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.

t-for-profit, church, for-profit, u used fields before?	S □ No Zip
u used fields before?	Zip by a governing body?
State Is this event sanctioned	Zip d by a governing body?
Is this event sanctioned	by a governing body?
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ticipants who are District res	sidents
Sound DVandars DGolf	Carts/ATVs
	rticipants who are District res

Rental Dates & Time	& Time:	Dates	Rental
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ate(s)	Arrival Time	Departure Time	Description	Lights (Y/N)
		District facilities. I agr	ree to pay any incurred rental fees prior to each rental date.	
olicant Sign	ature		Date	
I understar On behalf appropriate the park, and In addition, at least 21 j with the act all loss incu- employees control. I fu any liability actions of t	nd that, though I han of my group/organd e communication. In declare that the vears of age and a tivity for which appart agents, monitors of the applicant, its of the applicant, its of	nization, I will take a cop Furthermore, I unders insible for reporting inc information contained uthorized to bind the e proval is being sought ing or replacing dama , or any other persons end without costs, indi- amages, losses, or inju- ificers, employees, age	Oswegoland Park District cannot guarantee that the field will be unoccupied when by of the confirmed reservation, and I will make every effort to resolve a conflict the tand that Oswegoland Park District will not be responsible for any property left undents of vandalism or illegal activity in the park by calling 911. In this application is true and correct to the best of my knowledge. I hereby attest event, sponsor, and/or its employees, agents or volunteers associated or to be asset to the terms of this agreement. I agree to reimburse Oswegoland Park District for ge to Oswegoland Park District property proximately caused by the applicant, its attending or forming the special event or rental who were or should have been undernify, and hold harmless Oswegoland Park District, its officers, agents, and emprises arising out of, or alleged to arise out of, the event which was proximately caused and, including monitors or persons attending or joining in the event who were researched.	hrough nattended in at that I am sociated r any and s officers, nder my ployees from sed by the
I have read Park Distric	and understand a et laws, ordinances	, rules and regulations	 Ins/requirements/agreements. I do hereby agree to abide by all federal, state, loo and agree to meet all requirements for documentation, certification, licensing, fi cial event on Oswegoland Park District property. I understand that lack of meetin	inancial
requireme	nts may result in th	e denial or cancellatio	n of the proposed special event. In the event that information provided on this for nd Park District in writing at least 7 (seven) days prior to the event to reschedule.	
A 1.	Signature		 Date	

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.

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:	Secuity 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