

**Vernon Hills Park District
Field Usage Policy
Vernon Hills Athletic Complex**

The Vernon Hills 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. Any further reference to the Athletic Complex in this document will be abbreviated as VHAC.

The Vernon Hills Park District has developed a field rental 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.

A permit is required for any organized game or practice, other than those games scheduled directly by the Vernon Hills Park District. Usage is not permitted on any VHAC fields 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 the VHAC playing 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 Cougars Youth Athletic Association (VHCYAA) is a not-for-profit organization comprised of volunteers to provide travel sports to the community. The organization supplements the need for these competitive sports in the community, which are not offered by the Park District. They will receive 2nd priority use of fields.

The Greater Libertyville Soccer Association (GLSA) is also a not-for-profit organization comprised of volunteers to provide recreational and competitive soccer programs for the community. They too, 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.

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.

Payment of Fees (Classifications C & D only)

The Vernon Hills Park District will charge fees for permitted use of any of the VHAC playing fields. In addition to field use fees, there will normally be additional charges for the use of lights and/or a field supervisor.

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. The balance will be due prior to the first date of use.

Refund of Fees

A 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 A: No fee charged for field use
\$30/hr for lights (one hour minimum)

Classification B: No fee charged for field use
\$30/hr for lights (one hour minimum)

Classification C: \$25/hour per field
\$30/hr for lights (one hour minimum)
\$20/hr for site supervisor*
The Park District reserves the right to require a security/damage deposit.

Classification D: \$75/hour per field
\$30/hr for lights (one hour minimum)
\$20/hr for site supervisor*
The Park District reserves the right to require a security/damage deposit.

* Included with this supervisor fee is an on-site supervisor and the use of bases. The District reserves the right to assign additional workers for a multi-field rental. The renter would be responsible for paying an additional \$20/hour per employee.

For those in Classifications C & D, the responsibility to provide evidence of 51% residents lies with the applicant. Absent such evidence, non-resident fees apply.

Multiple field rentals and recurring rentals may be eligible for a discount.

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. The permit holder is responsible for the conduct of players and spectators before, during, and after the athletic event.
4. Alcohol is prohibited on and around athletic fields.
5. The selling of food, beverages, or merchandise is prohibited without the written consent of the Vernon Hills Park District.
6. Permit holders must obey all posted rules and regulations.

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 your field permit and the possible assessment of damage costs. Please respect the facilities.