



UNITED CITY OF YORKVILLE PARKS AND RECREATION DEPARTMENT

ATHLETIC FIELD & TOURNAMENT RESERVATION POLICY

Athletic Field Policy

The Athletic Field Reservation policy of the United City of Yorkville has been established to provide a systematic method by which athletic fields (baseball, softball and soccer) may be reserved by the residents of the community. A reservation is not required for athletic field use for occasional play or pick up games. For league play (which includes multiple days, or week play for both games and practices) a permit is required and will guarantee use for the dates and times specified on the permit.

Objectives

- To provide maximum utilization of athletic fields through centralized scheduling
- To provide an impartial distribution of athletic fields to the various community groups who wish to reserve fields
- To plan cooperatively with other community agencies to enhance individual and group recreational needs
- To provide recreational activities which take into consideration the needs of the community
- To provide the best possible maintenance of athletic fields using available manpower and monetary resources

Rental Categories

- Category A** Government and non-profit organizations whose participants are comprised 100% of United City of Yorkville residents
- Category B** Private groups and individuals which are comprised of at least 80% United City of Yorkville residents.
- Category C** Business or corporations which are located within the United City of Yorkville boundaries.
- Category D** Governmental, non-profit organizations, businesses, corporations, and private groups which are located outside the United City of Yorkville boundaries.

Athletic Field Use Priorities

When scheduling reserved use of athletic fields, the following priorities shall be established:

1. United City of Yorkville Park and Recreation sponsored programs
2. Yorkville School District
3. Youth Leagues that have approved cooperative agreements with the City of Yorkville.
 - i. League agreements considered in-house (i.e. primarily Yorkville residents playing games against other Yorkville residents) will be given first priority.
 1. In the event there are multiple in-house agreements approved by the City, priority for field use shall be given to the agreement with more Yorkville residents as participants. Total field usage between competing in-house agreements shall be proportional to the total amount of Yorkville residents served by each agreement.

- ii. League agreements considered travel (i.e. primarily Yorkville residents playing games against other area leagues, groups, or organizations) will be given second priority.

- 1. In the event there are multiple travel league agreements approved by the City, priority for field use shall be given to the agreement with more Yorkville residents as participants. Total field usage between competing travel league agreements shall be proportional to the total amount of Yorkville residents served by each agreement.

- 4. Other athletic programs within the community requesting to reserve an athletic field(s) on a seasonal basis.
- 5. Private groups or individuals requesting to reserve an athletic field(s) on a single or multiple dates.
- 6. Other

Athletic fields may be used on a drop-in basis by any group or individual without a reservation on a first come first serve basis. Drop-in use is limited to 2 hours and *does not* include any organized league games. Groups or individuals with an approved reservation or permit and City programs will have priority use.

In case of inclement weather, the United City of Yorkville Park and Recreation Department shall make the final decision regarding playability of all fields.

Request for Athletic Field Reservation

Organizations, groups and individuals desiring to reserve athletic fields shall complete the standard application for athletic field reservation. In addition, organizations, groups, and individuals shall be required to submit the following with the application form:

- A certificate of insurance – co-naming the United City of Yorkville as an additional insured, Assumption of liability, and Waiver of subrogation.
- The team roster(s) with addresses and signed waiver forms from each player or guardian.
- The Recreation Department may request additional information from the desired individual or groups if it is considered to be in the best interest of the City or necessary to make a decision regarding the use of a field.
- Deposit \$100.00 per field, \$150.00 per field with lights.

Reservation requests shall be received, beginning on the following dates:

Spring Season (March – May)	March 1 st
Summer Season (June – August)	April 15 th
Fall Season (September – November)	July 15 th
Tournament Schedule - beginning (due from YYBSA by Aug. 31 st)	Sept. 1 st

Holiday Maintenance Schedule

It will be at the discretion of the Superintendent of Parks on a case by case basis as to the availability of field preparation on a holiday or holiday weekend.

ATHLETIC FIELD RESERVATION FEES

A. Establishment

The Park Board shall annually (based on fiscal year) recommend fees for the reserved use of athletic fields based on the premise that fees charged shall be used to partially offset the cost of maintaining and upgrading the city's athletic fields. Fees shall be established in the following categories:

1. Soccer Fields and football fields
2. Baseball and softball fields, daylight use
3. Baseball and softball fields, night use with lights
4. Resident, non-resident and commercial use fees
5. Single or multiple and seasonal use fees
6. Tournament use
7. Special use

B. Resident / Non-Resident Users

To qualify for resident fees a group shall consist of 80% or more residents of the United City of Yorkville, City boundaries. The 80% residency requirement shall be calculated based on the total number of players using the field, not just on the group requesting use of the field. Residency shall be determined based on the home address of the individuals as opposed to the business address or the address of other family members. The Parks and Recreation Department may waive the residency requirement if it is considered to be in the best interest of the City.

C. Commercial Users

Any group reserving an athletic field for profit making purposes shall be charged the commercial fee.

D. Waiver of Fees to School District, private school groups, or youth organizations

Public and parochial schools that provide school facilities to the City of Yorkville at no charge shall have free reserved use of City athletic fields. These schools shall provide their own set-up of athletic fields including, but not limited to, lining, base set-up and hand raking. Should these schools wish to reserve an athletic field at night with lights, the established lighting costs shall be paid by the school. The Parks and Recreation Department may give consideration to the waiver or partial waiver of fees for youth organizations who are party to a cooperative agreement with the City.

E. Payment of Fees

Groups reserving an athletic field on a seasonal basis shall be billed by the Parks and Recreation Department with payment expected according to the following schedule: one half by the first usage date, and one half by the midpoint of the season. At the end of the season, adjustments will be made and either an additional billing or a refund of fees paid in excess will occur, whichever is necessary. A 20% deposit shall be required to guarantee the reservation.

Groups or individuals reserving athletic fields on a single or multiple use basis, shall be required to pay the established fee at least two weeks prior to the date reserved. A permit shall be issued upon payment of the fee.

Payment of fees shall be made at the Parks and Recreation Department Administration Office 201 W. Hydraulic St. (old Post Office).

F. Security Deposit

A security deposit will be required per event, tournament or program. The amount will be \$100 per day (no lights) or \$150 per day (with lights), to a maximum of \$500. The deposit may be forfeited for incidents such as, but not limited to, those described below:

- If an athletic field is damaged due to improper use by the group or individual and requires more than normal maintenance and/or repair to be restored to its original condition, the group or individual shall be charged the amount necessary to cover the cost of the required maintenance and/or repair. If the security deposit does not cover the cost of the damage, an additional charge will be assessed.
- The need for excess clean-up above and beyond normal use.
- Unauthorized or inappropriate use of lights.

Barring an incident warranting the forfeiture of part or all of the security deposit, a full refund of the security deposit shall be paid within thirty (30) days following the event, program or league.

ATHLETIC FIELD RESERVATION POLICY
ATHLETIC FIELD RESERVATION FEES

The fee schedule will be reviewed and adjusted annually based fiscal expenses. Fees charged shall be used to partially offset the cost of maintaining and upgrading the City’s athletic fields. All fees are subjected to changing without notice.

- Category A** Government and non-profit organizations whose participants are comprised 100% of United City of Yorkville residents
- Category B** Private groups and individuals which are comprised of at least 80% United City of Yorkville residents.
- Category C** Business or corporations which are located within the United City of Yorkville boundaries.
- Category D** Governmental, non-profit organizations, businesses, corporations, and private groups which are located outside the United City of Yorkville boundaries.

A. Daily Fees (per field use)

	Ctg A	Ctg B	Ctg C	Ctg D
0-2 hours	\$20	\$25	\$30	\$40
2-4 hours	\$25	\$30	\$35	\$50
4-6 hours	\$30	\$40	\$50	\$60
6-8 hours	\$35	\$45	\$55	\$70

Fees are based on a “per field basis” without usage of lights.

B. Preparation of Fields Fee

Baseball / softball field prep – includes bases, fine dragging and lining (one prep per day).

- Weekday \$35.00 per day per field
- Weekend \$45.00 per day per field

Soccer field prep - includes nets, lining of the field

Initial Layout Fee\$175.00

Weekly Maintenance Fees:

- Large Field (100 yds x 70 yards or 80 yds x 50 yds).....\$100.00
- Medium Field (60 yds x 40 yds or 45 yds x 30 yds).....\$80.00
- Small Field (35 yds x 25 yds or 30 yds x 20 yds).....\$60.00

C. Lights Fees

Weekday or weekend - minimum \$45.00 fee for first hour, \$30.00 for each additional hour per field

D. Special Use Fees

Water access fee - \$20.00

Electrical access fee.- \$20.00. Must supply your own extension cords.

Please reference the concession stand / vendor operation policy for special use request and tournaments.

E. Seasonal / Long Term Use Fees

To be determined for each organization and the requests, per Athletic Reservation Fee Schedule.

General Policies and Procedures for use of the United City of Yorkville Parks, Fields and Facilities may be found on page 9..

TOURNAMENT POLICY
TOURNAMENT - ATHLETIC FIELD RESERVATION

Any groups wishing to host a tournament shall have an approved athletic field reservation prior to submitting a bid to host a tournament. Applications for Tournament requests may be submitted beginning Sept. 1st for the general public. The scheduling and approval is on a first come, first serve basis.

Written requests for tournament athletic field reservations and special requests shall be submitted to the Recreation Department according to the deadlines listed below. In addition, certificate of insurance, team rosters and signed waiver forms for each player participant shall be submitted to the Recreation Department at least one week prior to the tournament date. Athletic field reservation requests shall be approved by the Recreation Department. Special tournament and use requests shall be approved by the Park Board.

The group or organization requesting the use of the fields for tournament use is responsible for all participant and players conduct while on the fields, park, surrounding areas including parking lot. All players attending a tournament or other uses of the athletic fields shall adhere to this entire policy and the items listed below. Any violation of these policies can impact the current and future uses of all City fields and / or facilities. Furthermore, the group assumes all responsibility for the repair or replacement of damage as a result of misuse of the field, equipment or park amenities.

A. Guidelines & Fees

Baseball/ Softball Fields @ Bridge Park – Weekend Tournament Fees (Fri. – Sun)

Tournament Rental Fee - \$1,100.00 per event.

Includes:

- Bridge Park Fields (3 Fields)
- Rental Time:
 - Friday 3:00 pm – 9:45 pm
 - Saturday 9:00 am – 9:45 pm

- Sunday 9:00 am – 6:00 pm
- Lights at Bridge Park Fields (available from 6:00 pm to 9:45 pm each night – all play must end by 9:45 pm, no exceptions)
- Fields will be prepared and lined each morning; Friday, Saturday, and Sunday.

A fee of \$150.00 will be assessed for play after 6:00 pm on Sundays (lights are available at no additional fee until 9:45 pm. All play must end by 9:45 pm no exceptions).

Games will not start before 9:00 am.

Additional fields may be available for an additional fee (\$250.00 per field per weekend).

Additional days may be available for an additional fee.

A. Tournament Schedule or start & ending times and field dimensions, for each day of the tournament, are due by Monday, at 11:00 am, the week of the tournament to ensure the concession stand, field preparation, bathrooms and lights will be staffed.

Any changes to the submitted schedule before or during the Tournament must be approved by the Superintendent of Parks, or the Recreation Manager.

B. Special Use Fees

Water access fee - \$20.00

Electrical access fee - \$20.00, must supply your own extension cords.

Concession – please see Concession Stand Operation below.

C. Payment of Fees

Groups reserving a weekend tournament must pay the security deposit, 20% of the tournament fees and have an active credit card on file at time of reservation. All tournament fees will be paid in full two months before the tournament dates.

D. Refund of Tournament Fees

A tournament is considered one entity even though it may span multiple days.

To receive a full refund of the tournament package the group or individual must provide written notification of cancellation to the Parks and Recreation Department at least two months prior to the date reserved.

To receive a 50 percent refund of the tournament package the group or individual must provide written notification of cancellation to the Parks and Recreation Department at least ONE MONTH prior to the date reserved.

To receive a fifty percent refund due to possible inclement weather the group or individual must provide written or verbal notification of cancellation to the Parks and Recreation Department by 4:00 pm the day prior to the date reserved.

No credit will be given for unused rain days during tournament play.

No refunds after the reserved day has arrived.

Payment of fees shall be made at the Parks and Recreation Department Administration Office 201 W. Hydraulic St. (old Post Office).

E. Security Deposit

A security deposit will be required per event, tournament or program. The amount will be \$100 per day (no lights) or \$150 per day (with lights), to a maximum of \$500. The deposit may be forfeited for incidents such as, but not limited to, those described below:

If an athletic field is damaged due to improper use by the group or individual and requires more than normal maintenance and/or repair to be restored to its original condition, the group or individual shall be charged the amount necessary to cover the cost of the required maintenance and/or repair. If the security deposit does not cover the cost of the damage, an additional charge will be assessed.

The need for excess clean-up above and beyond normal use.

Unauthorized or inappropriate use of lights.

Barring an incident warranting the forfeiture of part or all of the security deposit, a full refund of the security deposit shall be paid within thirty (30) days following the event, program or league

F. Special Requests

Any special tournament requests for any variances shall be submitted in writing along with the athletic field reservation request. Special tournament requests shall include, but are not limited to, use of field lights, fundraising activities (i.e. shirts, hats, photos, etc), extended park hours use, use of a public address system, admission charges, additional bleachers, additional field maintenance, use of temporary fencing, and water or electrical access. There will be a \$50.00 fee, per booth (tent), for all non-food items to be sold. Organizations that have an approved cooperative field-use agreement with the City are allowed to have two 10'x10' booths or tents on-site each day of the tournament at no-cost. Non-profit organizations that have rented the field are allowed to have two booths or tents at no cost, and must be staffed by members or volunteers for the organization and must be associated with the organization's purpose.

G. Concession Stand Operation

The Yorkville Parks and Recreation Department will have washrooms and a concession stand available for players and spectators for the duration of the tournament. Organizations will be able to sell food products (NO BEVERAGES), for fundraising purposes, that DO NOT coincide with the Concession Stand menu. There will be a fee of \$100.00 to sell items for the entire weekend. The \$100 fee is waived for non-profit organizations for two booths during tournaments in which the non-profit organization has rented the field, and must be staffed by members or volunteers for the organization. The menu and fee MUST be submitted to the Yorkville Parks and Recreation Department for approval, no later than two weeks before the tournament. Once approved, the Organization is responsible for contacting the Kendall County Health Department and obtaining all necessary permits. NOTE: The Kendall County Health Department has restrictions regarding the sale of meat products. You may contact them at 630-553-9100 for more information. Booth(s), tent(s) location will be determined by staff. Due to liability concerns, only city employees are allowed in Concession Stands.

H. Rain

In the event of rain a representative of the Parks & Recreation Department will determine if the fields are safe for play. No attempt will be made to bring the fields into playable condition. If after one hour

fields are still not playable due to rain or inclement weather all play will be canceled for that day. No credit or vouchers will be given.

GENERAL POLICIES AND PROCEDURES FOR USE OF THE UNITED CITY OF YORKVILLE PARKS, FIELDS AND FACILITIES

- No equipment or permanent signage will be added or installed to the park without the permission of the United City of Yorkville Park and Recreation Department.
- No ball hitting or pitching into fences or dugouts is allowed, with the exception of light weight plastic practice balls.
- Each party will report any damage and or maintenance concerns to the park department immediately.
- Coordination of work involving the park department staff or use of the equipment will generally require a two-week notice, for scheduling purposes.
- Only approved maintenance vehicles are allowed on grass. Vehicles are **not** allowed on the fields proper.
- All requests for use of fields, or park(s) must be in writing.
- Each group must complete a checklist ensuring that the fields are in acceptable condition after their scheduled use. This form must be turned into the Park and Recreation Department at the end of the season or maintenance obligation.
- Due to the scheduling or early setups for the other functions, all groups and organizations are requested to use only the area, field, or park that has been assigned to them.
- No group may meet in the United City of Yorkville parks that practices discrimination in any manner, or partisan political activities of any kind. Non-partisan public meetings and information forums are permitted.
- **No intoxicating liquor or persons under the influence of alcohol or drugs** shall be allowed on the premises. Failure to follow this rule will result in forfeit of deposit, assessed damage fees and privileges immediately. Recreation and Park Department staff as well as the Yorkville Police Department may be patrolling and monitoring the event at the discretion of the United City of Yorkville staff.
- Groups using the United City of Yorkville parks, fields, buildings or facilities are responsible for litter control and pick up. Damage or excessive litter may result in a loss of privileges and use.
- Groups may not use the fields or parks when the weather conditions are dangerous or when the field conditions are not acceptable. All groups must adhere to the inclement weather practice for field conditions; (no standing water, saturated turf conditions, or times when safety is a concern).

- Groups must adhere to all city ordinances, policies and procedures when using the facilities, parks and fields. (Sign Ordinance, Building Rental Policies, Lightening Prediction Policy, and weather warning alarm system, and any other city guidelines that pertain to the use of City owned property).
- When ball field lights are utilized, a park and recreation department employee, tournament director, or the representative of a private rental, will be the designee for acquiring the key for the electrical box and turning lights on and off according to posted instructions and for unlocking and locking the bathrooms. The use of lights will require the payment of a fee to offset electrical costs. In addition, a refundable deposit may be required prior to the beginning of the season or event, which can be forfeited for unauthorized or inappropriate use of the lights.
- All play at Bridge Park ballfields must end no later than 9:45 pm, everyday. Lights will be turned off at 9:45 pm everyday, no exceptions.

**APPLICATION FORM
ATHLETIC FIELD & TOURNAMENT RESERVATION
UNITED CITY OF YORKVILLE PARKS AND RECREATION DEPARTMENT**

Reservation requests shall be approved beginning on the following dates:

Spring Season (March – May)	March 1st
Summer Season (June – August)	April 15th
Fall Season (September – November)	July 15th
Tournament Reservations - begins	Sept. 1st

Please indicate type of Group requesting use of athletic field by circling the appropriate category

- Category A** Government and non-profit organizations whose participants are comprised 100% of United City of Yorkville residents
- Category B** Private groups and individuals which are comprised of at least 80% United City of Yorkville residents.
- Category C** Business or corporations which are located within the United City of Yorkville boundaries.
- Category D** Governmental, non-profit organizations, businesses, corporations, and private groups which are located outside the United City of Yorkville boundaries.

Group or Individual Name _____

Contact Person: _____ Address _____

Home Phone: _____ Work Phone: _____ Email _____

FIELDS, DATE(s) / TIME(s) REQUESTED: _____

Special Use requests (lights, concessions, water, electrical, other). _____

In order complete the athletic field request, the following documents must be forwarded to the Recreation Department:

- 1) A certificate of insurance with minimum coverage of \$2,000,000 aggregate – co-naming the United City of Yorkville as an additional insured, Assumption of liability, and Waiver of subrogation.
- 2) The team roster(s) with addresses and signed waiver forms from each player or guardian.

OFFICIAL USE

Addition information requested _____

Reservation Amount _____ Deposit amount _____

Date of Request _____ Date Received _____

Staff Initials _____ Approved / Denied _____

Refund Requested _____ Field(s) Assigned _____