



# WAUKEGAN PARK DISTRICT

## Athletic Field

### RENTAL APPLICATION & AGREEMENT

1. Organization Making Request \_\_\_\_\_
2. Today's Date \_\_\_\_\_
3. Contact Person/Responsible Party \_\_\_\_\_
4. Address \_\_\_\_\_
5. City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_
6. Cell # \_\_\_\_\_ Alternate# \_\_\_\_\_
7. Facility Requested \_\_\_\_\_  
(i.e. SportsPark soccer field, Sports Park ball diamond, Bevier Park ball diamond)
8. # of fields requested \_\_\_\_\_
9. Requested Rental Date(s) \_\_\_\_\_
10. Sport or activity being played \_\_\_\_\_
11. Estimated Attendance \_\_\_\_\_
12. Start Time \_\_\_\_\_ am/pm End Time \_\_\_\_\_ am/pm
13. Will a particular set-up or equipment be needed for your request? If Yes describe  
\_\_\_\_\_  
\_\_\_\_\_

**Please read before signing.**

I understand that completing and signing this agreement is a **request** until it is approved and required fees are paid, this request becomes a contractual agreement. Requests must be received 21 days prior to rental date requested unless otherwise approved and will be reviewed within 3-5 business days of being received. No deposit or payment is due with this form.

I agree to submit payment, as determined by the Athletic Supervisor, by date indicated when notified of approval. Failure to submit payment by date requested will make this request null and void and may result in loss of time slot.

I understand submitting a request is NOT a guarantee of availability or approval. All rentals are processed as identified in the Usage Procedures Rules and Rates. Requests will be

reviewed based on WPD policy, facility and staff availability. WPD reserves the right to deny any rental which is deemed inappropriate.

I have read the Waukegan Park District regulations and agree to adhere to them. This acknowledges that I have read the Athletic Field Usage Procedures, Rules and Rates. As the Responsible Party for the field rental, I will make all users aware of the rules and regulations associated with the use of the athletic field(s).

I can assure that the Individual taking responsibility for the Rental Application and Agreement is 21 years of age. I understand and will ensure that an authoritative representative of the organization, over the age of 21, will remain on premise for duration of the rental. I understand that the organization is solely responsible for any and all supervision during rental. I understand that the organization is solely responsible for determining whether the site is safe and appropriate for use prior to each use; and notify the Park District of any known safety hazard. Safety includes protection of the resources as well as participants

It is fully understood and agreed that the representative and their organization guarantees to defend, indemnify and hold harmless the Waukegan Park District, its officers, employees, volunteers and agents against any and all liabilities, claims, damages, losses, costs and expenses (including reasonable attorneys' fees) arising indirectly or directly in connection with or under, or as a result of this agreement. It is also understood that the organization will provide and maintain at its own cost, insurance coverage as outlined in the Athletic Field Usage Procedures, Rules, and Rates.

\_\_\_\_\_  
Printed Name of Responsible Party

\_\_\_\_\_  
Signature of Responsible Party

\_\_\_\_\_  
Date of Signature

\_\_\_\_\_  
Title/Office (if applicable)

Please sign and return this Rental Application and Agreement to:

Waukegan Park District  
The Field House Sports & Fitness Center  
Attn: Kaitlin Fischer  
800 Baldwin Ave.  
Waukegan, IL 60085  
Phone: 847.782.3620  
Fax: 847.782.3303  
E-mail: [kfischer@waukeganparks.org](mailto:kfischer@waukeganparks.org)

Office Use Only

The fields listed below are approved for use during the listed times. Signature of this form approves the use by the organization.  
Permits are valid only in accordance to the park district regulations.

Approved by \_\_\_\_\_ Title \_\_\_\_\_

Disapproved by \_\_\_\_\_

Printed Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Field(s): \_\_\_\_\_

Times: \_\_\_\_\_

Estimated Cost \_\_\_\_\_

Deposit \_\_\_\_\_

Final Cost \_\_\_\_\_

Payment Owed \_\_\_\_\_ Date Payment is Due \_\_\_\_\_

Date Paid \_\_\_\_\_

Remarks: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Additional Options Baseball/ Softball**

Choose one

**Option 1: Basic**

**Option 2: Tournament**

**Option 3: World Class**

**Additional Options Soccer Fertilizer Apps**

Choose one

**Option 1: Basic**

**Option 2: Greater**

**Option 3: Best**

**For Option 4 Please select between Options 1-3 and how many fields will be in use**

**Option 4: Per field      Option# \_\_\_\_\_      Amount of Fields \_\_\_\_\_**

**Total Price \_\_\_\_\_**

## Athletic Field

### Usage Procedures, Rules and Rates

The Waukegan Park District offers a variety of athletic fields for rental for soccer, football, baseball, and softball at different parks. Our main facility is the Waukegan SportsPark but we offer fields throughout the community. Below is a list of athletic fields available for rental. Fees listed below are for general field requirements for one time set-ups (i.e. ball diamonds being dragged & lined once/day). If fields need to be painted specifically for an event or multiple field preps are needed during the day additional fees may apply. Fields could be available for other sports so please note that on your rental application.

#### Field & Fees

#### **Soccer/Football Fields**

<u>Field Locations</u>	<u>Type of Fields</u>	<u>Size of Fields</u>	<u>Fees</u>	<u>Plus Lights Add</u>
Waukegan SportsPark	1 Synthetic Turf Soccer or Football	Full Size	\$125/Hr	\$40/hr
Waukegan SportsPark	13 Grass Fields Soccer or Football	Full Size or Youth	\$45/hr	N/A
Dugdale Park	2 Grass Soccer	Full Size or Youth	\$35/hr	N/A

#### **Baseball Fields**

<u>Field Locations</u>	<u>Type of Fields</u>	<u>Size of Fields</u>	<u>Fees</u>	<u>Lights</u>
Bowen Park	1 Baseball Field	90ft bases	\$150 -1 <sup>st</sup> 3hrs \$30/each hr after	\$100/night
Bevier Park	1 Baseball Field	80ft bases	\$30/hr	\$75/night

#### **Softball/Youth Baseball Fields**

<u>Field Locations</u>	<u>Type of Fields</u>	<u>Size of Fields</u>	<u>Fees</u>	<u>Lights</u>
Waukegan SportsPark	4 Softball/Youth Baseball	60- 70ft bases	\$45/hr	\$30/hr
Belvidere Park	1 Softball/Youth Baseball	60- 70ft bases	\$35/hr	\$75/night
Dugdale Park	1 Softball/Youth Baseball	60- 70ft bases	\$35/hr	\$75/night
Victory Park	3 Softball/Youth Baseball	50-60ft bases	\$35/hr	N/A
Ben Diamond	1 Softball/Youth Baseball	50-60ft bases	\$35/hr	N/A

### **User Priority**

In order to be consistent in granting use of these fields, indentifying priority user groups, specifying deposit and fee schedules, and establishing administrative rules, the following guidelines apply:

1. Waukegan Park District programs, leagues, and tournaments
2. Waukegan Park District Youth Sports Affiliates:
  - Waukegan Association for Youth Soccer (WAYS)
  - Waukegan Youth Football Association (WYFA)
  - Waukegan Baseball Association (WBA)
3. Adult Soccer Leagues meeting resident requirements of 70% or more players living in Waukegan Park District
4. Other Rental Groups (if space is available)

### **Availability of Field for Scheduled Use**

Field availability is based on the user priority list, field conditions, weather, and resting schedule.

Monday – Friday:

- Synthetic Turf field - available for rentals from 7am until 11pm
- Grass soccer/football fields – limited availability for rentals for games or practices from 8am to sunset
- Ball Diamonds – available for rentals for games or practices from 8am to 11pm

Weekends:

- Synthetic Turf field – available for rentals 8am to 11pm
- Grass soccer/football fields – available for rentals from 8am to sunset
- Ball Diamonds – available for rentals for games or practices from 8am to 11pm

### **Scheduling Procedures**

After the Waukegan Park District programs, leagues, and tournaments have been scheduled and field needs have been determined for each season, all open time slots will be available for rental based on the priority list.

Based on priority listing groups will be asked to submit schedules and application by March 1 of each year to schedule games and events for the season. After confirming dates any available fields will be available for rental for other groups.

Reservation requests will be accepted in person at the Field House Sports and Fitness Center, 800 Baldwin Ave, by phone at 847.782.3300, or email to [kfischer@waukeganparks.org](mailto:kfischer@waukeganparks.org) . A field request form must be filled out; the Park District does not take verbal requests for field rentals. Only user groups who have a completed facility request form will be considered for rentals, and field requests will not be accepted or considered from any group with outstanding fees owed to the Waukegan Park District.

After the field request is reviewed and approved, a field contract/permit will be issued to the user group. This permit should be in the possession of the user group during the time of the rental.

After date requests have been accepted and reserved by the Waukegan Park District, the reservation process is not complete until payment is made in full. If the user group does not commit to the rental, by making their full payment, the time slot(s) may be distributed to other groups. Rentals are determined on a first-come, first-served basis. Changes to scheduled rental or practice times can be approved only by the Athletics Supervisor.

### **Cancellation/Refunds**

- A. For rentals cancelled 90 business days or more in advance, the user group will be refunded 90% of fees paid.
- B. For rentals cancelled 89 to 30 business days in advance, the user group will be refunded 50% of fees paid.
- C. Refunds will not be granted for rentals that are cancelled less than 30 business days before the rental date or if the rental is cancelled after it has started.

### **Rainouts**

- A. The Waukegan Park District reserves the right to cancel any event or to restrict access to the fields due to an emergency, severe weather, vandalism, poor playing conditions or damage that could cause safety concerns. The WPD will make every effort to get games in especially for tournaments and events that have no rain date options.

### **Insurance**

The Waukegan Park District requires all user groups to provide a certificate of liability insurance.

- A. Provide General Liability Insurance with limits of not less than One Million Dollars (\$1,000,000.00) CGL insurance shall be written on Insurance Services Office (ISO) occurrence form CG 00 01 10 93, or a substitute form providing equivalent coverage, and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, liability assumed under an insured contract (including the tort liability of another assumed in a business contract), and shall not be endorsed to exclude claims arising from athletic participation.
- B. The Waukegan Park District must be named as an additional insured using ISO additional insured endorsement CG2026 or a substitute. The insurance policy shall not be suspended, voided, canceled, reduced in coverage, or in limit except after thirty days prior written notice has been given to the District by certified mail and a return receipt requested. Insurance forms must be submitted to the District prior to use of the fields.

### **Tournaments/Special Event Permits**

Waukegan Park District may require additional permission, permits, fees, and security deposits in some cases. The Park District reserves the right to increase the fee based on the nature of the activity. Shuttle buses, police coverage, trash, storage, etc may be an additional charge which can be determined by the WPD staff and the tournament director

### **Baseball and Softball Tournament Rental Fees**

<b><u>Field Locations</u></b>	<b><u>Rate per team</u></b>
Waukegan SportsPark	Call for price
	847-782-3620

### **Soccer Tournament Rental Fees**

<b><u>Field Locations</u></b>	<b><u>Rate per team</u></b>
Waukegan SportsPark	Call for price
	847-782-3620

### **Field Prep options for Baseball and Softball**

Option 1: Basic is included in tournament contract, Basic prep in the AM

Option 2: Tournament upgrade, AM prep, minor field repair, raking, chalk, \$30/hr

Option 3: World Class, Full staff/ Full Service, Drags between games, chalk, water, rain crew, \$50/hr

### **Fertilizer Application for Soccer Tournament Options**

Waukegan Park District offers fertilizer options to groups hosting larger tournaments who are looking for adding that extra special look to the fields. Making already great looking fields look even greener, thicker and more special for your state, regional or national tournament. This is highly recommended for major events. For more information please ask.

Option 1: Basic Program \$2,250, or \$175 per field

Option 2: Greater Recovery and Good Color \$2,750, or \$215 per field

Option 3: Best Color and Stress Resistance/Recovery \$3,500, or \$270 per field

## **Rules and Regulations**

- A. The Waukegan Park District will give rental groups a permit to show authorization to use the field(s). Permit is not valid if games are cancelled due to bad weather or field conditions.
- B. Field use is limited to the specified times as noted on the permit, if warm-up time is needed then that must be included in the rental. Fields will not open for play or warm up until 30 minutes before the first scheduled game.
- C. Permits may be revoked if there is failure to follow district regulations.
- D. Alcoholic beverages are prohibited in all parks including fields and parking lots.
- E. At the Waukegan SportsPark – outside coolers, food and beverage are not permitted and will be enforced. A player may provide his or her own snack/drink for play but all food-beverage for eating before and after games and/or team picnics must be purchased from the concession stands on site.
- F. Any group at the Waukegan SportsPark who plans to cater food for staff, players or officials must purchase food through the concession stands. No outside catering is allowed (i.e. pizza, etc)
- G. All accidents, breakage, or loss must be reported to the Waukegan Park District's on-site supervisor or the Athletic Supervisor.
- H. Any maintenance issues should be reported to the Waukegan Park District's on-site supervisor or the Athletic Supervisor.
- I. The Waukegan Park District will supply soccer goals (full-size goals available, some youth sizes), pitching rubber, bases, and goal posts as part of the field set up. The rental groups supply its own balls & equipment.
- J. The rental groups must clean up all trash after the last game. If recycle containers are available, please use.
- K. The Waukegan Park District is responsible for preparing athletic fields.
- L. No painting of the field is permitted. Any special markings to fields may increase rental fees. Including field size changes and additional field layouts or setup.
- M. The Waukegan Park District will have Site Supervisors checking on fields.
- N. The rental groups must have an identifiable representative, over the age of 21, on site for the duration of the rental, that the Waukegan Park District Site Supervisor can talk to about any problems or concerns.
- O. User groups who are given keys to facilities and are responsible for opening and closing the facility must ensure the facility is locked and secured prior to vacating the facility which can include securing gates, doors, locks, and turning off field lights. Failure to do so may result in non-refundable cancelation of field use for the remainder of the season. User groups may be responsible for the cost of additional lighting or vandalism repairs. Groups may also be subject to fees associated with lost keys.
- P. Vending/Selling is prohibited in all parks including the fields and parking lots. Only Waukegan Park District permitted vendors are allowed.
- Q. If additional dates or time is needed to reschedule make-up games, preapproval by the Waukegan Park District is required.
- R. Automobiles shall be parked only in designated areas. Driveways and entrances must be clear at all times. The posted speed limit must be observed. No parking on the grass. Violators may be ticketed or towed at the owner's expense.
- S. Loudspeakers and public address instruments are prohibited without Waukegan Park District permission.
- T. The Waukegan Park District is not responsible for loss or damage or personal property belonging to those using the fields.
- U. The rental groups must provide the district a contact person and phone number who can be notified of game cancellations on the weekends. The contact person will be notified by phone.



- V. No pets allowed on the athletic fields.
- W. To avoid damage, the following are not allowed on any **turf surface**: long cleats, studs and heels on footwear or chairs, stakes in tents, goals or other structures, gum and sunflower seeds. If locates are needed the group is responsible for providing that service.
- X. Moving of soccer goals or bleachers is not allowed. This must be requested on a field request form seven days prior to rental or usage.
- Y. Each user group needs to designate a Responsible Party for all field rentals, to inform team coaches, representatives and players about Waukegan Park District procedures and rules. The Responsible Party is asked to report any problems with field conditions, equipment or lights.
- Z. User groups should leave the field and suspend ALL outdoor activities if lightning is observed or thunder is audible. Everyone should immediately seek shelter in a building or automobile and remain in shelter until twenty (20) minutes following the last sign of thunder or lightning.
- AA. User groups at the SportsPark should leave the fields and seek shelter immediately if the lighting detection system sounds a warning (one 15-second blast of horn). Teams may return to the fields when the system gives an all-clear signal (three 5-second blasts of horn). Regardless if the system sounds a warning or not, the procedures listed above should be followed.
- BB. The Waukegan Park District reserves the right to cancel any event or to restrict access to the fields due to an emergency, severe weather, vandalism, poor playing conditions or damage that could cause safety concerns.
- CC. The Waukegan Park District use of parks ordinance and all rules and regulations listed here and posted at the site shall be adhered to.
- DD. Frost Delays, No groups are allowed on fields of play until frost is melted.

The Waukegan Park District is not responsible for any personal property loss or damage to vehicles. The Waukegan Park District reserves the right to terminate its permit if regulations and/or rules are not followed.