

Vernon Hills Park District Field Usage & Soccer Goal Policies

August 3, 2011

The Vernon Hills Park District has developed a field usage policy to provide a systematic method of scheduling playing fields. This policy is also intended to protect the quality and playing condition of the fields. In addition, the Park District and the Village of Vernon Hills have developed an intergovernmental agreement authorizing the Park District to schedule all playing fields at the Vernon Hills Athletic Complex (VHAC).

A permit is required for any organized game or practice, other than those games scheduled directly by the Vernon Hills Park District. General drop-in use of Park District athletic fields does not require a permit provided that the number of expected participants does not exceed 12 and is available on a first-come, first-serve basis. A group with an approved permit has priority use of the field over a group without an approved permit. Usage is not permitted on any VHAC fields at any time without a Park District-approved permit.

Application for Permit. Permit requests by all applicants must be submitted not less than fourteen (14) days prior to the date(s) requested and not more than six months in advance of the date(s) requested. Permits will be considered based on the classification of the organization, as outlined below.

Athletic Field Use Classifications

Classification A: The Vernon Hills Park District shall have first priority for use of its playing fields as well as the VHAC fields and reserves the right to cancel or reschedule any permits for use of these playing fields at its discretion.

Classification B: The Vernon Hills youth sports affiliates are not-for profit-organizations comprised of volunteers that provide travel sports to the community. These organizations supplement the need for competitive sports in the community, which are not offered by the Park District. They will receive 2nd priority use of fields.

Classification C: This category includes other residents of the Vernon Hills Park District. More specifically, this includes individual residents or non-profit, community organizations of which 51% or more of their members reside within the Vernon Hills Park District; and resident, commercial businesses. Priority for this classification shall be on a first-come, first-served basis. Renter may be required to provide at Certificate of Insurance that names the Vernon Hills Park District and the Village of Vernon Hills (if VHAC fields are used) as an additional insured.

Classification D: This category includes non-residents of the Vernon Hills Park District. More specifically, this includes individual non-residents and non-resident commercial businesses. Priority for this classification shall be on a first-come, first-served basis. Renter may be required to provide at Certificate of Insurance that names the Vernon Hills Park District and the Village of Vernon Hills (if VHAC fields are used) as an additional insured.

Classification E: This category is for resident or non-resident individuals/organizations hosting tournaments or other "large" events. Renter will be required to provide at Certificate of Insurance that names the Vernon Hills Park District and the Village of Vernon Hills (if VHAC fields are used) as an additional insured.

Payment of Fees (Classifications C, D & E only). The Vernon Hills Park District will charge fees for permitted use of all playing fields. The Vernon Hills Park District reserves the right to require a security/damage deposit.

Applicants requesting a permit on a single or multiple-use basis shall be required to pay the established fee at the time of the application. Should an application be denied, all fees will be refunded. A minimum of two hours is required for a field reservation, but may be reserved in increments of thirty minutes after the minimum two-hour period.

Applicants requesting a permit on a seasonal basis may be permitted to pay 50% of the total required fee at the time of the application. Payment arrangements for the balance must be made with the Athletic Supervisor.

Refund of Fees: Refund of athletic field permit fees shall be made for the following reasons:

1. If the Park District believes that the athletic field is in unplayable condition and/or may be damaged due to field conditions, no play will be allowed and a refund will be issued.
2. If the renter provides written notification of cancellation to the Park District at least one week prior to the date reserved. This does not apply to seasonal permits.
3. An applicant who wishes a refund for a seasonal permit must provide a written notification of cancellation not less than one month prior to the dates requested.

Fee Schedule

Classification	Hourly Fee (non-Cricket)	Hourly Fee (Cricket)	Lights
A	None	None	\$40/hour
B	None	None	\$40/hour
C	\$40/hour per field	\$25/hour	\$40/hour
D	\$50/hour – VHPD fields \$75/hour – VHAC fields	\$25/hour	\$40/hour
E	\$60/hour per field	\$25/hour	\$40/hour

* Depending on the size of the request, the Park District reserves the right to assign a site supervisor(s). The renter is responsible for paying \$20/hour for each required. Included with the supervisor fee is an on-site supervisor and use of bases. All rentals requiring the use of lights **must** pay the hourly supervisor fee.

For Classifications C & D, the responsibility to provide proof of at least 51% resident participants lies with the applicant, if requested by the District. Absent such evidence, non-resident fees apply.

Rules & Regulations

1. Alteration to the playing area is prohibited.
2. All permit holders must check the playing area for safety prior to each use. If soccer goals are involved, the permit holder is also responsible for checking the stability of the goals. If the

playing area is unsafe or if soccer goals are unstable, do not use the field and contact the Vernon Hills Park District immediately at (847) 996-6800.

3. Installation of soccer goals on Park District or Village property is strictly prohibited without consent from the Park District's Executive Director or designee.
4. The permit holder is responsible for the conduct of players and spectators before, during, and after the athletic event.
5. Alcohol is prohibited on all Park District and Village property at all times.
6. The selling of food, beverages, or merchandise is prohibited without the written consent of the Vernon Hills Park District.
7. Permit holders must obey all posted rules and regulations.
8. The Park District reserves the right, but assumes no obligation, to prohibit the use of any athletic field, based upon a determination by the Park District's Executive Director or designee that weather or field conditions are unsuitable for the intended use, regardless of whether or not the user holds a permit for such use. Effort will be made to give as much advance notice as possible to the scheduled field user in the event that the Park District cancels a game, practice, or other permitted field use.
9. The Park District will take measures it deems reasonable to prepare fields for play so as to minimize the need to cancel games, practices, or other permitted field uses. However, the user is encouraged and expected to review weather and field conditions prior to each scheduled use and to cancel games or practices when weather or field conditions place participants at increased risk for injury or if use of field(s) would result in damage that would jeopardize the prospect of playing future games on the field(s) in the near term.
10. In the event of disagreement between the Park District and the user as to field usage, the Park District's Executive Director or designee will make the final determination as to field playability.
11. The rights reserved to the Park District with respect to determination of field usage are not intended to, and shall not, impose on the Park District a higher standard of care, or waive any of the rights, privileges, or immunities afforded the Park District under the Illinois Local Governmental and Governmental Employees Tort Immunity Act.
12. All permit holders are responsible for reading and obeying the soccer goal policy below.

It is understood that normal wear and tear of playing fields is expected. However, the permit holder is responsible for using sound judgment regarding the use of the fields and surrounding amenities. Damage to fields from playing after heavy rain, damage to fencing, excessive trash, or any other mistreatment of site amenities will result in the immediate withdrawal of field permit and the possible assessment of damage costs. Please respect the facilities.

VERNON HILLS PARK DISTRICT SOCCER GOAL POLICY

1. The Vernon Hills Park District will not install or otherwise place onto District property any soccer goals that are not secured with locks to an underground base.
2. The Vernon Hills Park District shall routinely check all portable soccer goals that it has installed or placed on Park District property to verify that they are properly anchored, weekly during the youth soccer playing season, monthly during the off season (winter), and a written record of the safety check shall be completed.
3. No person other than an authorized employee of the Vernon Hills Park District shall be

permitted to move any soccer goal the Park District owns or otherwise installed or placed on its property. This rule shall be posted on all such soccer goals.

4. The Vernon Hills Park District will provide in any permit agreement into which it enters with any organization for the use of District property for soccer games, scrimmages and/or practices that
- (i) the permittee, organization, employees and volunteers may not install, place or use soccer goals that are not anchored to the ground in the manner provided in paragraph (1) above;
 - (ii) the permittee, organization, its employees and volunteers may not move any soccer goal that the district has installed or otherwise placed on its property;
 - (iii) the permittee, organization, its employees and volunteers may not move any soccer goal that it/they have installed or placed on District property unless it is in accordance with those methods set forth in paragraph (5) below. Any violation of these requirements will be cause for immediate termination of the permit agreement, and may be a basis for denial in the future.

5. At the conclusion of each youth soccer season, the Vernon Hills Park District will remove all soccer goals that it has installed or otherwise placed on its property and store such goals at a secure location or will otherwise secure such goals on its property in accordance with the following:

- a. Place the goal frames face to face and secure them at each goalpost with a lock and chain, or
- b. Lock and chain to a suitable fixed structure such as a permanent fence, or
- c. Lock unused portable goals in a secure storage room after each use, or
- d. Fully disassemble the goals for season storage.

6. The Vernon Hills Park District will not purchase any portable soccer goal for use on its property unless the goal is equipped with a counter-balance or stabilizer bar to limit the ability of the goal to be tipped over, or such other design-feature approved by the U.S. Consumer Product Safety Commission.

7. The only exception to the above policies are light weight, fold-up or pop-up collapsible, portable soccer goals which are typically sold and used for youth soccer practice or training sessions. Other than this exception, no one may install soccer goals on Park District property without the written permission of the Park District.

8. A designee (by position) shall be designated by the Executive Director as having the responsibility to monitor and carry out the soccer goal policy.