

# 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  
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



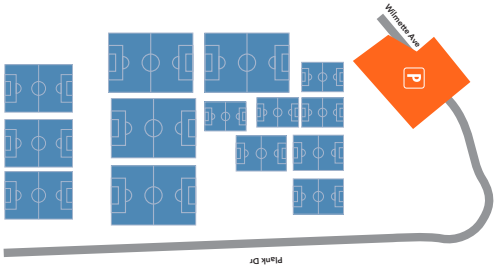
# Old Post Park



Map Legend



# PrairieFest Park



Map Legend



# Wormley Heritage Park



Map Legend



**Event Dates & Times**

Date(s)	Arrival Time	Departure Time	Description	Lights (Y/N)

*I verify that the information on this Reservation Request form is correct as defined in the Athletic Field Use Policy and understand the possible consequences if the information is incorrect or misleading as described in the Athletic Field/Facility Allocation and Usage Guide. I have read and understand the Waiver and Hold Harmless Agreement and the Athletic Field/Facility Use Rules and Regulations guidelines, on the backside of this form and will be responsible for relaying this information to the members of my group/organization. I understand that violation of this agreement and/or the guidelines may result in my group/organization being billed for damages, repairs and/or cleaning of the facility due to misuse, as well as loss of the privilege to use Park District facilities. I agree to pay any incurred rental fees prior to each rental date.*

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**

**WAIVER AND HOLD HARMLESS AGREEMENT**

*I understand that, though I have reserved the field, Oswegoland Park District cannot guarantee that the field will be unoccupied when I arrive. On behalf of my group/organization, I will take a copy of the confirmed reservation, and I will make every effort to resolve a conflict through appropriate communication. Furthermore, I understand that Oswegoland Park District will not be responsible for any property left unattended in the park, and that I am responsible for reporting incidents of vandalism or illegal activity in the park by calling 911.*

*In addition, I declare that the information contained in this application is true and correct to the best of my knowledge. I hereby attest that I am at least 21 years of age and authorized to bind the event, sponsor, and/or its employees, agents or volunteers associated or to be associated with the activity for which approval is being sought to the terms of this agreement. I agree to reimburse Oswegoland Park District for any and all loss incurred by it in repairing or replacing damage to Oswegoland Park District property proximately caused by the applicant, its officers, employees, agents, monitors, or any other persons attending or forming the special event or rental who were or should have been under my control. I further agree to defend without costs, indemnify, and hold harmless Oswegoland Park District, its officers, agents, and employees from any liability to any persons, damages, losses, or injuries arising out of, or alleged to arise out of, the event which was proximately caused by the actions of the applicant, its officers, employees, agenda, including monitors or persons attending or joining in the event who were responsible or should have been under the control of the applicant.*

*I have read and understand all special use regulations/requirements/agreements. I do hereby agree to abide by all federal, state, local and Park District laws, ordinances, rules and regulations and agree to meet all requirements for documentation, certification, licensing, financial responsibility and all other aspects of staging a special event on Oswegoland Park District property. I understand that lack of meeting all requirements may result in the denial or cancellation of the proposed special event. In the event that information provided on this form changes or your event is cancelled, please inform Oswegoland Park District in writing at least 7 (seven) days prior to the event to reschedule.*

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**

## 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 \_\_\_\_\_