

Athletic Field Reservation Request

Complete this form and return to Abbie Frederick:
Email: afrederick@oswegolandpd.org
Mail or In Person : Civic Center, 5 Ashlawn Ave, Montgomery, IL 60543



Submission of a Reservation Request does not constitute approval. Approval is given according to the Athletics Field Use policy, field 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

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 _____

Field *Field layouts on page 18*

Grande Park Prairie Point Park Wormley Heritage Park Old Post Park Other _____

Use Type Practice Game Tournament Season Event Other _____

Field Type Soccer Football Lacrosse Cricket Baseball Softball Other _____

If Applicable Lights Needed Scoreboard Use Base Distance _____

Pitching Distance _____ Additional Field Info _____

Start Time: _____ End Time: _____

Number of Players _____ Age Range _____ # of Spectators _____ # of Teams _____ % of participants who are District residents _____

Detailed Description of Request

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

Food/Concessions Other _____

ATHLETIC FIELD 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 9:00a.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 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 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 Department 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 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 _____