be required on permit reservations for athletic group rentals that exceed \$1,000 in total fees. The deposit will be applied to the balance owed to the Park District for field use at the end of the season if the group abides by all Athletic Field Use Rules and Regulations and all pertinent Oswegoland Park District and Village policies and ordinances. If a deposit is forfeited, the group must submit a new deposit payment prior to use of previously issued permits or continuance of reservation privileges. **The \$500 "3 Strikes Rule" deposit is due in full for each group after the permit application has been approved, prior to the first day of field use.** A Three Strikes Rule deposit is not required for tournament applications.

## **Fee Payment**

Payment for field use will be invoiced to the organization at the conclusion of each season. Invoices must be paid within 30 days of issuance. A finance charge of 1.5% per month or an annual percentage rate of 18%, will be computed on all past due balances.

## **Permit Cancellation**

Permits may be canceled and/or rescheduled. Permits canceled by the Oswegoland Park District or due to inclement weather may be rescheduled as availability allows. Any organization that has been allocated space and does not intend to use the space according to the permit shall notify the Athletic Department so that the fields may be reallocated or otherwise used to their maximum. Permits or individual dates canceled by the user at least 5 days prior to the event will not be charged to the user. Permits canceled with fewer than 5 days notice may be charged to the user, except if the cancellation is due to inclement weather or unplayable field conditions.

Fields may be closed at the discretion of the Athletic Supervisor, and/or the Director of Operations, or their designated representatives. Closures are kept to a minimum when fields remain in playable condition. Priority is given to maintenance needs and rest and renovation periods for all fields. The Oswegoland Park District may cancel use of Park District maintained fields for reasons including, but not limited to:

- Field/Facility renovations
- When the health and safety of participants are threatened due to impending conditions, including but not limited to, heavy rains, pesticide applications, etc.
- When "poor or unsafe" field conditions exist (see definition on page 13)
- Non-adherence to Athletic Field/Facility Allocation and Use Guidelines, Park District or City ordinances
- At all other times when deemed to be in the best interest of the Oswegoland Park District

## **Field Rest and Renovation**

A rest and renovation program is scheduled for Oswegoland Park District fields. Only the Park District may contract outside contractors to perform field renovations. The Park District does attempt to be flexible in accommodating user groups, but ultimately the health and safety of the user and the condition and playability of the fields or facilities takes priority. This may require the closure of fields or facilities, denial of use of a field, and/or alternate sites for athletic use.

## **Athletic Field Lining/Marking**

- **Lining of fields on Park District property is prohibited unless specifically noted on the permit or in written communication from the park district.**
- Burning lines on Park District property is not permitted.
- Only the Oswegoland Park District may mow grass and apply chemicals/fertilizers to Park District property.
- Any user failing to comply with established guidelines and notification requests are subject to pay for all damages occurring to the facility and the termination of field use permit.

## **Field Modifications**

Requests to modify or improve any Park District facility shall be submitted in writing to the Oswegoland Park District Athletic Department for consideration. No permanent structures or equipment shall be erected on any Park District facility unless approved by the Park District and is dedicated for community use. All permanent field/facility improvements shall become the property of the Oswegoland Park District.

Requests to modify field size for multiple-use shall be submitted in writing to the Oswegoland Park District Recreation Department for consideration. Users may not modify a field for use without approval noted on the permit.

Any use of temporary structures including tents, tables, trailers, carts, or any other equipment, must be approved by the Oswegoland Park District prior to use. Documentation must include maps, times of drop off/pick up and documentation of intended use.

## **Traffic/Parking**

The Oswegoland Park District strives to be good neighbors with residents near parks. Groups are expected to cooperate with the Park District to minimize problems due to parking/traffic. This may require groups to stagger game times, increase the time between scheduled games, direct participants/spectators to use specific parking areas, reduce the number of teams playing or practicing at a particular site, etc. Groups are responsible for monitoring /enforcing park rules with their participants and spectators.

## **Tournaments/Special Events**

All organizations wishing to host a tournament using Park District maintained fields/facilities must complete and submit a Athletic Field Reservation Request. Tournament request requirements include:

- Tournament Applications must be submitted by December 15th for all tournaments to be conducted during the following calendar year. Applications received after the deadline will be processed based on availability.
- Recurring events will be given priority for requested weekends.
- Tournament requests must be submitted separately from regular game requests.
- The applicant completing the Request Form must prioritize the tournaments, if requesting more than one tournament.
- Organizations that receive approval for a tournament
- Additional fees may be assessed for additional services such as on-site dumpster, additional port-o-lets, trash receptacles, staffing, etc.

## **Liability Insurance Requirements**

Athletic Field Users shall secure and maintain throughout the period of use general liability insurance with policy limits of not less than \$1,000,000 per occurrence. The Oswegoland Park District shall be named as additional insured by endorsement. Note: Groups using Prairiefest Park must also include: "Oswegoland Community Unit School District # 308" as additional insured prior to being scheduled on those fields. The types and limits of insurance may be changed from time to time as determined by the Oswegoland Park District.

The Athletic Field User agrees to hold the Oswegoland Park District harmless and free from any liability of any nature arising out of the use of Park District Recreational Facilities, to include reimbursement of any legal costs and fees incurred in defense of such claims.

## **Errant Shots**

Athletic field users will reimburse any third party for uninsured and/or out-of-pocket expense arising out of third party property damage caused by errant balls; provided that the third party is an intended and permitted user of any Park District or adjacent property. This provision is intended solely for the contracting parties and is not intended to acknowledge, recognize, or impose any duty to any third party.

## **Investigations - Cooperation with the Park District and IPARKS**

Athletic field users shall fully cooperate with any investigation conducted by or on behalf of the Park District and/or the Park District Risk Management Agency "IPARKS". Failure to fully cooperate with any such investigation shall constitute a breach of permit agreement and in the sole discretion of the Park District, may result in revocation or suspension of any Group privileges.

## **Athletic Field/Facility Allocation Procedures**

Allocation of athletic fields and facilities will follow the Athletic Field/Facility Allocation and Usage Guidelines. The following procedures will be followed.

- Staff will attempt to honor all field space requests received. When there are field space allocation conflicts, the athletic staff will use their judgment, past season's field use and a formula based on the priority qualification of each group and percentage and number of verifiable total Oswegoland Park District residents participating in each group.
- Verification of Oswegoland Park District residency will be established by providing such documentation as Park District staff deems necessary, up to and including team rosters and player addresses.
- Permits will not be issued for practices on game fields. Permits shall only be issued for games and in-house organization training camps/clinics. Permitting of designated practice areas will be allocated by priority use. Permitted games shall have priority over practices. *Note: Requests for game use will take priority over practice requests.*
- Fields will be allocated without regard to competitive level or skill.
- Organization representatives must provide game schedules to the Park District at least 10 business days prior to the start of each season.
- Tournaments and Special Events may be hosted at Park District facilities throughout the year. The Park District reserves the right to re-assign field assignments to accommodate the needs for these tournaments and/or special events.
- After all requirements for application of field use are met, a formal permit will be issued authorizing use of Park District maintained fields.
- A copy of the permit must be available at each site approved for use.

*Requests for additional use or programs not covered by the Athletic Field/Facility Allocation and Usage Guidelines should be addressed in writing to the Athletic Department.*

## Athletic Field Use Rules & Regulations

In addition to the Application for Use of Oswegoland Park District Fields/Facilities form, a completed copy of the Athletic Field Use Rules and Regulations form is required each season. (see form 1) Applicants are required to abide by the specific rules of the application as well as other Park District and Village ordinances. Failure to comply may result in a strike, retention of a group's deposit, and/or cancellation of any current or future permits. The Athletic Field Use Rules and Regulations include, but are not limited to:

- Groups wishing to utilize a field for a game must acquire a permit from the Oswegoland Park District. The field use permit must be available during use and presented to any Park District representative upon request. It is the responsibility of the organization's Field Representative to make sure coaches receive and understand that permits must be on site during field use.
- It is the responsibility of the organization's Group Representative and/or the individual identified as the person in charge of the permit to enforce the rules and regulations regarding the conduct of the group while using Park District facilities.
- Field use begins and ends at the times stated on the permit, including set-up and clean up. Groups are not allowed on fields prior to the start time on the permit and are required to exit the fields and have adjacent areas cleaned up at the ending time indicated on the permit. Check your permit for specific times you may access the fields. All litter must be picked up and placed in trash cans after each use.
- Park District fields may be permitted as available beginning at 9 a.m. Use will end at dusk on unlighted fields and at the pre-determined permit time on lighted fields. Variances to these times must be approved by the Park District and noted on your field use permit.
- Permits are not transferable. All users will ensure that no unauthorized third party is granted permission to use the field without Park District approval.
- Practices are not allowed on lined soccer, cricket or football game fields or on softball and baseball fields that have been prepped for games (i.e. dragged and chalked), without permission of the Oswegoland Park District.
- Parking is allowed in designated areas only. Vehicles are not allowed on Park District fields or property, other than parking lots, without written permission noted on the permit issued by the Oswegoland Park District. User groups must inform their participants and spectators to park in facility parking lots and public parking areas.
- Selling food or other items is not allowed without Park District approval. Any concessions or vending must have proper county permits and approval and documentation must be provided to the Oswegoland Park District.
- The display or distribution of handbills, pamphlets, flyers, signs, or any other printed material containing advertising matter, information, or announcements is prohibited on Park District property without permission of the Oswegoland Park District.
- Amplified sound is not allowed on any field without Park District approval and must be noted on the permit.
- Property boundary walls, buildings, signs, and fences are not to be used as backstops at any time.
- No hitting or kicking balls into backstops or fences ("pepper").
- Portable goals and/or markers are allowed, but must be removed daily.
- Permit holders shall inspect the field/facility prior to and subsequent to each use to identify any dangerous or unsafe condition and to determine whether the field/facility is safe and appropriate for any contemplated activity.
- Permit holders shall promptly advise the Park District of any perceived dangerous or unsafe condition.
- Groups shall adhere to the Oswegoland Park District's Moveable Soccer Goal Safety Policy. (see Appendix B, page 17-18)

## Athletic Fields/Facilities Inclement Weather Closure Policy

### **Purpose**

Park District athletic fields have been designed and are maintained for the enjoyment and use of Oswegoland Park District residents. The purpose of this policy is to guide the use of Park District athletic fields to prevent damage to the playing surface and injuries to field users brought upon by inclement weather or unsafe playing conditions. An effective field maintenance program is essential for safe, quality fields and sports complexes. User groups are asked to help by accepting and adhering to these rules. Groups who use Park District athletic facilities are expected to assist in protecting their participants and fields during periods of rain or inclement weather. It only takes one practice or game to destroy a field that is not ready for play.

### **Policy**

The Oswegoland Park District reserves the right to cancel or suspend approved outdoor facility or field use permits for games and other uses whenever it is anticipated that weather or field conditions could result in damage to the fields or injury to players. Permits may also be cancelled when the health and safety of participants are threatened due to impending conditions.

### **Procedure**

The Athletic Supervisor and/or Director of Parks or their designated representatives shall have the authority to close any or all athletic fields whenever weather or field conditions dictate.

Field use or playability will be determined by safety conditions and/or hazards that could be deterrent to the welfare of users/players; existing and forecasted weather conditions for the day; and potential damage to the field due to use.

**It is the user group's responsibility to use common sense and best judgment when deciding to play/practice or cancel. User groups are responsible for any damage to field or turf as a result of their participants use. Use of field or turf that results in damage may result in loss of current or future group permits.**

### **Investigations - Cooperation with the Park District and IPARKS**

Athletic field users shall fully cooperate with any investigation conducted by or on behalf of the Park District and/or the Park District Risk Management Agency "IPARKS". Failure to fully cooperate with any such investigation shall constitute a breach of permit agreement and in the sole discretion of the Park District, may result in revocation or suspension of any Group privileges.

Groups who use Park District athletic facilities are responsible for canceling games and/or practices on-site if "poor or unsafe field conditions" exist. The Park District's definition of "poor or unsafe field conditions" includes:

1. Presence of lightning or thunder
2. Standing water in an area of at least 3 feet in diameter on the field
3. Water surfacing or bubbling up when walking on turf
4. Field is muddy to the point that footing becomes unstable (players slipping and sliding)
5. Sharp or other dangerous objects on field (i.e. broken glass, large unmovable rocks, broken base pegs, holes, etc.)
6. Unsecured goals

Field users shall inspect all fields prior to and subsequent to each use to determine the suitability of the fields for any contemplated use and to identify any safety hazards. Field users shall take reasonable measures to protect participants and spectators from known safety hazards. Field users shall promptly advise the Park District of any known safety hazards.

### **Lightning Warning System**

Lightning warning System is installed at Prairiefest Community Park, Prairie Point Community Park, Wormley Heritage Park and Old Post Park.

Facility users must adhere to system warnings and take shelter when a warning signal has sounded. Play may not resume until the system has sounded an all-clear signal. Groups must recognize that lightning systems are not failsafe and therefore, common sense and independent judgment must also be used in determining whether play should be suspended in the absence of a system warning or resumed subsequent to an all-clear signal. The system also has a visual flashing light signal to identify when the warning has been triggered. Please confirm both the audible all clear as well as the flashing light are off before resuming play.

## "3 Strikes Rule" Policy for Permitted Use of Athletic Fields/Facilities

### **Purpose**

The purpose of this policy is to implement a systematic method of enforcing the Athletic Field/Facility Use Rules and Regulations. Notwithstanding the Park District's option to use the "three strikes rule", the Park District is not required to do so and may, in its sole discretion, proceed immediately with permit suspension or cancellation.

### **Policy**

The Oswegoland Park District reserves the right to cancel or suspend field/facility permits for games and other usages based upon user groups violating Park District or Village ordinances or the established Athletic Field/Facility Allocation and Usage Guidelines, or when it is in the best interests of the Park District.

### **Examples**

In the event of inclement weather, wet fields may be closed. Groups cannot play on fields that have been closed. If play does take place the Park District may bill the user group for damage to the field(s). Violations may constitute a strike against the organization.

Practices are not allowed on lined soccer, cricket, or football game fields or on softball and baseball fields that have been prepped for games (i.e. dragged and chalked). Violations may constitute a strike against the organization.

If fields are not used as requested or authorized, permits may be rescinded. Organizations not using fields as stated on the permit may lose field and/or priority field allocation consideration for future allocations. Violations may constitute a strike against the organization.

Any organization that has been allocated space and does not intend to use it shall notify the Athletic Department so fields may be re-allocated or otherwise used at their maximum. Violations may constitute a strike against the organization.

Lightning systems are installed at Prairiefest Community Park, Prairie Point Community Park, Wormley Heritage Park and Old Post Park. Park users must suspend activities and seek shelter when a warning signal is given. Violations may constitute a strike against the organization.

Organizations are responsible for picking up trash from the field area and any adjacent areas affected by the groups use and depositing it into available trash cans. Excessive trash at a field area may constitute a strike against the organization.

Additional violations to Park District or Village ordinances or the Athletic Field/Facility Allocation and Usage Guidelines may constitute a strike against the organization.

### **Strike One**

Strike one consists of documented activity in direct violation of the Park District or Village ordinance or the Athletic Field/Facility Allocation and Usage Guidelines.

**Penalty:** A letter will be written to the user group's president and group representative documenting the violation. A field report and/or pictures of the violation may be included for reference. The letter will be placed in the group's file.

### **Strike Two**

Strike two occurs after a second documented violation within the permit period.

**Penalty:** A letter will be written to the user group's president and group representative documenting the violation. A field report and/or pictures of the violation may be included for reference. The letter will be placed in the group's file. In addition, the user group's president and/or group representative will be required to meet with the Athletic Supervisor or designee to discuss previous violations and remedies to avoid future violations.

### **Strike Three**

Strike three occurs after the third documented violation within the permit period.

**Penalty:** Upon an organization reaching a third strike the \$500 deposit will be forfeited to the Oswegoland Park District. Another \$500 deposit must be provided prior to continuance of reservation privileges or use of previously issued permits. Each subsequent violation (4, 5, 6 Strike...etc.) during the remainder of the permit will cause the organization to forfeit the \$250 deposit per occurrence. Documentation of each occurrence will be placed in the group's file. Subsequent violations beyond the third strike may also result in the cancellation of all future permits.

*At any time groups or organizations will be responsible for all costs associated with field/facility damage caused by their group*

## Appendix A

### Guidelines for Park Vendors

1. Notify the Oswegoland Park District Athletic Department of the intent to have a vendor.
2. A \$50 fee must be paid for any vendor to be permitted on site.
3. Vendor must obtain a County Health Department Permit.
4. A. Vendor must carry insurance as follows:
  - B. Combined single limit general liability and property damage policy to include Products/Completed Operations coverage in the amount of \$1 million.
  - C. Oswegoland Park District to be listed as an Additional Named Insured on the policy and on the Certificate of Insurance.

An executed Certificate of Insurance must be provided to the Oswegoland Park District evidencing the above coverage no later than 10 days prior to commencement of vending activities.
5. Only portable, self-contained service devices may be used.
6. Equipment should be attractive and is subject to review by Oswegoland Park District.
7. The location of the serving unit is to be specified by the Oswegoland Park District.
8. The portable serving unit must be removed from the park daily for cleaning per County Health Department regulations.
9. Duplications of food service will be discouraged.
10. Vendor is responsible for cleanup of any trash or debris generated by his/her operation.
11. Food service will be allowed according to permit dates.
12. No glass containers are allowed.
13. Food service will be permitted for specified dates only
14. Vendor will adhere to all Park District, Village and Health Department ordinances.

## Appendix B - Oswegoland Park District Risk Management Policy

### Moveable Soccer Goal Safety Policy

Section 02: Risk Policies & Responsibilities

Policy No. 02-05  
Adopted 9-8-2011

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#### **Introduction**

This policy presents guidelines for the use and storage of full-size or nearly full-size moveable soccer goals. The Oswegoland Park District (Park District) believes these guidelines can help prevent deaths and serious injuries resulting from soccer goal tip-over. Publication of the policy is intended to promote greater safety awareness among those who use and maintain moveable soccer goals on fields owned or operated by the Oswegoland Park District.

These guidelines are intended to educate the public and reduce the risk of moveable soccer goal tip-over. They are not a Park District standard, nor are they mandatory requirements and the Park District will not supervise compliance. Therefore, the Park District does not endorse or recognize them as the sole method to minimize injuries associated with moveable soccer goals.

#### **Rules of Soccer**

The guidelines contained in this policy are intended to be compatible with the recommendations for the design and construction of soccer goals, published by the Federation of International Football Associations (FIFA) and the National Federation of State High School Associations.

#### **Design/Construction Guidelines**

While a moveable soccer goal appears to be a simple structure, a moveable soccer goal should be constructed with counterbalancing measures incorporated into the product. The stability of a moveable soccer goal depends on several factors. One effective strategy for supplementing the counterbalancing measures incorporated into the product is lengthening the overall depth of the goal to effectively place more weight further from the goal's front posts (more weight at the back of the goal). A second design selects lightweight materials for the goal's front posts and crossbar and provides much heavier materials for the rear ground bar and frame members. This tends to counterbalance the forces working to tip the goal forward. Another option uses a heavy rear framework and folds flat when not in use, making the goal much less likely to tip over.

Manufacturers of soccer goals can signify that elements designed to reduce the risk of tip-over injuries have been incorporated into the product by indicating the goal is compliant with American Society for Testing and Materials (ASTM) standard F2673-08, or any successive standard, for tip-resistant moveable soccer goals.

Following the adoption of this policy, the Park District will purchase only those moveable soccer goals that are consistent with these guidelines; however, the Park District will continue to use those goals in its existing inventory until the end of their lifecycle in a manner consistent with this policy.

#### **Anchoring/Securing/Counterweighing Guidelines**

A properly anchored/counterweighted moveable soccer goal is much less likely to tip over. There are several different ways to anchor a moveable soccer goal. The number and type of anchors used will depend on a number of factors, such as soil type, soil moisture content, and total goal weight. The types of anchors recognized by the Park District to increase the safety of moveable soccer goals include but are not limited to: augers, peg or stake style anchors, J-hook style anchors and sandbags or other counterweights. Net pegs, by themselves, are not recognized as a means to collectively anchor or counterbalance a moveable soccer goal. The Oswegoland Park District encourages coaches/referees/league officials affiliated with each game to inspect anchoring/securing/counterweighing measures used for each moveable soccer goal and to immediately report any issues to the Park District. Coaches/referees/league officials are not to move or alter goals in any manner except in case of emergency or with the permission of the Park District.

### **Guidelines for Goal Storage or Securing When Not in Use**

The majority of soccer goal tip-over incidents occur when the goals are unattended. Therefore, when goals are stored in a safe manner it reduces the risk of tip-over when not being used. When goals are not being used steps should be taken to secure the goals, such as locking goal frames face to face or chaining the face of goal frames to a permanent and fixed structure, including a fence. If it is a collapsible goal, fold the face of the goal down and lock it to its base. The Oswegoland Park District will move and/or store the soccer goals. The Oswegoland Park District does not permit coaches/referees/league officials to move the soccer goals and coaches/referees/league officials should not attempt to do so.

### **Safety Tips**

Even well designed and counterbalanced goals are subject to tip-over incidents. Additional steps may be taken to further reduce the risk of injury. The Oswegoland Park District encourages coaches/referees/league officials affiliated with each game to:

1. Check for structural integrity and proper connecting hardware before every use.
2. Report any damaged or missing parts or fasteners immediately and do not use damaged or improperly anchored goals.
3. Not allow anyone to climb on the net or goal framework.
4. Instruct players on the safe handling of and potential dangers associated with moveable soccer goals.

The Park District shall place safety/warning labels in clearly visible locations (placed under the crossbar and on the sides of the down-posts at eye level).

The Park District will deliver a copy of this policy to the representative of any leagues or teams permitted to use Oswegoland Park District parks and facilities for soccer purposes and encourage such league to distribute additional copies to each coach, referee and parent/guardian.

Any organization which is granted permission by the Park District, whether by permit, license or other agreement, to use the Park District's facilities for soccer purposes, shall be required to adopt a moveable soccer goal safety policy and place it on file with the Park District.

### **Design/Construction Guidelines**

For the purpose of this policy, the following terms shall have the meaning ascribed thereto:

Moveable soccer goal: A freestanding structure consisting of at least 2 upright posts, a crossbar, and support bars that is designed, intended and permitted: (1) to be used by adults or children for the purposes of a soccer goal; (2) to be used without any other form of support or restraint (other than temporary anchoring devices); and (3) to be moved to different locations.

## Appendix C

### Concussion Information Sheet

The following information is adapted from the Center for Disease Control and Prevention (CDC) website. For additional information please visit [www.cdc.gov/concussion](http://www.cdc.gov/concussion)

#### What is a Concussion?

A concussion is a type of traumatic brain injury, or TBI, caused by a bump, blow, or jolt to the head that can change the way your brain normally works. Concussions can also occur from a blow to the body that causes the head to move rapidly back and forth. Even a “ding,” “getting your bell rung,” or what seems to be mild bump or blow to the head can potentially be serious. Most concussions occur without loss of consciousness. Recognition and proper response to concussions when they first occur can help prevent further injury or even death. Concussions can occur in any sport or recreation activity. So, all coaches, parents, and athletes should better understand and recognize concussion signs and symptoms and what to consider if a concussion occurs.

#### What are the Signs and Symptoms of Concussion?

Most people with a concussion recover quickly and fully. But for some people, symptoms can last for days, weeks, or longer. In general, recovery may be slower among older adults, young children, and teens. Those who have had a concussion in the past are also at risk of having another one and may find that it takes longer to recover if they have another concussion.

#### Symptoms of Concussion Usually Fall Into Four Categories

Thinking/Remembering	Physical	Emotional/Mood	Sleep
<ul style="list-style-type: none"><li>• Difficulty Thinking Clearly</li></ul>	<ul style="list-style-type: none"><li>• Headache</li><li>• Fuzzy or Blurry Vision</li></ul>	<ul style="list-style-type: none"><li>• Irritability</li></ul>	<ul style="list-style-type: none"><li>• Sleeping More Than Usual</li></ul>
<ul style="list-style-type: none"><li>• Feeling Slowed Down</li></ul>	<ul style="list-style-type: none"><li>• Nausea or Vomiting (early on)</li><li>• Dizziness</li></ul>	<ul style="list-style-type: none"><li>• Sadness</li></ul>	<ul style="list-style-type: none"><li>• Sleepy Less Than Usual</li></ul>
<ul style="list-style-type: none"><li>• Difficulty Concentrating</li></ul>	<ul style="list-style-type: none"><li>• Sensitivity to Noise or Light</li><li>• Balance Problems</li></ul>	<ul style="list-style-type: none"><li>• More Emotional</li></ul>	<ul style="list-style-type: none"><li>• Trouble Falling Asleep</li></ul>
<ul style="list-style-type: none"><li>• Difficulty Remembering New Information</li></ul>	<ul style="list-style-type: none"><li>• Feeling Tired, Having No Energy</li></ul>	<ul style="list-style-type: none"><li>• Nervousness or Anxiety</li></ul>	

Some of these symptoms may appear right away, while others may not be noticed for days or months after the injury, or until the person starts resuming their everyday life and more demands are placed upon them. Sometimes, people do not recognize or admit that they are having problems. Others may not understand why they are having problems and what their problems really are, which can make them nervous and upset.

The signs and symptoms of a concussion can be difficult to sort out. Early on, problems may be missed by the person with the concussion, family members, or doctors. People may look fine even though they are acting or feeling differently.

### How can I recognize a possible concussion in sports?

To help recognize a concussion, you should watch for the following two things among athletes:

- A forceful bump, blow, or jolt to the head or body that results in rapid movement of the head. AND
- Any change in the athlete's behavior, thinking, or physical functioning.

Athletes who experience any of the signs and symptoms listed below after a bump, blow, or jolt to the head or body should be kept out of play the day of the injury and until a health care professional, experienced in evaluating for concussion, says it's OK to return to play.

Signs Observed by Coaching Staff	Symptoms Reported by Athlete
<ul style="list-style-type: none"><li>• Appears dazed or stunned</li><li>• Is confused about assignment or position</li><li>• Forgets an instruction</li><li>• Is unsure of game, score, or opponent</li><li>• Moves clumsily</li><li>• Answers questions slowly</li><li>• Loses consciousness (even briefly)</li><li>• Shows mood, behavior, or personality changes</li><li>• Can't recall events prior to hit or fall</li><li>• Can't recall events after hit or fall</li></ul>	<ul style="list-style-type: none"><li>• Headache or "pressure" in head</li><li>• Nausea or vomiting</li><li>• Balance problems dizziness</li><li>• Double or blurry vision Sensitivity to light or noise</li><li>• Feeling sluggish, hazy, foggy, or groggy</li><li>• Concentration or memory problems Confusion</li><li>• Does not "feel right" or is "feeling down"</li></ul>

Remember, you can't see a concussion and some athletes may not experience and/or report symptoms until hours or days after the injury. Most people with a concussion will recover quickly and fully. But for some people, signs and symptoms of concussion can last for days, weeks, or longer.

### What should I do in a concussion occurs?

People with a suspected concussion should be seen by a health care professional or encouraged to contact a responsible health care provider. If you think you may have a concussion, contact your health care professional for further direction. If you think someone you know may have a concussion, encourage that person (or parent/guardian of a minor child) to contact a responsible health care professional.

### What should I do in a concussion occurs in sports?

If you suspect that an athlete has a concussion, consider this 4-step action plan:

1. Remove the athlete from play.
2. When on-site medical professionals are provided, have the athlete evaluated by an on-site health care professional. When on-site medical professionals are not provided, consider summoning emergency medical services.
3. Inform the athlete's parents or guardians about the possible concussion and give them the information sheet on concussion.
4. Keep the athlete out of play the day of the injury and until a health care professional, experienced in evaluating for concussion, says it's OK to return to play.

### Where can I find additional information on concussions?

To get updated information, educational materials, videos, podcasts, and other media on concussions please visit the Center for Disease Control and Prevention (CDC) website at [www.cdc.gov/concussion](http://www.cdc.gov/concussion)

## Appendix D

### Field Rental Fees

Hourly	Tier 1 (Affiliate)	Tier 2 (IDNA)	Tier 3 (Other)
Ballfield	\$15	\$25	\$40
Turf Field	\$25	\$40	\$50
Cricket Pitch	\$15	\$20	\$30

Game	Tier 1 (Affiliate)	Tier 2 (IDNA)	Tier 3 (Other)
Ballfield	\$30	\$50	\$75
Turf Field	\$50	\$75	\$100
Cricket Pitch	\$40	\$50	\$60

Daily	Tier 1 (Affiliate)	Tier 2 (IDNA)	Tier 3 (Other)
Ballfield	\$200	\$250	\$400
Turf Field	\$200	\$250	\$400
Cricket Pitch	\$80	\$120	\$160

Weekend 1 Field	Tier 1 (Affiliate)	Tier 2 (IDNA)	Tier 3 (Other)
Ballfield	\$500	\$600	\$750
Turf Field	\$500	\$600	\$750
Cricket Pitch	\$250	\$350	\$500

Extras	Affiliate	IDNA	Other
Ballfield Prep (Weeknight)	\$25 each	\$35 each	\$50 each
Ballfield Prep (Weekend)	\$35 each	\$45 each	\$60 each
Ballfield Lights	\$25 per hr	\$25 per hr	\$25 per hr
On-site Vendor Fee	\$50 each	\$50 each	\$50 each
Field Drying Agent	\$30 each	\$30 each	\$30 each
Staffing	\$20 per hr	\$20 per hr	\$20 per hr
Extra Trash Barrel	\$10 each	\$10 each	\$10 each
On-site Dumpster	\$150 each	\$150 each	\$150 each
Extra Port-O-Let	\$100 each	\$100 each	\$100 each
New Game Field Lined	\$300 each	\$400 each	\$500 each
Practice Field Lined	\$100 each	\$200 each	\$300 each
Scoreboards	\$15 per game	\$15 per game	\$15 per game

Full Tournament Rental	Affiliate	IDNA	Other
Full Park - Prairie Point or Fox Chase	\$2,000	\$2,500	\$3,000
Full Park - Old Post	\$1,000	\$1,500	\$2,000

\*Includes: fields prepped to start day & lights at no additional charge

Other Tournament Rentals	Affiliate	IDNA	Other
Per Team Fee	\$25	\$35	\$50
Full Park	\$5,000	\$6,000	\$7,000

\*Includes: fields prepped to start day & goals/nets as needed

Large Group Rate	Affiliate	IDNA	Other
Per Player	\$25	\$35	\$50

For all tournament bookings a \$500 booking fee is required. If user should cancel \$250 of this fee is retained. In case of rain-out this fee will be returned. If the event runs without issue this will be applied towards total rental cost. In the event of any damage this will be used as a damage deposit and will not apply to total rental cost. Tournament host must pay for extra port-o-lets, including service and on-site dumpster

Large groups must be over 150 participants to qualify. This rate includes use of open space only. Additional fees may be applied such as striping/layout charges for any fields that are not normally prepared or in use by the park district.

# 2021 Field Use Fees



Hourly	Tier 1 (Affiliate)	Tier 2 (IDNA)	Tier 3 (Other)
Ballfield	\$15	\$25	\$40
Turf Field	\$25	\$40	\$50
Cricket Pitch	\$15	\$20	\$30

Game	Tier 1 (Affiliate)	Tier 2 (IDNA)	Tier 3 (Other)
Ballfield	\$30	\$50	\$75
Turf Field	\$50	\$75	\$100
Cricket Pitch	\$40	\$50	\$60

Daily	Tier 1 (Affiliate)	Tier 2 (IDNA)	Tier 3 (Other)
Ballfield	\$200	\$250	\$400
Turf Field	\$200	\$250	\$400
Cricket Pitch	\$80	\$120	\$160

Weekend 1 Field	Tier 1 (Affiliate)	Tier 2 (IDNA)	Tier 3 (Other)
Ballfield	\$500	\$600	\$750
Turf Field	\$500	\$600	\$750
Cricket Pitch	\$250	\$350	\$500

Extras	Affiliate	IDNA	Other
Ballfield Prep (Weeknight)	\$25 each	\$35 each	\$50 each
Ballfield Prep (Weekend)	\$35 each	\$45 each	\$60 each
Ballfield Lights	\$25 per hr	\$25 per hr	\$25 per hr
On-site Vendor Fee	\$50 each	\$50 each	\$50 each
Field Drying Agent	\$30 each	\$30 each	\$30 each
Staffing	\$20 per hr	\$20 per hr	\$20 per hr
Extra Trash Barrel	\$10 each	\$10 each	\$10 each
On-site Dumpster	\$150 each	\$150 each	\$150 each
Extra Port-O-Let	\$100 each	\$100 each	\$100 each
New Game Field Lined	\$300 each	\$400 each	\$500 each
Practice Field Lined	\$100 each	\$200 each	\$300 each
Scoreboards	\$15 per game	\$15 per game	\$15 per game

Full Tournament Rental	Affiliate	IDNA	Other
Full Park - Prairie Point or Fox Chase	\$2,000	\$2,500	\$3,000
Full Park - Old Post	\$1,000	\$1,500	\$2,000

\*Includes: fields prepped to start day & lights at no additional charge

Other Tournament Rentals	Affiliate	IDNA	Other
Per Team Fee	\$25	\$35	\$50
Full Park	\$5,000	\$6,000	\$7,000

\*Includes: fields prepped to start day & goals/nets as needed

Large Group Rate	Affiliate	IDNA	Other
Per Player	\$25	\$35	\$50

For all tournament bookings a \$500 booking fee is required. If user should cancel \$250 of this fee is retained. In case of rain-out this fee will be returned. If the event runs without issue this will be applied towards total rental cost. In the event of any damage this will be used as a damage deposit and will not apply to total rental cost. Tournament host must pay for extra port-o-lets, including service and on-site dumpster

Large groups must be over 150 participants to qualify. This rate includes use of open space only. Additional fees may be applied such as striping/layout charges for any fields that are not normally prepared or in use by the park district.

# Athletic Fields Descriptions



## Baseball/Softball Fields

Prairie Point Park   4120 Plainfield Road, Oswego							
Fields	Type	Baseline	Pitch. Dist.	Age/Division	Date Available	Lights	Notes
Field 1	Baseball/Softball	60' 65' 70'	50'	-	April-November	Yes	300' HR Fence/Scoreboards
Field 2	Baseball/Softball	60' 65' 70'	50'	-	April-November	Yes	300' HR Fence/Scoreboards
Field 3	Baseball/Softball	60' 65' 70'	50'	-	April-November	Yes	300' HR Fence/Scoreboards
Field 4	Baseball/Softball	60' 65' 70'	50'	-	April-November	Yes	300' HR Fence/Scoreboards

Wormley Heritage Park   331 Century Road, Oswego							
Fields	Type	Baseline	Pitch. Dist.	Age/Division	Date Available	Lights	Notes
Field 1	Baseball/Softball	50' 60' 70'	Adjustable	-	April-November	No	Bigger Field
Field 2	Baseball/Softball	50' 60'	Adjustable	-	April-November	No	-
Field 3	Baseball/Softball	50' 60'	Adjustable	-	April-November	No	-
Field 4	Baseball/Softball	50' 60'	Adjustable	-	April-November	No	-

Old Post Park   116 Old Post Road, Oswego							
Fields	Type	Baseline	Pitch. Dist.	Age/Division	Date Available	Lights	Notes
Field 1	Baseball/Softball	50' 60'	Adjustable	-	April-November	No	-
Field 2	Baseball/Softball	50' 60'	Adjustable	-	April-November	No	-

## Basketball Courts

Prairie Point Park   4120 Plainfield Road, Oswego						
Court	Type	Dimensions	Age/Division	Date Available	Lights	Notes
Court 1	Practice/Rec	84' x 50'	-	March-November	No	-
Court 2	Practice/Rec	84' x 50'	-	March-November	No	-

Wormley Heritage Park   331 Century Road, Oswego						
Court	Type	Dimensions	Age/Division	Date Available	Lights	Notes
Court 1	Practice/Rec	-	-	March-November	No	Half Court
Court 2	Practice/Rec	-	-	March-November	No	Half Court

Old Post Park   116 Old Post Road, Oswego						
Court	Type	Dimensions	Age/Division	Date Available	Lights	Notes
Court 1	Practice/Rec	-	-	March-November	No	Half Court
Court 2	Practice/Rec	-	-	March-November	No	Half Court

Community Park at Grande Park   26921 Grande Park Blvd, Plainfield						
Court	Type	Dimensions	Age/Division	Date Available	Lights	Notes
Court 1	Practice/Rec	84' x 50'	-	March-November	No	-
Court 2	Practice/Rec	84' x 50'	-	March-November	No	-

<b>Civic Center Park   5 Ashlawn Avenue, Montgomery</b>						
<b>Court</b>	<b>Type</b>	<b>Dimensions</b>	<b>Age/Division</b>	<b>Date Available</b>	<b>Lights</b>	<b>Notes</b>
Court 1	Practice/Rec	84' x 50'	-	March-November	No	Half Court
Court 2	Practice/Rec	84' x 50'	-	March-November	No	Half Court

<b>Chesterfield Park   139 Chesterfield Drive, Oswego</b>						
<b>Court</b>	<b>Type</b>	<b>Dimensions</b>	<b>Age/Division</b>	<b>Date Available</b>	<b>Lights</b>	<b>Notes</b>
Court 1	Practice/Rec	-	-	March-November	No	Half Court

<b>Washington Park   309 Millstream Lane, Oswego</b>						
<b>Court</b>	<b>Type</b>	<b>Dimensions</b>	<b>Age/Division</b>	<b>Date Available</b>	<b>Lights</b>	<b>Notes</b>
Court 1	Practice/Rec	-	-	March-November	No	Half Court

<b>Townsend Park   418 Devoe Drive, Oswego</b>						
<b>Court</b>	<b>Type</b>	<b>Dimensions</b>	<b>Age/Division</b>	<b>Date Available</b>	<b>Lights</b>	<b>Notes</b>
Court 1	Practice/Rec	-	-	March-November	No	Half Court
Court 2	Practice/Rec	-	-	March-November	No	Half Court

<b>Tuscany Trail Park   445 Grapevine Trail, Oswego</b>						
<b>Court</b>	<b>Type</b>	<b>Dimensions</b>	<b>Age/Division</b>	<b>Date Available</b>	<b>Lights</b>	<b>Notes</b>
Court 1	Practice/Rec	-	-	March-November	No	Half Court

<b>Prairieview Park   394 Prairieview Drive, Oswego</b>						
<b>Court</b>	<b>Type</b>	<b>Dimensions</b>	<b>Age/Division</b>	<b>Date Available</b>	<b>Lights</b>	<b>Notes</b>
Court 1	Practice/Rec	-	-	March-November	No	Half Court

## Tennis/Pickleball Courts

<b>Civic Center Park   5 Ashlawn Avenue, Montgomery</b>						
<b>Fields</b>	<b>Type</b>	<b>Dimensions</b>	<b>Division</b>	<b>Date Available</b>	<b>Lights</b>	<b>Notes</b>
Court 1	Practice/Game	-	All Ages	March-November	No	-
Court 2	Practice/Game	-	All Ages	March-November	No	-
Court 3	Practice/Game	-	All Ages	March-November	No	-

<b>Community Park at Grande Park   26921 Grande Park Blvd, Plainfield</b>						
<b>Fields</b>	<b>Type</b>	<b>Dimensions</b>	<b>Division</b>	<b>Date Available</b>	<b>Lights</b>	<b>Notes</b>
Court 1	Practice/Game	-	All Ages	March-November	No	-
Court 2	Practice/Game	-	All Ages	March-November	No	-

<b>Pearce's Ford Park   602 Pearce's Ford Drive, Oswego</b>						
<b>Fields</b>	<b>Type</b>	<b>Dimensions</b>	<b>Division</b>	<b>Date Available</b>	<b>Lights</b>	<b>Notes</b>
Court 1	Practice/Game	-	All Ages	March-November	No	-
Court 2	Practice/Game	-	All Ages	March-November	No	-

Briarcliff Park   US Route 30 and Briarcliff Road, Oswego						
Fields	Type	Dimensions	Division	Date Available	Lights	Notes
Court 1	Practice/Game	-	All Ages	March-November	No	-
Court 2	Practice/Game	-	All Ages	March-November	No	-

## Soccer Fields

PrairieFest Park   91 Plank Road, Oswego							
Fields	Type	Dimensions	Goals	Division	Date Available	Lights	Notes
Field 1	Game	45' x 35'	12'	U9 - U10 (OPD)	April-November	No	-
Field 2	Game	45' x 35'	12'	U9 - U10 (OPD)	April-November	No	-
Field 3	Game	60' x 40'	18'	U11 - U12 (OPD)	April-November	No	-
Field 4	Game	60' x 40'	18'	U11 - U12 (OPD)	April-November	No	-
Field 5	Game	80' x 50'	21'	U13 - U15 (OPD)	April-November	No	-
Field 6	Game	110' x 70'	24'	U15 - Adult (OPD)	April-November	No	-
Field 7	Game	110' x 70'	24'	U15 - Adult (OPD)	April-November	No	-
Field 8	Game	110' x 70'	24'	U13 - Adult	April-November	No	-
Field 9	Game	110' x 70'	24'	U13 - Adult	April-November	No	-
Field 10	Game	35' x 25'	9'	U7 - U8	April-November	No	-
Field 11	Game	45' x 35'	18'	U9 - U10	April-November	No	-
Field 12	Game	60' x 40'	18'	U11 - U12	April-November	No	-
Field 13	Game	80' x 50'	21'	U13 - U14	April-November	No	-
Field 14	Game	80' x 50'	21'	U13 - U14	April-November	No	-

Prairie Point Park   4120 Plainfield Road, Oswego							
Fields	Type	Dimensions	Goals	Division	Date Available	Lights	Notes
Field 1	Game	45' x 35'	12'	U9 - U10 (OPD)	April-November	No	-
Field 2	Game	45' x 35'	12'	U9 - U10 (OPD)	April-November	No	-
Field 3	Game	60' x 40'	18'	U11 - U12 (OPD)	April-November	No	-
Field 4	Game	60' x 40'	18'	U11 - U12 (OPD)	April-November	No	-
Field 5	Game	80' x 50'	21'	U13 - U15 (OPD)	April-November	No	-
Field 6	Game	110' x 70'	24'	U15 - Adult (OPD)	April-November	No	-
Field 7	Game	110' x 70'	24'	U15 - Adult (OPD)	April-November	No	-
Field 8	Game	110' x 70'	24'	U13 - Adult	April-November	No	-
Field 9	Game	110' x 70'	24'	U13 - Adult	April-November	No	Goalie Practice
Field 10	Game	35' x 25'	9'	U7 - U8	April-November	No	-
Field 11	Game	45' x 35'	18'	U9 - U10	April-November	No	-
Field 12	Game	60' x 40'	18'	U11 - U12	April-November	No	If Necessary

<b>Wormley Heritage Park   331 Century Road, Oswego</b>							
<b>Fields</b>	<b>Type</b>	<b>Dimensions</b>	<b>Goals</b>	<b>Division</b>	<b>Date Available</b>	<b>Lights</b>	<b>Notes</b>
Field 1	Practice	60' x 40'	-	-	April-November	No	-
Field 2	Practice	80' x 50'	-	-	April-November	No	-
Field 3	Practice	80' x 50'	-	-	April-November	No	-
Field 4	Practice	80' x 50'	-	-	April-November	No	-

<b>Old Post Park   116 Old Post Road, Oswego</b>							
<b>Fields</b>	<b>Type</b>	<b>Dimensions</b>	<b>Goals</b>	<b>Division</b>	<b>Date Available</b>	<b>Lights</b>	<b>Notes</b>
Field 1	Practice	60' x 40'	-	-	April-November	No	-
Field 2	Practice	60' x 40'	-	-	April-November	No	-
Field 3	Practice	60' x 40'	-	-	April-November	No	-
Field 4	Practice	60' x 40'	-	-	April-November	No	-
Field 5	Practice	60' x 40'	-	-	April-November	No	-
Field 6	Practice	60' x 40'	-	-	April-November	No	-

<b>Prairie Point Park   4120 Plainfield Road, Oswego</b>							
<b>Fields</b>	<b>Type</b>	<b>Dimensions</b>	<b>Goals</b>	<b>Division</b>	<b>Date Available</b>	<b>Lights</b>	<b>Notes</b>
South 1	Practice	60' x 40'	-	-	April-November	No	-
South 2	Practice	60' x 40'	-	-	April-November	No	-
South 3	Practice	60' x 40'	-	-	April-November	No	-
South 4	Practice	60' x 40'	-	-	April-November	No	-
South 5	Practice	60' x 40'	-	-	April-November	No	-
South 6	Practice	60' x 40'	-	-	April-November	No	-
South 7	Practice	60' x 40'	-	-	April-November	No	-
South 8	Practice	60' x 40'	-	-	April-November	No	-
North 1	Practice	60' x 40'	-	-	April-November	No	-
North 2	Practice	60' x 40'	-	-	April-November	No	-
North 3	Practice	60' x 40'	-	-	April-November	No	-
North 4	Practice	60' x 40'	-	-	April-November	No	-
North 5	Practice	60' x 40'	-	-	April-November	No	-
North 6	Practice	60' x 40'	-	-	April-November	No	-

<b>Community Park at Grande Park   26921 Grande Park Blvd, Plainfield</b>							
<b>Fields</b>	<b>Type</b>	<b>Dimensions</b>	<b>Goals</b>	<b>Division</b>	<b>Date Available</b>	<b>Lights</b>	<b>Notes</b>
Field 1	Practice	80' x 50'	-	-	April-November	No	-
Field 2	Practice	80' x 50'	-	-	April-November	No	-
Field 3	Practice	80' x 50'	-	-	April-November	No	-
Field 4	Practice	80' x 50'	-	-	April-November	No	-
Field 5	Practice	80' x 50'	-	-	April-November	No	-
Field 6	Practice	80' x 50'	-	-	April-November	No	-
Field 7	Practice	80' x 50'	-	-	April-November	No	-
Field 8	Practice	80' x 50'	-	-	April-November	No	-
Field 9	Practice	80' x 50'	-	-	April-November	No	-
Field 10	Practice	80' x 50'	-	-	April-November	No	-
Field 11	Practice	80' x 50'	-	-	April-November	No	-
Field 12	Practice	80' x 50'	-	-	April-November	No	-

## Sand Volleyball Courts

Prairie Point Park   4120 Plainfield Road, Oswego						
Fields	Type	Dimensions	Division	Date Available	Lights	Notes
Court 1	Game/Practice/Rec	-	-	-	No	-
Court 2	Game/Practice/Rec	-	-	-	No	-

Wormley Heritage Park   331 Century Road, Oswego						
Fields	Type	Dimensions	Division	Date Available	Lights	Notes
Court 1	Game/Practice/Rec	-	-	-	No	-

Community Park at Grande Park   26921 Grande Park Blvd, Plainfield						
Fields	Type	Dimensions	Division	Date Available	Lights	Notes
Court 1	Game/Practice/Rec	-	-	-	No	-

Old Post Park   116 Old Post Road, Oswego						
Fields	Type	Dimensions	Division	Date Available	Lights	Notes
Court 1	Game/Practice/Rec	-	-	-	No	-
Court 2	Game/Practice/Rec	-	-	-	No	-

## Cricket Pitch

Prairie Point Park   4120 Plainfield Road, Oswego						
Fields	Type	Dimensions	Division	Date Available	Lights	Notes
Pitch 1	Game/Practice	-	-	March-November	No	-

# Athletic Field Reservation Request



Complete this form and return to  
In Person: Civic Center, 5 Ashlawn Ave, Montgomery, IL 60543  
Mail: Brian Everhart, 5 Ashlawn Ave, Montgomery, IL 60543  
Fax: 630.554.1577  
Email: [beverhart@oswegolandpd.org](mailto:beverhart@oswegolandpd.org)

*Submission of a Reservation Request does not constitute approval. Approval is given according to the Athletics Field Use policy, field/facility availability, and when a permit is issued. All requests must be confirmed by the Reservations and Athletics Departments. Please note that not all equipment is available at all locations. Oswegoland Park District reserves the right to deny any request based on the general safety and well-being of the public and/or the impact this use may have on the facility requested. Each request will be considered on an individual basis.*

## Applicant/Organization Information

Name of Event

Host Organization

Contact Name

Type (not-for-profit, church, for-profit, etc.)

Contact Phone

Have you used fields before?  Yes  No

Address

City

State

Zip

Email Address

Alternate Contact Name

Alternate Phone

Is this event sanctioned by a governing body?

Yes  No

## Event/Rental Information *Field layouts on back of this page*

Facility Requested

Type of Event

Use Type  Practice  Game  Tournament  Season  Other \_\_\_\_\_

Field Type  Soccer  Football  Lacrosse  Cricket  Baseball  Softball  Tennis  Basketball  Other \_\_\_\_\_

Number of Players

Age Range

# of Spectators

# of Teams

% of participants who are District residents

Detailed description of Event/Sport/Activity

Field Requirements (type, number, size, lights, etc.)

Additional Needs (permits may be required)  Tents  Port-O-Lets  Amplified Sound  Vendors  Golf Carts/ATVs

Food/Concessions  Other \_\_\_\_\_

# Grande Park



Map Legend



# Prairie Point Park



Map Legend



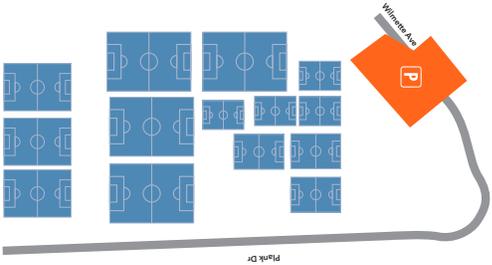
# Old Post Park



Map Legend



# PrairieFest Park



Map Legend



# Wormley Heritage Park



Map Legend





## ATHLETIC FIELD/FACILITY USE RULES AND REGULATIONS ACKNOWLEDGEMENT

1. Groups wishing to utilize a field for a game must acquire a permit from the Oswegoland Park District.
2. It is the responsibility of the Field Representative and/or the individual identified as the person in charge of the permit to enforce the rules and regulations regarding the conduct of the group while using Park District facilities. These rules include, but are not limited to:
  - Field use begins and ends at the times stated on the permit, including inspections, set-up and clean-up. Groups are not allowed on fields prior to the start time on the permit and are required to exit the fields and have adjacent areas cleaned up at the ending time indicated on the permit.
  - Field use will begin no earlier than 8:00a.m. Use will end at dusk on non-lighted fields and by the time designated on the permit for lighted fields. Variances to these times must be approved by the Park District and noted on your field use permit.
  - Permits are non-transferable. All users will ensure that no unauthorized third party is granted permission to use the field/facility without Park District approval.
  - Practices are not allowed on lined soccer, cricket or football game fields or softball and baseball fields that have been prepped for games (i.e. dragged and chalked)
    - Parking is allowed in designated areas only.
    - An approved Field Use Permit must be available during use and presented to any Park District representative upon request.
    - Selling of food or other items is not allowed without Park District approval and will be noted on a separate vending permit. The display or distribution of handbills, pamphlets, flyers or any other printed material containing advertising matter, information or announcements is prohibited on Park District property.
    - Amplified sound is not allowed on any field without Park District approval and will be noted on your permit.
    - Balls and any other equipment thrown, batted, kicked or otherwise that land on private property must not be retrieved without the property owner's permission.
    - Property boundary walls and fences are not to be used at backstops at any time. Portable goals and/or markers are allowed but must be removed daily.
    - All litter must be picked up and placed in trash cans after each use.
    - Groups shall inspect the field/facility prior to and subsequent to each use to determine whether conditions are safe and/or appropriate for any intended use. Groups shall promptly advise the Park District of any unsafe/dangerous condition.
  - Groups shall adhere to the Oswegoland Park District's Moveable Soccer Goal Safety Policy.
3. Inclement Weather Closure Policy: The Athletic Supervisor and/or Director of Parks or their designated representatives shall have the authority to close any or all athletic fields whenever weather or field conditions dictate.
  - Field use or playability will be determined by safety conditions and/or hazards that could be deterrent to the welfare of users/players, existing and forecasted weather conditions for the day, and potential damage to the field due to use.
  - It is the user group's responsibility to use common sense and best judgment when deciding to play/practice or cancel. User groups are responsible for any damage to field or turf as a result of their participants' use. Use of field or turf that results in damage may result in loss of current or future group permits.
4. Non-adherence to any part of the Athletic Field/Facility Use and Allocation Guidelines or Park District or City ordinances may result in the retention of a portion or all of the organization's deposit and/or result in the cancellation of permits and/or prohibition of future use.

\_\_\_\_\_  
Name of Organization

\_\_\_\_\_  
Name of Representative (printed)

\_\_\_\_\_  
Signature of Representative

\_\_\_\_\_  
Date

### Office Use Only

Approved By: \_\_\_\_\_ Amount Due Per Rental Date \$ \_\_\_\_\_ x \_\_\_\_\_ = \$ \_\_\_\_\_ Total for Entire Permit

Date Entered: \_\_\_\_\_ Security Deposit Paid \$ \_\_\_\_\_ Date \_\_\_\_\_

Copies to Athletics Balance Due \$ \_\_\_\_\_ Date Balance Due \_\_\_\_\_ or  Fees Scheduled

JULIE Dig # \_\_\_\_\_  Cash  Check # \_\_\_\_\_  MasterCard  Visa  Discover  Am Express

PERMIT # \_\_\_\_\_ Card Number \_\_\_\_\_ Exp \_\_\_\_\_ CVV \_\_\_\_\_

Name on Card \_\_\_\_\_ Authorized Signature \_\_\_\_\_

# Affiliate Application

Complete this form and return to  
In Person: Civic Center, 5 Ashlawn Ave, Montgomery, IL 60543  
Mail: Brian Everhart, 5 Ashlawn Ave, Montgomery, IL 60543  
Fax: 630.554.1577  
Email: beverhart@oswegolandpd.org



## Applicant/Organization Information

Name of Applicant/Organization

Sport/Services

Contact Name

Type (not-for-profit, church, for-profit, etc.)

Contact Phone

Have you used fields before?

Address

City

State

Zip

Email Address

Alternate Contact Name

Alternate Phone

## Affiliate Status

% of members who are district residents

Is the organization a registered non-profit?

Does the organization have a volunteer board?

List members of volunteer board if applicable

Yes  No Does the organization have by-laws?

Yes  No Does the organization conduct background checks for all managers, coaches, board members and volunteers?

Yes  No Does the organization require all participants to sign a waiver? That waiver must include approved language from the Oswegoland Park District

Yes  No Does the organization comply with the Abused and Neglected Child Reporting Act?

Yes  No Does the organization certify that it does not discriminate on the basis of race, color, religion, sex, national origin, handicap, political affiliation, belief, age and comply with the Americans with Disabilities act?

- Rosters with address must be maintained and available upon request from the Oswegoland Park District.
- All fees, charges, monies, and expenditures shall be handled by the group, with bank accounts in the group's own name. The group shall have a written policy regarding refunds. All requests for refunds shall be handled in a timely manner.
- If any of these criteria is not met, the group must certify it is taking active steps to do so and will provide documentation when completed. Understand this is reviewed annually and a new application must be submitted every 5 years.

Applicant Signature

Date