



OSWEGOLAND
PARK DISTRICT

ATHLETIC FIELD ALLOCATION & USAGE GUIDE



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Athletic Field 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 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.

The Athletic Department will make interpretation of language in the Athletic Field Allocation and Usage Guide. An appeal of the Athletic Department'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.

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

Affiliate Qualifications - Tier 1

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 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.
5. 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.
6. 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.
7. 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.
8. 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_____."

9. 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.
10. 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.
11. The group must comply with the Abused and Neglected Child Reporting Act (325ILCS5/let seq 1) as required by the statute.
12. 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.
13. The group shall provide a roster listing addresses of all participants prior to the start of each season.
14. Organizations shall provide a copy of their game schedules to the Park District prior to the start of the season.
15. Organizations shall pay all invoices for field use, lights, and, or other services in a timely manner.
16. Organizations shall adhere to all Athletic Field Rules & Regulations included within the Athletic Field Allocation and Usage Guide, and all pertinent Park District and Village ordinances.
17. Each organization's affiliate status will be reviewed on an annual basis by the Oswegoland Park District.
18. The organization must complete the "Application for Affiliate Status" which is to be reviewed annually and must be re-submitted every 5 years or at the request of the Oswegoland Park District.
19. 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 (IDNA) - Tier 2

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 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.
3. 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.
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.

Other - Tier 3

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 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 Group - 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 Requesting Permits & Permit Info

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 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.

Tournaments/Special Events

All organizations wishing to host a tournament using Park District maintained fields 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.

Permit Procedures

Requests to permit the use of Oswegoland Park District fields and 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 is required and must be submitted according to the dates listed in Table 1.

Applications Due	Season
December 15	All tournaments for the following calendar year
January 15	Spring/Summer (All May through July use)
May 15	Fall (All August through November use)

Permit Changes, Reschedules, New Requests

Any permit changes, reschedules or new requests for use of Oswegoland Park District fields 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.

Permit Cancellation Deposit

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.

Fee Payment

Payment for field use will be invoiced to the organization at the time the permit is approved or issued. Payment due dates will be set based on amount, timeline, and other factors on your permit. Late payments will incur additional fee. Unpaid fees may affect future field use by an organization.

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 Department, and/or the Director of Parks, 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 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 & Park Guidelines

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.

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, 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 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.

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.

█ Athletic Field Allocation Procedures

Allocation of Athletic Fields will follow the Athletic Field 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 may be asked provide game schedules to the Park District 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 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 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 prior to and subsequent to each use to identify any dangerous or unsafe condition and to determine whether the field 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 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 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.

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 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

Purpose

The purpose of this policy is to implement a systematic method of enforcing the Athletic Field 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 permits for games and other usages based upon user groups violating Park District or Village ordinances or the established Athletic Field 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 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 Allocation and Usage Guidelines.

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

Strike Two

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

Penalty: Notification to the user group's representative documenting the violation. A field report and/or pictures of the violation may be included for reference. Documentations will be placed in the group's file. In addition, the user group's representative may be asked to meet with the Athletic Department 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 any deposits 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. Vendor must carry insurance as follows:
 - A. Combined single limit general liability and property damage policy to include Products/Completed Operations coverage in the amount of \$1 million.
 - B. Oswegoland Park District to be listed as an Additional Named Insured on the policy and on the Certificate of Insurance.
 - C. 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.

Moveable Soccer Goal Safety Policy

Section 02: Risk Policies & Responsibilities

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

Introduction

This policy presents guidelines for the use and storage of full-size or nearly full-size moveable soccer goals. The Oswegoland 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 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.

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

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

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

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



Athletic Field 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'	Adjustable	-	May-November	Yes	300' HR Fence/Scoreboards
Field 2	Baseball/Softball	60' 65' 70'	Adjustable	-	May-November	Yes	300' HR Fence/Scoreboards
Field 3	Baseball/Softball	60' 65' 70'	Adjustable	-	May-November	Yes	300' HR Fence/Scoreboards
Field 4	Baseball/Softball	60' 65' 70'	Adjustable	-	May-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	-

Soccer Fields

PrairieFest Park 91 Plank Road, Oswego							
Fields	Type	Dimensions	Goals	Division	Date Available	Lights	Notes
Field 1	Game	60' x 40'	12'	-	April-November	No	-
Field 2	Game	60' x 40'	18'	-	April-November	No	-
Field 3	Game	60' x 40'	18'	-	April-November	No	-
Field 4	Game	60' x 40'	18'	-	April-November	No	-
Field 5	Game	80' x 50'	18'	-	April-November	No	-
Field 6	Game	80' x 50'	21'	-	April-November	No	-
Field 7	Game	80' x 50'	21'	-	April-November	No	-
Field 8	Game	100' x 66'	24'	-	April-November	No	-
Field 9	Game	110' x 70'	24'	-	April-November	No	-
Field 10	Game	110' x 70'	24'	-	April-November	No	-
Field 11	Game	30' x 40'	9'	-	April-November	No	-
Field 12	Game	-	-	-	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'	9'	-	April-November	No	-
Field 2	Game	45' x 35'	9'	-	April-November	No	-
Field 3	Game	45' x 35'	9'	-	April-November	No	-
Field 4	Game	45' x 35'	9'	-	April-November	No	-
Field 5	Game	45' x 35'	9'	-	April-November	No	-
Field 6	Game	45' x 35'	9'	-	April-November	No	-
Field 7	Game	45' x 35'	9'	-	April-November	No	-
Field 8	Game	45' x 35'	9'	-	April-November	No	-

 Multi-Use Fields

Wormley Heritage Park 331 Century Road, Oswego							
Fields	Type	Dimensions	Goals	Division	Date Available	Lights	Notes
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	-

Old Post Park 116 Old Post Road, Oswego							
Fields	Type	Dimensions	Goals	Division	Date Available	Lights	Notes
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	-

Prairie Point Park 4120 Plainfield Road, Oswego							
Fields	Type	Dimensions	Goals	Division	Date Available	Lights	Notes
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	-

Community Park at Grande Park | 26921 Grande Park Blvd, Plainfield

Fields	Type	Dimensions	Goals	Division	Date Available	Lights	Notes
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	-

Cricket Pitch**Prairie Point Park | 4120 Plainfield Road, Oswego**

Fields	Type	Dimensions	Division	Date Available	Lights	Notes
Pitch 1	Game/Practice	-	-	March-November	No	-

Grande Park



Map Legend

	Playground		Restrooms		Game Field
	Parking		Natural Area		Shelter

Prairie Point Park



Map Legend

	Playground		Restrooms		Game Field
	Parking		Natural Area		Shelter

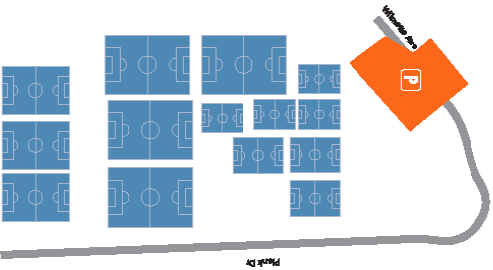
Old Post Park



Map Legend

	Playground		Restrooms		Game Field
	Parking		Natural Area		Shelter

PrairieFest Park



Map Legend

	Playground		Restrooms		Game Field
	Parking		Natural Area		Shelter

Wormley Heritage Park



Map Legend

	Playground		Restrooms		Game Field
	Parking		Natural Area		Shelter



Field Use Fees

Practices/Game (2hr block)	Tier 1	Tier 2	Tier 3
Ballfield	\$30	\$50	\$75
Ballfield - prepped	\$60	\$80	\$125
Turf Field	\$50	\$75	\$100
Cricket Pitch	\$40	\$50	\$60

Daily (1 Field)	Tier 1	Tier 2	Tier 3
Ballfield - prepped	\$250	\$350	\$550
Turf Field	\$200	\$250	\$400
Cricket Pitch	\$150	\$200	\$250

*Daily charges if more than 4 games or 6 hour rental

Weekend (1 Field)	Tier 1	Tier 2	Tier 3
Ballfield	\$550	\$750	\$1150
Turf Field	\$500	\$600	\$900
Cricket Pitch	\$350	\$450	\$550

*All day use Saturday & Sunday

Extras	Tier 1	Tier 2	Tier 3
Field Layout & Striped - Turf	\$200 each	\$250 each	\$300 each
Ballfield Lights	\$25 per hr	\$25 per hr	\$25 per hr
Field Drying Agent	\$30 each	\$30 each	\$30 each
Onsite Staff	\$30 per hr	\$30 per hr	\$30 per hr
On-site Dumpster - 6 yard	\$230 each	\$230 each	\$230 each
Extra Port-O-Let	\$175 each	\$175 each	\$175 each
On-site Vendor Fee - food, merch, etc	\$50 each	\$50 each	\$50 each

Full Tournament Rental	Tier 1	Tier 2	Tier 3
Full Park - Old Post	\$1,000	\$1,500	\$3,000
Full Park - Wormley Heritage	\$2,000	\$2,500	\$3,000
Full Park - Prairie Point	\$2,500	\$3,000	\$4,000
Full Park - Grande Park	\$5,000	\$6,000	\$7,000

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

Large Group Rate	Tier 1	Tier 2	Tier 3
Per Player	\$30	\$40	\$55

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.

For all tournament bookings a \$500 deposit may be 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 if needed.

Affiliate - Tier 1
IDNA - Tier 2
Other - Tier 3

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 _____

Affiliate Application - Tier 1

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



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? Yes No

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