

**UNITED CITY OF YORKVILLE
PARK AND RECREATION DEPARTMENT
PARK RENTAL AND USE POLICY**

Park Board approved
City Council approved

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**UNITED CITY OF YORKVILLE
PARK AND RECREATION DEPARTMENT
PARK RENTAL AND USE POLICY**

The Park Rental and Use Policy of the United City of Yorkville has been established to provide a systematic method by which Parks and park amenities (Shelters, Gazebos and other amenities) may be reserved by the residents of the community. A reservation is **not** required for park use for occasional play. Multiple activities or special use (which includes use by a resident or groups, multiple days, or week play for a designated area) a permit is required and will guarantee use for the dates and times specified on the permit. All United City of Yorkville Playground Areas shall remain open for public access and public pathways located within any United City of Yorkville Park shall remain open to the public at all times. Occasionally parks may be excluded from the reservation availability.

Objective

- To provide maximum utilization of parks through centralized scheduling
- To provide an impartial distribution of park amenities, shelters or gazebo to the various community groups who wish to reserve.
- 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 the parks using available manpower and monetary resources.

RENTAL CATEGORIES

- Category A** Government and non-profit organization which are located within the United City of Yorkville.
- Category B** Private groups and individuals which are comprised of predominately (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 and non-profit organizations which are located outside the United City of Yorkville boundaries.
- Category E** Private groups and individuals who do not fall into the predominately resident classification (Category B).
- Category F** Business or corporations which are located outside of the United City of Yorkville boundaries

Use Priorities

When scheduling use or reservation of a park, or park amenities, the following priorities shall be established:

1. United City of Yorkville Park and Recreation sponsored programs
 2. Yorkville School District
 3. Groups, organization or other community bodies that have approved cooperative agreements with the United City of Yorkville.
 4. Privately sponsored programs within the city limits.
 5. Private groups or individuals outside the city limits, requesting use of a park on a single or multiple dates.
 6. Other
- Residents groups (groups with 80% or more United City of Yorkville residents) shall be given priority over non-resident groups. The 80% residency requirement shall be calculated based on the total number of people who will be in attendance.
 - Parks and Park amenities 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 or reserved use. 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 use of the park or park amenities.

Request for Parks and Park Amenities Reservation

Organizations, Groups and individuals desiring to reserve Parks, Park amenities including shelters, gazebos, etc., shall complete the standard application for reservation. **Some parks and activities may be excluded from park reservations as determined by recommendations from the Park Board or staff.** In addition, organizations, groups, and individuals shall be required to submit the following with the application form:

- (For Groups and Organizations) A certificate of insurance – co-naming the United City of Yorkville as an additional insured, Assumption of liability, and Waiver of subrogation
- A signed permit request form with the name and address of the person making the request. In addition, complete information regarding the use of the park or park amenities and acknowledgement / agreement to adhere to the park use policy.
- 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.

Reservation requests shall be approved beginning on the following dates:

Spring Season (March – May)	February 15
Summer Season (June – August)	April 15
Fall Season (September – November)	July 15

WHO MUST COMPLETE A PARK RESERVATION?

Any organization or individual who:

- Wants to reserve a certain area for a specific date and time
- Require special arrangements
- Are planning a special-use activity, such as pitching tents or erecting non-routine apparatuses

PERMISSIBLE USES FOR RESERVATIONS

Any resident, organization or group wishing to reserve a park, or park amenity for use shall have an approved reservation permit prior to publicly advertising the use of the park or location. This includes single use or multiple use requests. Each multiple use request may not exceed more than 3 days. Some activities may be determined to be not appropriate for specific parks due to location, use, or overall function of the park. Requesting party must include all activities or uses of the park when making the request. Priorities will be given to the following uses, in order from most priority to least priority:

- A. Block parties
- B. Community or organization events (i.e. non fundraising events, and non profit-making)
- C. Private events (family reunions, weddings, private parties)
- D. Community or organization events (fundraising events)

At the time of application, all special requests must be indicated **in detail** on the reservation form. These include, but are not limited to, bringing in tables and chairs, inflatable amusement equipment, selling concessions (including items to be sold and their prices), selling of miscellaneous items for fund raising or profit, extended park hours use, use of a public address system, admission charges, additional maintenance, use of snow fence, and water or electrical access.

No equipment or permanent signage will be added or installed to the park without the permission of the Park Board, City Council, or designated staff.

No intoxicating liquor or persons under the influence of alcohol or drugs shall be allowed in any City Parks or premises, except that upon approval of the Mayor, Festival/Entertainment events may apply for a City liquor permit to serve beer and/or wine at certain park locations. No persons under the influence of alcohol or drugs shall be allowed in any City park or premises.

Groups using the United City of Yorkville parks, fields, buildings or facilities are responsible for litter control and pick up. Please dispose of all trash and recyclables in the proper containers. Damage or excessive litter may result in a loss of privileges and fees for clean up.

Selling of any items in the parks must be approved through the vendor permitting process.

Adhere to the **GENERAL POLICIES AND PROCEDURES FOR USE OF THE UNITED CITY OF YORKVILLE PARKS, FIELDS AND FACILITIES**. Any violation of these policies can impact the current and future uses of all City Parks, fields and / or facilities. Furthermore, the resident, group or organization assumes all responsibility for the repair or replacement of damage as a result of misuse of the park, equipment or park amenities.

LARGE-GROUP POLICY

Groups with more than 100 members make a serious impact on the parks. As a part of confirming the reservation for use the Police will be consulted regarding potential impacts to the Parks and City public safety. Community parks/ areas available for large private groups include Beecher, Bridge and Riverfront Parks. Unless otherwise approved by the Park and Recreation Department, parking must remain within designated areas.

Fees will be set based on direct costs incurred and post event repairs and clean-up and number of participants by the Park and Recreation Department. Fees will be estimated in advance by the appropriate staff. Large group events may be subject to additional fees for public safety/police and /or traffic control and the rental of portable toilets.

PARK, GAZEBO, SHELTER RESERVATION FEES

A. Establishment

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

1. Gazebo single use
2. Large and small shelter single use
3. Park single use (non athletic fields)
4. Gazebo multiple use
5. Shelter multiple uses
6. Park multiple use (non athletic fields)
7. Resident, non-resident and commercial use fees
8. Special use (including fundraising, educational and religious)
9. Festival/Entertainment use

B. Resident vs 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 individuals using the park. 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 Recreation Department may waive the residency requirement if it is considered in the best interest of the City.

C. Commercial Users

Any group reserving park or park amenity for profit making purposes shall be charged the commercial fee.

D. Waiver of Fees

The United City of Yorkville may waive fees to schools, private groups or organization in exchange of services or agreed upon arrangements. Waiver of fees must be approved by the Park Board.

E. Payment of Fees

Groups reserving a park or park amenity shall provide a \$100.00 security deposit to guarantee the reservation for gatherings with an expected attendance of 100 persons or less; a \$500 security deposit for gatherings with an expected attendance between 100 and 500 persons; a \$1,000 security deposit for gatherings with an expected attendance over 500 persons. Groups or individuals reserving parks or park amenities on a single or multiple use bases shall be required to pay the established fee at least one week prior to the date reserved. A permit shall be issued upon payment of the fee.

Payment of fees shall be made at the Yorkville Park and Recreation Department Offices.

If a park or park amenity 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.

F. Refund of Fees

A refund of a park or park amenity reservation fee may be granted for the following reasons:

- 1) If the United City of Yorkville Park and Recreation Department staff feels that the park is in an unusable condition.
- 2) If the group or individual provides written notification of cancellation to the Department at least one week prior to the date reserved.

RESERVATION FEES

Attached fee schedule. The fee schedule will be reviewed and adjusted annually based on fiscal expenses. Fees charged shall be used to partially offset the cost of maintaining and upgrading the City's Parks. All fees are subject to change without notice.

PARKS RENTAL AND USE POLICY RESERVATION FEES

The fee schedule will be reviewed and adjusted annually based on fiscal expenses. Fees charged shall be used to partially offset the cost of maintaining and upgrading the City's Parks and amenities. All fees are subjected to change without notice.

- Category A** Government and non-profit organizations which are located within the United City of Yorkville.
- Category B** Private groups and individuals which are comprised of predominately (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 and non-profit organizations which are located **outside** the United City of Yorkville boundaries.
- Category E** Private groups and individuals who do not fall into the predominately resident classification (Category B).
- Category F** Business or corporations which are located **outside** of the United City of Yorkville boundaries.

	Category A				Category B			
	Small Shelter	Large group shelter	Gazebo	Park	Small Shelter	Large group shelter	Gazebo	Park
0-2 hours	10.00	50.00	35.00	20.00	10.00	50.00	35.00	20.00
2-4 hours	15.00	65.00	40.00	25.00	15.00	65.00	40.00	25.00
4-6 hours	20.00	80.00	55.00	30.00	20.00	80.00	55.00	30.00
6-8 hours	25.00	100.00	75.00	40.00	25.00	100.00	75.00	40.00

	Category C				Category D			
	Small Shelter	Large group shelter	Gazebo	Park	Small Shelter	Large group shelter	Gazebo	Park
0-2 hours	15.00	65.00	40.00	25.00	20.00	80.00	45.00	30.00
2-4 hours	20.00	80.00	45.00	30.00	25.00	95.00	50.00	35.00
4-6 hours	30.00	100.00	65.00	40.00	35.00	125.00	65.00	45.00
6-8 hours	45.00	125.00	90.00	55.00	50.00	150.00	80.00	65.00

	Category E				Category F			
	Small Shelter	Large group shelter	Gazebo	Park	Small Shelter	Large group shelter	Gazebo	Park
0-2 hours	20.00	80.00	45.00	30.00	30.00	90.00	55.00	45.00
2-4 hours	25.00	95.00	50.00	35.00	35.00	125.00	60.00	50.00
4-6 hours	35.00	125.00	65.00	45.00	45.00	150.00	80.00	65.00
6-8 hours	50.00	150.00	80.00	65.00	65.00	175.00	95.00	80.00

Key Deposit: \$25.00 residents \$35.00 non-residents

SPECIAL USE

Water or electrical access when available \$20.00 additional. Must supply your own extension cords.

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

FESTIVAL / ENTERTAINMENT EVENTS

Festival / Entertainment events that have the potential of drawing more than 500 people shall be subject to a \$1,500.00 park rental fee to offset costs resulting from the impact of a large public attendance in a park.

Festival / Entertainment events that have the potential of drawing more than 500 people to large community parks such as Beecher in which a liquor permit is issued for beer and/or wine will be required to pay a flat rate or percentage of gross profits to the City which will be determined prior to City approval of the event.

Festival / Entertainment events are subject to security requirements and the cost thereof as determined by City of Yorkville Police Department guidelines. Organizers must contact the Yorkville Police Department separately to make arrangements.

**GENERAL POLICIES AND PROCEDURES FOR USE OF THE UNITED CITY OF YORKVILLE PARKS,
FIELDS, OPEN SPACE AND FACILITIES:**

1. 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.
2. No ball hitting or pitching into fences or dugouts is allowed.
3. Each party will report any damage, accidents and or maintenance concerns to the park and recreation department immediately.
4. Coordination of work involving the park department staff or use of the equipment will generally require a two-week notice, for scheduling purposes. All requests for park staff must be approved by the Department Head.
5. Only approved maintenance vehicles are allowed on grass. Vehicles are not allowed in other areas of the parks, trails, or walkways or grass areas.
6. All requests for use of fields, or park(s) for organized play or private events must be in writing.
7. 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 schedule use identifying the group's maintenance obligation.
8. 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.
9. 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.
10. No intoxicating liquor or persons under the influence of alcohol or drugs shall be allowed on the premises, except that upon approval of the Mayor, Festival/Entertainment events may apply for a City liquor permit to serve beer and/or wine at certain park locations. 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.
11. Smoking will be prohibited at all City of Yorkville parks property, which includes but not limited to parks, athletic fields, bleachers, hard court play surfaces, playgrounds, and shelters, unless specifically exempted by the Park Board and/or Director, such as for special events and adult softball league. "Smoke" or "smoking" means the carrying, smoking, burning, inhaling or exhaling of any kind of lighted pipe, cigar, cigarette, tobacco, e-cigarettes or other smoking materials and/or equipment.

12. Groups using the United City of Yorkville parks, fields, buildings or facilities are responsible for litter control and pick up. The park should be left in equal or better condition that it was found. Please dispose of all trash and recyclables in the proper containers. Damage or excessive litter may result in a loss of privileges and fees for clean up.
13. 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).
14. Groups must adhere to all city ordinances, policies and procedures when using the facilities, parks and fields. (Sign ordinance, Building rental policies, Lightning Prediction Policy, and weather warning alarm system, and any other city guidelines that pertain to the use of City Owned property).
15. No parking on sidewalks or grass areas in or surrounding the parks.
16. No grilling or open flames in the parks.
17. All United City of Yorkville Playground Areas shall remain open for public access and public pathways located within any United City of Yorkville Park shall remain open to the public at all times.
18. All animals must adhere to the leash control ordinance. Petting zoos for one day special events are permitted in specific parks as determined by the Park and Recreation staff, Park Board or City Council. Health codes, permits and licenses are required.
19. Ice skating, ice fishing, sledding, or other winter activities are limited to parks or locations where permissible and indicated by signage.
20. Portable tents with or without stakes or semi-permit shelters or structures are permitted in approved park locations only.
21. Some parks are restricted from tent use due to the size, availability to the surrounding residents and restricted appropriate use.
22. Groups desiring additional tables and chairs beyond what is already available must arrange for their own tables and chairs.
23. All groups reserving a park, shelter, gazebo or amenity must have an authorized representative 21 years or older, sign a waiver and release form, which includes a hold-harmless clause and an agreement to be responsible for cleanup and possible damages. The representative also must remain on-site during the rental use.
24. No vendors are allowed on City owned land or locations except when they are sponsored by an event that has been issued a permit by the United City of Yorkville Park and Recreation Department.

25. Activities including sound amplification should not unreasonably interfere in any way with other park users or adjacent property owners. Amplification and special lighting are allowed only if a permit is issued at the time of the reservation request.
26. When portable bathrooms are needed, the user must make arrangements to obtain and remove them from the park no later than 3:00 pm the day after the event.
27. Unauthorized use of pyrotechnics and fireworks are not allowed on park property.
28. Some parks and activities may be excluded from park reservations as determined by recommendations for the Park Board or staff.

ATTENTION

**THIS PARK IS EQUIPPED WITH A
LIGHTNING DETECTION SYSTEM**

**IF SIREN SOUNDS (SOLID TONE)
& STROBE LIGHT IS ON**

———— TAKE SHELTER ————

**STROBE LIGHT REMAINS ON DURING
LIGHTNING DETECTION**

**WHEN SIREN SOUNDS THREE FIVE-SECOND
INTERMITTENT BLASTS AND
THE STROBE LIGHT IS OFF**

———— IT IS SAFE TO RETURN ————

**THIS SYSTEM IS NOT ABSOLUTE PROTECTION
USE COMMON SENSE**

SEEK SHELTER IMMEDIATELY IF:

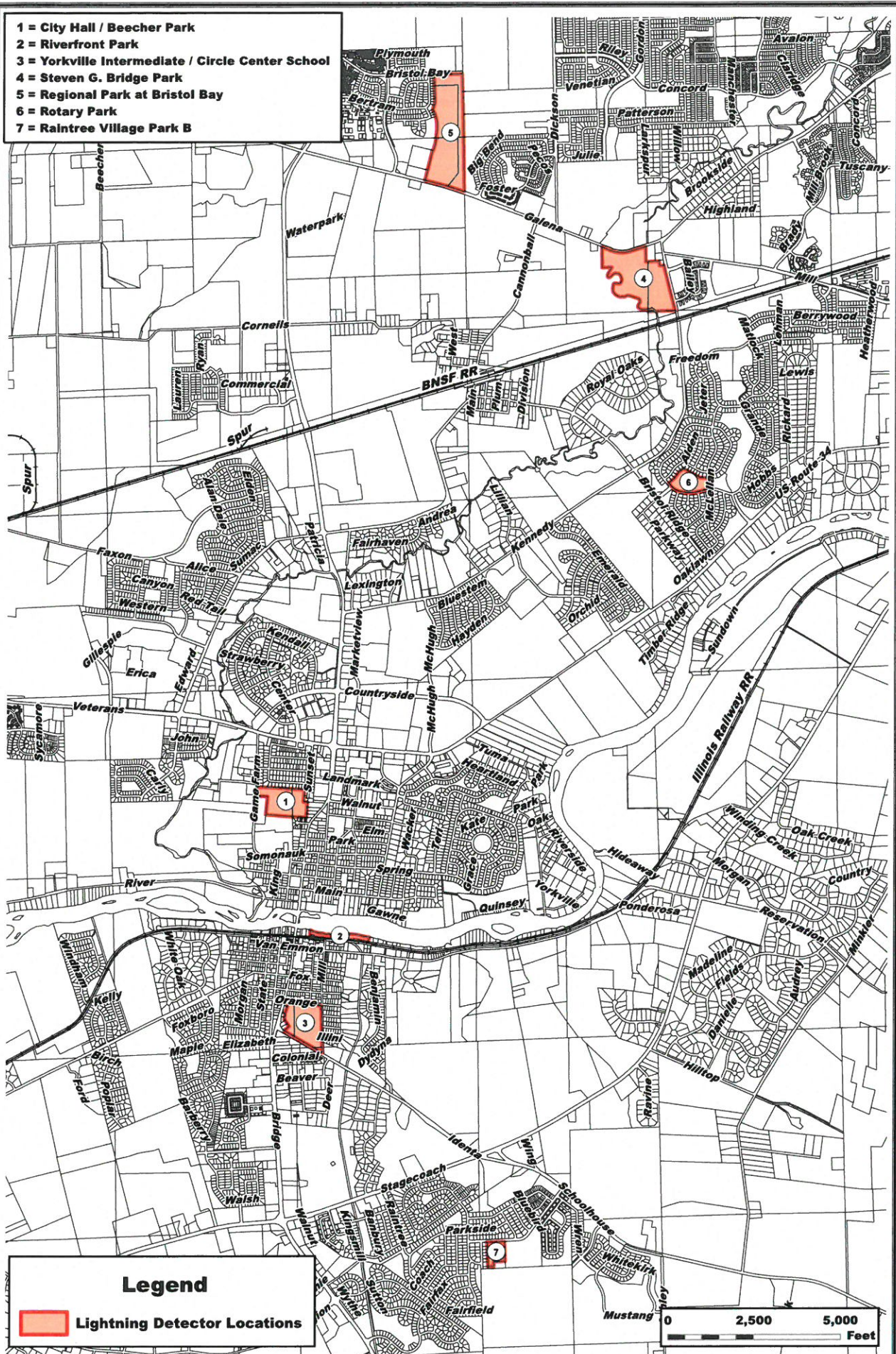
YOU HEAR ONE LONG SIREN

YOU HEAR THUNDER (REGARDLESS OF SIREN)

YOU SEE LIGHTNING (REGARDLESS OF SIREN)

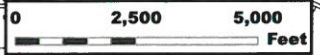
YOU SEE THE STROBE LIGHT ON WHEN ARRIVING TO THE PARK

- 1 = City Hall / Beecher Park
- 2 = Riverfront Park
- 3 = Yorkville Intermediate / Circle Center School
- 4 = Steven G. Bridge Park
- 5 = Regional Park at Bristol Bay
- 6 = Rotary Park
- 7 = Raintree Village Park B



Legend

Lightning Detector Locations



UNITED CITY OF YORKVILLE PARKS AND RECREATION DEPARTMENT

PARK SITES AND AMENITIES AVAILABLE FOR RESERVATIONS

Some parks are restricted from exclusive reservations due to the size, availability to the surrounding residents and restricted appropriate use. The park use availability will be reviewed and adjusted annually based on available parks or designs. Individual parks or amenities available for reservation are subjected to changing without notice based on Park Board and City Council direction.

PARK AMENITIES AND INFORMATION

1. Purcell Park (325 Fairhaven Dr)

Attractions: Playground, Picnic Area

2. Fox Hill East Park (1474 Sycamore Rd)

Attractions: Baseball Field, Basketball Court, Soccer Field, Playground, Picnic Area

3. Fox Hill West Park (1711 John St)

Attractions: Baseball Field, Disc Golf, Trails, Natural Areas, Open Space

4. Hiding Spot Park (307 Park & Freemont)

Theme: Music

Attractions: Bocce Ball, Playground, Picnic Area, Sand, Shelter, Wheelchair Accessible

5. Emily Sleezer Park (837 Homestead Dr)

Attractions: Basketball Court, Playground, Picnic Area, Trails

6. Town Square Park (301 N. Bridge)

Attractions: Picnic Area, Port-o-lets, Gazebo

7. Beecher Park (901 Game Farm Rd)

Attractions: Baseball Fields, Concession with restrooms, Football Field, Playground, Picnic Area, Port-o-lets , Sand, Soccer Field, Open Space

8. Van Emmon Park (374 E. Van Emmon Rd)

Attractions: Baseball Field, Open Space

9. Price Park (525 Burning Bush Dr)

Attractions: Basketball Court, Fishing, Playground, Picnic Area, Sand

10. Riverfront Park (201 E. Hydraulic Ave)

Attractions: Canoe Access, Fishing, Picnic Area, Port-o-lets, Shelter, Trail

11. Kiwanis Park (1809 Country Hills Dr)

Theme: Fort

Attractions: Basketball Court, Playground, Picnic Area, Sand, Shelter, Trail, Wheelchair Accessible, Open Space

12. Rice Park (545 Poplar Dr)

Theme: Transportation

Attractions: Funnelball, Playground, Picnic Area, Sand, Shelter, Trail

13. West Hydraulic Park (West Hydraulic Ave)

Attractions: Natural Areas, Picnic Area

14. Rivers Edge Park (974 Stony Creek Ln)

Attractions: Open Space

15. Crawford Park (201 Windham Circle)

Attractions: Natural Areas, Trails

16. Sunflower Park (1765 Walsh Dr)

Theme: Farm

Attractions: Basketball Court, Playground, Picnic Area, Sand, Shelter, Open Space

17. Cannonball Ridge Park (2087 Northland Ln)

Theme: Civil War

Attractions: Basketball Court, Playground, Picnic Area, Shelter, Skateboard Elements

18. Gilbert Park (703 Adrian St)

Theme: Tree House

Attractions: Playground

19. Rotary Park (2775 Grande Trail)

Theme: High Adventure

Attractions: Baseball Field, Playground, Picnic Area, Shelter, Skateboard Elements, Trails

20. Bristol Station Park (2753 Alan Dale Ln)

Theme: Train

Attractions: Baseball Field, BMX Track, Playground, Picnic Area, Shelter, Trails, Open Space, Wheelchair Accessible

21. Jr. Women's Club Park (1267 Taus Circle)

Theme: Space

Attractions: Basketball Court, Playground, Picnic Area, Sand, Shelter, Skateboard Elements, Trails, Open Space

22. Jaycee Pond (410 W. Center St) Attractions: Fishing, Natural Areas, Picnic Areas

23. Cobb Park (109 Colonial Parkway)

Theme: American Gladiator

Attractions: Playground, Picnic Area

24. Raintree Village Park A (524 Parkside Ln)

Theme: Dinosaur

Attractions: Playground, Picnic Area, Sand, Trails

25. Steven G. Bridge Park (3651 Kennedy Rd)

Theme: Baseball

Attractions: Baseball Fields, Concessions, Playground, Picnic Area, Restrooms, Shelter

26. Stepping Stones Park (3152 Grande Trail)

Theme: School

Attractions: Playground, Picnic Area, Shelter, Soccer Field, Wheelchair Accessible

27. Wheaton Woods (205 Wheaton Ave)

Attractions: Natural Areas, Picnic Area, Shelter

28. Green's Filling Station Park (2736 Autumn Creek Blvd.)

Theme: Transportation

Attractions: Playground, Picnic Area, Shelter, Skateboard Elements, Sled Hill, Trails, Open Space

29. Riemenschneider Park (600 Hayden Dr)

Theme: Firefighter

Attractions: Baseball Field, Playground, Picnic Area, Shelter, Trail, Spray Park, Open Space

30. Bristol Bay Park A (4552 Rosenwinkel St)

Theme: Circus

Attractions: Playground, Shelter

31. Bristol Bay 65 (Bristol Bay Dr)

Attractions: Baseball Field, Soccer Fields, Open Space

32. Raintree Village Park B

(872 Prairie Crossing Dr) Theme: Castle

Attractions: Playground, Picnic Area, Shelter, Sled Hill, Tennis Courts, Trail, Wheelchair Accessible

33. Clark Park (106 E. Main St)

Attractions: Fishing, Natural Areas

34. Grande Reserve Park A (3972 Tuscany Trl)

Attractions: Basketball Court, Open Space

35. Grande Reserve Park B (2272 Beresford Dr)

Theme: Castle: Playground is open. Attractions to be constructed: Tetherball and Trail

BICENTENNIAL RIVERFRONT PARK USE

Background and purpose

The Riverfront Park Use Policy of the United City of Yorkville has been established to provide rules and regulations associated with the use of Riverfront Park by park users, vendors, and groups wishing to rent the facilities within the Park. Riverfront Park has its own unique rules and regulations because of its unique features and its large amount of visitors. A reservation is not required for occasional play, nor for use of the whitewater course and dam bypass. **All use of the whitewater course and dam bypass is governed by the signage on the property and in the water, and by boating and water regulations put forth by the State of Illinois.** Multiple activities or special uses, including by a resident or groups on multiple days or weekly play for a designated area, require a rental permit. This rental permit will guarantee use for the dates and times specified on the permit. All United City of Yorkville playground areas shall remain open for public access and public pathways located within the park shall remain open to the public at all times.

Bicentennial Riverfront Park Amenities

Five (5) acres of open play space

- This includes space south of the walking path on the riverbank

Three (3) acres of wooded area

Water fountain

Medium sized shelter

Port-o-lets available

Bicentennial Riverfront Park Use rules and regulations (in addition to all other park use rules and regulations)

- 1) No equipment or permanent signage will be added or installed in the park without the permission of the Park Board, City Council or designated staff.
- 2) No intoxicating liquor or persons under the influence of alcohol or drugs shall be allowed within Riverfront Park or the immediate premises, except that upon approval of the Mayor, Festival/Entertainment events may apply for a City liquor permit to serve beer and/or wine.
- 3) Users are responsible for litter control and pick up. Please dispose of all trash and recyclables in the proper containers. Damage of the park facilities or excessive litter may result in a loss of privileges and fees for clean up.
- 4) Vendors in the park must have a Park vendor license, and all other appropriate licenses. Additional licenses may be required by the City of Yorkville, Kendall County, and/or State of Illinois.
- 5) Users, renters, and vendors must adhere to all applicable park use policies and procedures put forth by the City of Yorkville.
- 6) Large groups
 - a. Groups with more than 100 members make a serious impact on the parks. As a part of confirming the reservation for use the Police will be consulted regarding potential impacts to the Parks and City public safety. Fees will be set based on direct costs incurred and post event repairs and clean-up and number of participants by the Park and Recreation Department. Fees will be estimated in advance by the appropriate staff. Large group events may be subject to additional fees for public safety/police and /or traffic control and the rental of portable toilets.
- 7) Park hours – dawn until 10pm

**STANDARD APPLICATION FOR PARK AND PARK AMENITY RESERVATION
UNITED CITY OF YORKVILLE PARK AND RECREATION DEPARTMENT**

Reservation requests shall be approved beginning on the following dates:

Spring Season (March – May)	February 15
Summer Season (June – August)	April 15
Fall Season (September – November)	July 15

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

Category A Government and non-profit organization which are located within the United City of Yorkville.
Category B Private groups and individuals which are comprised of predominately (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 and non-profit organizations which are located outside the United City of Yorkville boundaries.
Category E Private groups and individuals who do not fall into the predominately resident classification (Category B).
Category F Business or corporations which are located outside of the United City of Yorkville boundaries.

Group or Individual Name: _____

Contact Person: _____ Address: _____

Home Phone: _____ Work Phone: _____ Email: _____

LOCATION REQUESTED: _____

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

PURPOSE _____

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

Expected attendance or visitors to your event. _____ (Please note: Public Safety may require additional Police present pending the type of event and attendance. This may result in an additional fee assessed to the group for this service).

Will you be selling any products, food, or miscellaneous items? Yes (please explain): _____ No _____

Concession Stand, Merchant License Applications Needed: Yes / No Health Department Permit Needed: Yes / No

Security deposits will be forfeited if the park, shelter or gazebo is not restored to the original state, all litter removed, OR if damage occurs as a result of misuse or abuse to the United City of Yorkville Park and Recreation equipment or property. Please dispose of all trash and recyclables in the proper containers.

Inspections will be completed following your event by a United City of Yorkville Park and Recreation Department Staff. Individuals may be assessed additional charges for extending times past the scheduled reservation. **I have read and agree to follow and abide to the rules and regulations set forth by the United City of Yorkville.**

Signed _____ Date: _____

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

(Groups or Organizations) - A certificate of insurance co-naming the United City of Yorkville as an additional insured, Assumption of liability, and Waiver of subrogation.

OFFICIAL USE

Addition information requested _____

Reservation Amount _____ Deposit amount (\$100) _____

Date of Request _____ Date Received _____

Staff initials _____ Approved / Denied _____

Refund Requested _____ Location Assigned _____

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

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 1st

Summer Season (June – August) April 15th

Fall Season (September – November) July 15th

Tournament Schedule - beginning Sept. 1st

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 Ave.

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.

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 - \$1,200.00 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 Ave.

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

**APPLICATION FORMATHLETIC 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 _____