



**PLAINFIELD TOWNSHIP PARK DISTRICT
FACILITY/ATHLETIC FIELD USE APPLICATION**

**2010
APPLICATION**

Contact Name: _____ Group/Organization: _____
 Address: _____ City: _____ Zip: _____
 Phone (H): (____) _____ Phone (C): (____) _____ E-mail: _____

Choice	Field Requesting	Activity	Day of Week	Start Date	End Date	Start Time	End Time
1 ST	Example: <i>Renwick #3</i>	<i>Game</i>	<i>Mon</i>	<i>3/24/08</i>	<i>3/24/08</i>	<i>6:00 pm</i>	<i>8:00 pm</i>
2 ND	<i>Four Seasons #7</i>	<i>Game</i>	<i>Mon</i>	<i>3/24/08</i>	<i>3/24/08</i>	<i>6:00 pm</i>	<i>8:00 pm</i>
1 ST							
2 ND							
1 ST							
2 ND							
1 ST							
2 ND							
1 ST							
2 ND							
1 ST							
2 ND							

*Groups/organizations are strongly encouraged to indicate a 1st choice & 2nd choice when submitting an application. **For additional space... OVER →**

Please attach the following information:

- Certificate of Insurance for \$3 million naming the Plainfield Park District as additionally insured.
- Certification of Coaches Effectiveness training for all coaches (NYSCA, ASEP, PCA, etc...).
- Groups/Organizations are required to submit proof or a signed affidavit regarding successful completion of criminal background checks.
- Team rosters (electronically excel format) indicating players name, address, city, zip code, birth date with age and school, by team, not group/organization.

Incomplete Applications will not be accepted.

By signing this form, I acknowledge that I have read and agree to abide by the facility/athletic field use application/agreement and all Park District rules and regulations. Failure to comply with Park District rules and regulations may result in the cancellation of the application, forfeiture of all fees/deposit, and forfeiture of the right to future use of Park District facilities/athletic fields. Permits are revocable at any time for violation of rules, ordinances or local & state laws.

Signature: _____ Date: ____/____/____

----- OFFICE USE ONLY -----

Group/Organization	Activity	Fee/Part.	# of Part.	Total	Optional Fee(s)	# of Game(s)	Total	Credit	Total Due
<input type="checkbox"/> Resident		\$		\$	\$		\$	\$	\$
<input type="checkbox"/> Non-Resident		\$		\$	\$		\$	\$	\$

Application Status: Approved Denied If denied, please specify as to why? _____

Concession: Requested Requirements met/ Permitted by Health Department Additional Comments: _____

Lighted Field Use: Requested Additional Comments: _____

Staff Signature: _____ Date: ____/____/____



**PLAINFIELD TOWNSHIP PARK DISTRICT
FACILITY/ATHLETIC FIELD USE AGREEMENT**

**2010
AGREEMENT**

PURPOSE

A permit is required for any organized event that requires participants to pay a registration fee other than those run by the Plainfield Park District. Permits are required by all groups/organizations. General drop-in use of a Plainfield Park District facility/athletic field does not require a permit, however, a group/organization with approval and permit shall have priority use of the facility/athletic field.

SCHEDULING PRIORITY

Available facility/athletic field use is limited; as a result, request for use of all fields will be categorized as followed:

1. Plainfield Park District (Plainfield Park District programs take priority over all other requests for facility/athletic field usage).
2. Plainfield School District #202 (as set forth within the intergovernmental agreement between the Plainfield Park District and Plainfield School District #202).
3. Resident Status - defined as groups/organizations with at least **85% or more** Plainfield Park District or Plainfield School District #202 residents. *Recreational Leagues, Competitive/Travel Leagues, and Non-League Fee Based Programs (i.e. Camps, Clinics, Workshops, etc.)*
4. Non-Resident Status - defined as a group/organization with **less than 85%** Plainfield Park District residents. *Recreational Leagues, Competitive/Travel Leagues, and Non-League Fee Based Programs (i.e. Camps, Clinics, Workshops, etc.)*

To prove residency status, groups/organizations are required to submit a team roster (electronically in excel format) including a full listing of coach/player names, addresses and schools which players attend by team and not group/organization.

The Plainfield Park District will attempt to accommodate all requests made. However, due to the high demand of facility/athletic field use, requested date(s) may not be available.

ALLOCATION FORMULA

If two or more groups/organizations exist and are unable to divide the available space in a fair and equitable manner, the Park District will use the following formula will be used to allocate the number of fields that will be made available to each group/organization.

Total number of group/organization participants that are Plainfield Park District residents will be divided by the minimum roster size for each sport to determine the total number of teams in a group/organization.

Minimum Roster Size: Baseball/Softball (**12**), Football (30), Soccer (regulation 14) or 7 on 7 (**10**).

The total number of teams in an organization will then be divided by the total number of teams from all groups/organizations in question to determine an organization's allocation percentage.

An example of this would be:

Group A has <u>756</u> Participants	63 divided by 138 equals 45.65% to Group A
<u>756</u> divided by 12 equals 63 teams.	

75 plus **63** equals **138** teams

Group B has <u>900</u> Participants	75 divided by 138 equals 54.35% to Group B
<u>900</u> divided by 12 equals 75 teams.	

EXAMPLE

Mustang Field #4 at Four Seasons Park	Group A gets 45.65% of time.
	Group B gets 54.35% of time.

REQUIREMENTS (the following documentation must be submitted with application)

Updates/changes to the documentation below must be submitted immediately.

- A. **INSURANCE REQUIREMENTS:** Certificate of Insurance for \$3 million naming the Plainfield Park District as additionally insured. Insurance must be maintained throughout the season for which it is filed.
- B. **COACHES EFFECTIVENESS, SAFETY TRAINING:** The Plainfield Park District requires all groups/organizations that use Park District facilities/athletic fields to be properly trained with regard to coaching procedures and policy issues surrounding their specific activity. Groups/organizations must require their coaches to hold current certification by attending a coach's effectiveness training program. Groups/Organizations are required to submit a signed affidavit as proof of attendance.
- C. **CRIMINAL BACKGROUND CHECKS:** The Plainfield Park District requires all groups/organizations that use Park District facilities/athletic fields to perform State of Illinois criminal background checks on all coaches/volunteers associated their program. *Groups/Organizations are required to submit a letter of inquiry and/or signed affidavit as proof indicating that coaches/volunteers associated with the group/organization in question is cleared of any criminal convictions.*
- D. **TEAM ROSTERS:** Team rosters (electronically excel format) must be submitted indicating players name, address, city, zip code, birth date with age and school, by team, not group/organization.

CANCELLATIONS

Cancellation of facility/athletic field use must be received in writing at least 10 days prior the date reserved. Activities reserved by permit may be cancelled at any time by the Plainfield Park District staff for reasons including, but not limited to, unsafe conditions, facility damage or participant safety. Permitted groups/organizations are responsible for the safety of their participants and spectators. In the event a game is cancelled by Park District staff, a make-up date may be requested. Park District staff will attempt to accommodate additional requests. However, due to the high demand of facility/athletic field use, additional date(s) may not be available.

ADA COMPLIANCE

The Americans with Disabilities Act was signed into law in July of 1990. This law mandates equal access to services, transportation, employment, communication and facilities for persons with disabilities. Programs on Plainfield Park District owned property must not exclude people with disabilities on the basis of the disability alone. Any program using Plainfield Park District property must allow for the possibility of disabled registrants into their athletic program through reasonable accommodation.

FIELD USE/ MODIFICATIONS

Requests to improve Plainfield Park District facilities/athletic fields shall be submitted, in writing, to the Athletics and Facilities Manager for Park District approval. Non-compliance will result in the revocation of the agreement and loss of permitted use. Improvements do not include field dimension changes.

Requests for changes in field dimensions must be submitted to the Athletics and Facilities Manager 30 days prior to the start of the season and are subject to the approval of the Park District.

No temporary or permanent structures/equipment shall be erected on Plainfield Park District property unless approved by Park District staff. Such equipment will also be designated for community use. Submission of a request to modify or improve a site does not constitute approval. Approval will be given according to Park District Policy.

All Park District owned fields will be mowed and maintained according to park district schedule. Groups/organizations are not authorized to mow on park district property at any time.

Adding additional fields to a site without Plainfield Park District approval will result in additional fees and possible revocation of issued permits.

NOTICE OF FIELD EXCHANGE

Fields may only be exchanged with groups/organizations that have completed the application process and have been permitted space. Organizations/groups may give up their permitted space only when both parties agree in writing. The Plainfield Park District will reissue permits to all organizations/groups involved. Notification of a field exchange must be submitted within 10 days of event.

Users may not sublease fields under any circumstance. Subleasing of fields or failure to notify Park District staff of a field exchange will result in revocation of all permits/use.

FEE STRUCTURE

Fee structure is determined based on previous years billing/staffing charges and divided on a per participant basis. Fees will be reviewed/adjusted on a yearly basis. Any activity utilizing park district fields requiring a separate registration or activity fee is subject to the fee per participant. Groups/Organizations will be billed any additional charges over and above the fee charged with documentation provided at time of billing. Example of this may include but are not limited to: additional lighting costs, equipment repair, building/field repair or other unexpected repairs and services performed by Park District Staff.

Requests shall be submitted to the Plainfield Park District according to the following deadlines.

GROUP/ORG.	ACTIVITY	SEASON	REQUESTS DUE	FEE/PARTICIPANT	PAYMENT DUE
Resident					
	Baseball/Softball	Spring (April – July)	February 1 st	\$11.00	April 1st
		Fall (August – November)	June 1 st	\$11.00	August 1st
	Optional Fee(s)	Lighted Field Use	Baseball/Softball	\$35.00/game	
	Football	Fall (August – November)	June 1 st	\$14.00	August 1st
	Poms/Cheer			\$5.00 impact fee only	August 1 st
	Optional Fee(s)	Lighted Field Use	Football	\$65.00/game	
	Soccer	Spring (April - July)	February 1 st	\$11.00	April 15 th
		Fall (August – November)	June 1 st	\$11.00	September 1st
	Optional Fee(s)	Lighted Field Use	Soccer	\$65.00/game	
Non-Resident					
	Baseball/Softball	Spring (April – July)	February 1 st	\$22.00	April 1 st
		Fall (August – November)	June 1 st	\$22.00	August 1st
	Optional Fee(s)	Lighted Field Use	Baseball/Softball	\$35.00/game	
	Football	Fall (August – November)	June 1 st	\$28.00	August 1st
	Poms/Cheer			\$5.00 impact fee only	August 1st
	Optional Fee(s)	Lighted Field Use	Football	\$65.00/game	
	Soccer	Spring (April – July)	February 1 st	\$22.00	April 15 th
		Fall (August – November)	June 1 st	\$22.00	September 1st
	Optional Fee(s)	Lighted Field Use	Soccer	\$65.00/game	
Additional Fees					
	All	Impact Fee		\$5.00/participant	

SITE SPECIFIC USE

Some sites may include restrictions and/or restricted use due to site location. The following regulations apply:

- A. **CONCESSIONS:** The Plainfield Park District reserves exclusive rights to sell concessions at Park District owned facilities/athletic fields. Concessions at designated concession buildings are licensed under separate licensing agreement. Groups/organizations interested in providing their own temporary concessions must seek approval from the Plainfield Park District and meet all requirements set forth by the Will/Kendall County Health Departments. A full inspection by the Health Department must be scheduled and completed by your group/organization. Groups/organizations are fully responsible for coordinating and attending all meetings with Health Department officials. After successful completion, a Temporary Food Permit will be issued by the Health Department. A copy shall then be submitted to the Plainfield Park District for record at least 5 days prior use. Outside vendors providing food service require special use permits according to Park District Ordinance 5.3.A.
- B. **LIGHTED FIELDS:** Lighted field use will only be available by permit. Lights are not to be turned on before 6:15 p.m. regardless of the day or time of year. Turning on lights prior to 6:15 pm will result in a substantial demand charge. Any/all demand charges will be billed directly to the group/organization under this agreement. All games are to be completed and lights turned off by 10:00 p.m. at Ottawa Street, 11:00 p.m. at Four Seasons, and 9:00 p.m. at Legends Field. Failure to turn off lights according to the designated times will result in additional fees (up to \$50.00/hr.) and loss of permitted facility/athletic field use.
- C. **TEMPORARY, PORTABLE LIGHTING:** Request for use of temporary, portable lighting systems must be submitted in writing to the Plainfield Park District at least 20 days prior to use. Along with this request, groups/organizations must indicate placement of units and where each unit will be stored when not in use. All units should be locked and secured at all times.

If approved, it is the responsibility of the group/organization to order, place and maintain temporary, portable lighting units.

If approved, groups/organization must provide the Plainfield Park District a statement of additional issuance coverage that indicates liability or negligence involving use of temporary lights is covered. Such proof is required prior to facility/athletic field use.

- D. **RESTROOMS:** Number of portable units per site will be based on the amount of facility/athletic field use at each site as determined by Park District staff. Units will be ordered & placed by a contracted service. Units will include insurance to cover any damage or vandalism. Park District will clean all permanent restroom facilities once daily. During your scheduled use, it is the responsibility of your group/organization to maintain the cleanliness of **all** restrooms, including portable units.
- E. **TRAFFIC AND PARKING:** Participants/park guests must utilize designated parking areas only. Violators are subject to citation, vehicle towing and/or additional fines.
- F. **LITTER/TRASH COLLECTION & WASTE MANAGEMENT:** Groups/organizations are required to police grounds for litter/trash after facility/athletic field use. Adjacent areas affected by group/organizations facility/athletic field use must be clear of trash as well. Dumpsters are provided. If it becomes necessary for Plainfield Park District staff to perform litter/trash pickup resulting from facility/athletic field use, the group/organization responsible will be invoiced for all direct costs involved.

FIELD SET-UP, MAINTENANCE, SUPPLIES and MATERIALS

- A. Prior to the start of the season, the Plainfield Park District will prepare requested facilities/athletic fields for recreational/league play. It is then the responsibility of each group/organization to prep and maintain athletic fields during seasonal/league play. **Groups/organizations are required to provide their own equipment, supplies and materials.** The Plainfield Park District will not be held responsible for the storage of equipment/supplies unless otherwise agreed upon.
- B. Base pegs, home plates, pitching rubbers, or goals may not be moved from their original locations for any reason once athletic fields have been setup without permission from Park District staff. Failure to do so will result in additional fee(s) and loss of permitted use.
- C. After your scheduled use, facilities/athletic fields must be left in playable condition for the next group/organization. Failure to do so will result in additional fee(s) and loss of permitted use. Facilities/athletic fields left in poor condition after use may be closed for repair by Park District staff.

RESPONSIBILITIES OF EACH GROUP/ORGANIZATION

Responsibilities of each group/organization include, but are not limited to the following:

- A. Facility cleanliness before and after each use.
- B. Crowd control while using assigned facilities (i.e. parking).
- C. Refrain from using facility/athletic fields when conditions are not safe or unfavorable.
- D. In an effort to improve communication and foster cooperation all groups utilizing Park District fields/facilities are strongly encouraged to attend monthly P.A.A.C. meetings.

FACILITY/ATHLETIC FIELD USE RULES AND REGULATIONS

Failure to adhere to the following rules and regulations may result in: 1) Immediate forfeiture of your event, and fees paid, 2) Disqualification from future rentals, and if necessary 3) Law Enforcement officials may be called.

- Facility/athletic field use is subject to and governed by Plainfield Park District Park Ordinances. Non-adherence to rules & regulations and local ordinances will result in loss of rental fee(s) and the cancellation and/or prohibition of future use.
- Adult field use is limited to specific sites, designated as “Adult use ONLY.”
- Park District issued permits must be in possession of group/organization at the time of use.
- Alcoholic beverages are not allowed on any Plainfield Park District property.
- Selling food or other items on site is not allowed without Plainfield Park District approval.
- Amplified sound is not allowed during facility/athletic field use without written approval.
- Property boundary walls or fences are not to be used as backstops.

ENFORCEMENT OF FACILITY/ATHLETIC FIELD USE

- A. Any group/organization whether a permit holder or not, is subject to this agreement and Park District ordinances. Violators are subject to appropriate action, including, but not limited to revocation of permit.
- B. School District fields maintained by the Plainfield Park District under a special use agreement between School District and Park District will be enforced in the same manner as Park District owned facilities/athletic fields.
- C. The Park District will notify the Plainfield Police Department to report any infractions of the Facility/Athletic Field Use Agreement.

GENERAL INDEMNIFICATION

The group/organization agrees that it will pay for all damages to any property of the Plainfield Park District resulting directly or indirectly from the conduct of any member, officer, employee, agent or guest of the organization, or any of its invitees. Group/organization also agrees that it will hold harmless and indemnify the Plainfield Park District from and against any and all liability which may be imposed upon it for any injury to persons or property caused by the group/organization or any other person(s) in connection with the applicant's use of the facility/athletic field permitted in this agreement.

ATHLETIC FIELD DESCRIPTIONS AND LOCATIONS (Park District Owned)

Requests for changes in field dimensions must be made 30 days prior to the start of the season and are subject to the approval of the Park District.

BASEBALL/SOFTBALL FIELDS

❑ Four Seasons Park (Four Seasons Park, Lockport St. just west of I-55)

Fields	Type	Baseline	Pitching Mound	Division	Date Available	Lights
Field #1	Softball	65'	50'	Adult	April – October	Yes
Field #2	Softball	60'	40'	14U	April – October	Yes
Field #2A	Alt. Baseball	90'	60.5'	Colt	April – October	Yes
Field #3	Baseball	80'	54'	Pony	April – October	Yes
Field #4	Baseball	60'	44'	Mustang	April – October	Yes
Field #5	Softball	60'	40'	10U/12U	April – October	Yes
Field #6	Softball	60'	35'	8U/10U	April – October	No
Field #7	Baseball	60'	44'	Mustang	April – October	No
Field #8	Softball	55'	30'	8U	April – October	No
Field #10	Youth	50'	38'	Coach Pitch	April – October	No
Field #12	Baseball	50'	38'	Pinto	April – October	No
Field #13	Baseball	50'	38'	Pinto	April – October	No
Field #14	Baseball	50'	38'	Pinto	April – October	No

❑ Northwest Community Park (127th St. just west of Route 30)

Fields	Type	Baseline	Pitching Mound	Division	Date Available	Lights
North	Baseball	80'	54'	Pony	April – October	No
North A	Alt. Baseball	90'	60'	Pony	April – October	No
South	Baseball	70'	48'	Bronco	April – October	No

❑ Ottawa Street Park (23729 W. Ottawa Street)

Fields	Type	Baseline	Pitching Mound	Division	Date Available	Lights
Field #1	Baseball	70'	48'	Bronco	April – October	Yes

❑ Renwick Community Park (Renwick Rd. just west of Route 59)

Fields	Type	Baseline	Pitching Mound	Division	Date Available	Lights
Field #1	Baseball	80'	54'	Pony	April – October	No
Field #1A	Alt. Baseball	90'	60'	Pony	April – October	No
Field #2	Baseball	70'	48'	Bronco	April – October	No
Field #2A	Alt. Baseball	80'	54'	Bronco	April – October	No
Field #3	Baseball	60'	44'	Mustang	April – October	No
Field #3A	Alt. Baseball	70'	48'	Mustang	April – October	No

❑ Heritage Grove Middle School/Heritage Meadows Park (12425 S. Van Dykes Road)

Fields	Type	Baseline	Pitching Mound	Division	Date Available	Lights
East	Youth	50	38	Coach Pitch	April – October	No

SOCCER FIELDS

❑ Legends (Caton Farm Rd. next to PSHS)

Fields	Type	Division	Date Available	Lights
Field #1	Game	U13 - U18	April – October	Yes
Field #2	Game	U13 - U18	April – October	Yes
Field #3	Game	U11 - U12	April – October	Yes
Field #4	Game	U11 - U12	April – October	Yes

❑ Northwest Community Park (127th St. west of Rt. 30)

Fields	Type	Division	Date Available	Lights
Field #1	Game/Practice	U11 – U12	April – October	No
Field #2	Game/Practice	U11 – U12	April – October	No

❑ Kensington Park (Route 59 and 127th St.)

Fields	Type	Division	Date Available	Lights
Field #1	Practice	U5 & Under	April – October	No
Field #2	Game/Practice	U9 – U10	April – October	No
Field #3	Game/Practice	U13 – U18	April – October	No
Field #4	Game/Practice	U6 – U8	April – October	No

❑ Renwick Community Park (located on Renwick Rd. in Plainfield)

Fields	Type	Division	Date Available	Lights
Field #1	Game/Practice	U11 – U12	April – October	No
Field #2	Game/Practice	U9 – U10	April – October	No
Field #3	Game/Practice	U9 – U10	April – October	No
Field #4	Game/Practice	U9 – U10	April – October	No
Field #5	Game/Practice	U11 – U12	April – October	No

❑ Van Horn Woods (located on Lily Cache Rd. in Plainfield)

Fields	Type	Division	Date Available	Lights
Field #1	Game/Practice	U13 – U18	April – October	No
Field #2	Game/Practice	U6 – U8	April – October	No
Field #3	Game/Practice	U9 – U10	April – October	No
Field #4	Game/Practice	U5 & Under	April – October	No
Field #5	Game/Practice	U5 & Under	April – October	No
Field #6	Game/Practice	U8	April – October	No
Field #7	Game/Practice	U6 – U8	April – October	No
Field #8	Game/Practice	U6 – U8	April – October	No
Field #9	Game/Practice	U6 – U8	April – October	No
Field #10	Game/Practice	U6 – U8	April – October	No

FOOTBALL FIELDS

❑ Four Seasons Park (Four Seasons Park, Lockport St. just west of I-55)

Fields	Type	Date Available	Lights
Field #1	Game	Aug. – November	Yes
Field #2	Game	Aug. – November	Yes
Field #3	Game/Practice	Aug. – November	No
Field #4	Game/Practice	Aug. – November	No

❑ Aux Sable (2001 Wildspring Parkway, Joliet, IL)

Fields	Type	Date Available	Lights
Field #1	Game	Fall 2010	No
Field #2	Game	Fall 2010	No