

# **Field Reservation/Allocation and Use Policy**

*Updated· April 25, 2016*

**| LEXINGTON PARK DISTRICT |**  
**PARKS & RECREATION**

Lexington Park District  
P. O. Box 64 - Lexington, IL 61753

Telephone  
(309)-365-8123  
Swimming Pool

# Contents

*Mission Statement*

*Statement of Purpose*

*Youth Sport Program Philosophy & Objectives*

*Reservation Procedures*

*Fees (Reservation Fees, Maintenance Fees, Cleaning Fees, Miscellaneous Fee.)*

*Rules of Use*

*Field Reservation/Allocation Request*

*Contact Information*

*Release Waiver*

*Certificate of Insurance*

## Mission Statement

The Lexington Park District exists to maintain and enhance the quality of life for all citizens of Lexington by providing park, recreation, and leisure opportunities through organized programs and acquiring, developing, maintaining, preserving, and enhancing recreation areas, open spaces, and facilities in the most cost-efficient manner.

## Statement of Purpose

The purpose of the Lexington Park District Field Reservation/ Allocation and Use Policy is to provide facilities for the use and enjoyment of the residents of Lexington. It is the goal of the Lexington Park District to make parks and recreation facilities available for use by organizations for non-profit recreational purposes. This policy serves to create a standardized approach to space allocation and fee assessment for users and to ensure that the allocation of facilities is fair and equitable.

## Youth Sport Program Philosophy

The Lexington Park District offers many organized youth sport programs and activities. We follow a specific philosophy which guides us in program development and implementation. It is as follows: *Athletes First - Winning Second. This philosophy means that every action taken should be based first on what is best for young athletes, and second on what may improve the athlete's or team's chances of winning. In other words, the short-term objective of winning should never override the long-term participation objectives of helping young athletes develop physically, psychologically, and socially.* The objectives we strive to achieve in following this philosophy are:

- To provide safe, enjoyable recreation programs which teach the youth of our community basic sport skills, sportsmanship & team work.
- To encourage life long interest in physical fitness through positive sport experiences.
- To ensure that everyone who registers for youth sport programs participate equally, no matter what their ability level may be.

# Reservation Procedures

Organizations interested in reserving a park facility must complete a Field Reservation Request form at the home of the Lexington Park District President.

Requests will be classified and handled on an availability basis with the following priorities:

- Category A: Programs and activities of Lexington Park District will receive priority use of any and all facilities.
- Category B: Programs and activities sponsored by Lexington Community District 7 Schools.
- Category C: Lexington -based, non-profit recreational youth sport organizations which follow the same sport philosophy as the Lexington Park District, show documentation thereof, and encourage all coaches and parents to attend educational/training sessions.
- Category D: Other Lexington-based, non-profit organizations, including but not limited to youth and/or adult athletic leagues, scouts, church groups, service clubs, civic associations, traveling teams, etc.
- Category E: Individual team or team not affiliated with a governing organization or board. Procedures: follow time line set below; reservations must be made in person at the home of the President, may reserve field space for two dates at a time (maximum 2 hours each); fees are non-refundable and may be rescheduled only for weather related or field condition reasons.

- The Youth Program Liaison will approve or deny all Facility Reservation requests.
- The Lexington Park District will collect all fees and necessary paperwork prior to facility use. Failure to pay fees or submit required paperwork would result in the disqualification of request.
- The Lexington Park District reserves the right to cancel reservations.

## Reservation Fees

*The following fees may be assessed upon approval of the Facility Reservation Request:*

Description of Usage	A	B	C	D	E
Single Field Usage, no prep, 2 hour limit	N/C	N/C	N/C	N/C	\$10
Ball Field Preparation -tournaments	N/C	N/C	N/C	N/C	\$25
Lights - per hour/per field rate	N/C	N/C	N/C	N/C	\$25

## Maintenance Fees

The following additional fees will be assessed for any maintenance or grounds work that is required outside of the regular working hours (*i.e., weekends and evenings*) or in addition to the initial field preparation. These fees will be itemized and billed directly to the reserving organization once the duration of the facility reservation is completed.

\$50/game field preparation

## Miscellaneous Fee

*(i.e., damages to facilities)*

Any fees directly incurred as a result of the reserving party's use of the facility will be itemized and billed to the reserving organization once the duration of the facility reservation is completed.

Any additional fees billed to the reserving organization that are unpaid will result in legal actions to collect fees and will disqualify the reserving organization from any future facility reservation.

## Inclement Weather/Refund Policy

The Lexington Park District reserves the right to determine the playability of fields during inclement weather. If a field is determined to be unplayable before a reservation begins, the affected party may reschedule the activity or receive a full refund. The organization's contact person will be notified of any decision to cancel play. Individual team reservations cancelled will not be refunded but may be rescheduled.

In the event of inclement weather where an activity is cancelled during play, no refund or rescheduling will be awarded. Cancellation on the part of the renter must be made no later than forty-eight (48) hours prior to the event. Arrangements must be made to the Lexington Park District Youth Programs Liaison. Refund of field and field preparation fee less a \$5 service fee will be made.

**Lexington Park District**  
**Rules and Guidelines for Use of Facilities**

1. The applicant, his/her organization and members are bound by policy of the permit, its' terms and conditions, and regulations and ordinances pertaining to the use of the Lexington Park District property.
2. The Lexington Park District does not assume any liability for property lost or stolen on the park premises, or for personal injuries sustained on the premises during facility reservation, and the reserving organization agrees to hold park harmless for all claims, suits, judgments or damages arising out of such property loss or personal injury.
3. A Certificate of Insurance will be required before final approval is granted. This Certificate should name the Lexington Park District as co-insured, and should have minimum limits of \$100,000 Individual and \$300,000 Aggregate or Personal Injury.
4. No gambling, lotteries or raffles shall be performed, or liquor brought or consumed upon the premises or be in the possession of any member of the party unless approved by the President of the Lexington Park District. It is agreed that violation of this provision shall result in automatic revocation of all rights hereunder and the forfeiture of all fees.
5. The reserving organization will be responsible for and will pay any damage to Lexington Park District property arising out of the use of said facility pursuant to this agreement.
6. The Lexington Park District reserves the right to have a designated employee visit for the purpose of supervision.
7. Requests for the lighted outdoor athletic areas must be made at the time of the field application.
8. Once reservation has been approved, a signed copy of the request will be issued. Bring this form with you to the athletic area in order to eliminate any conflicts. Those individuals with signed requests will have priority over facility usage.
9. All groups or individuals using outdoor athletic facilities will be responsible for any set-up that they may require and be held responsible for the clean up of the facility after their scheduled use.
10. The established closing hour of the park system is 10 pm unless special permission is given by the Lexington Park District.
11. All groups must park in designated spots only (parking lots or off-street parking). There is no parking on the grass or sidewalks. Vehicles may not be driven onto park areas without prior approval of the Lexington Park District. Permission may be granted to allow a vehicle to transport materials and equipment too heavy to hand carry. No vehicles shall be driven on the turf within 72 hours of substantial rainfall, or if ground is determined to be too soft to allow vehicular travel without undue damage. Any such damage will be charged to the permit holder(s).
12. All groups must not play practice in rain soaked areas. Failure to enforce policy will be cause for revocation of the permit.
13. Cancellation of event due to field conditions will be determined by the Park Supervisor or his/her appointee.
14. If facility attendance is expected to exceed the capacity of on-site comfort facilities or no such facilities exist at site, the permittee must provide portable, temporary toilets with sufficient capacity to accommodate anticipated attendance.
15. Equipment owned by the organization must be removed from the facility within ten days of program completion. Equipment left behind will be disposed of at the cost to the organization.
16. Signature below acknowledges that these rules have been read and will be adhered to by permit holder.

---

Group Name

---

Group Representative (Print)

---

Group Representative Signature

---

Date

---

LPD Initials

## Facility Preparation

In regards to facility preparation, groups/organizations are expected to initiate and coordinate field preparation with the Park Supervisor of the Lexington Park District. Responsibilities of each party are defined below.

### **Lexington Park District will at no charge....**

- Mow outfield areas of ball fields, soccer fields, and football fields as needed
- Provide a home plate & a pitchers plate at each ball field
- Provide bases for all ball fields.
- Provide secured soccer goals at soccer sites
- Provide Porta-Potties only during times of freezing temperatures.
- Drag and line ball fields (every other day as time and weather permit) - category E will be charged
- Mark grass fields (*as time and weather permit*) - category E will be charged

### **In return, Groups agree to:**

- Pay for additional services outside those listed above
- Provide own nets, corner flags, & any other equipment not listed above
- Provide locked storage for all of the group's equipment during season and remove it within 10 days of end of season
- Provide Porta-Potties at sites where existing restroom facilities are not available

**Lexington Park District  
Field Reservation/Allocation Request**

Name of Applicant: \_\_\_\_\_

Name of Organization : \_\_\_\_\_

Address : \_\_\_\_\_

City : \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact : \_\_\_\_\_ h) \_\_\_\_\_ w) \_\_\_\_\_ c) \_\_\_\_\_ email: \_\_\_\_\_

Contact : \_\_\_\_\_ h) \_\_\_\_\_ w) \_\_\_\_\_ c) \_\_\_\_\_ email: \_\_\_\_\_

Facility/Field( s) Requested (Attach additional sheet if needed): \_\_\_\_\_

Date(s)	Day(s)	Time
_____	_____	_____

Purpose: \_\_\_\_\_

Special Arrangements (minimum office working days notice required): \_\_\_\_\_

*I (We) assume all responsibility for any damage to park equipment and/or property that occur as a result of the requested use. Furthermore, I (We) understand that Lexington Park District, its staff, and commissioners of the Lexington Park District, will not be held liable for any injury or damage which may occur to me, my guests, and/or members of the above-named organization and our property during our requested use of the facility. I also agree that while our organization uses the above listed facility, we will not discriminate on the basis of disability. All applicants must provide a Certificate of Insurance, naming the Lexington Park District, as additional insured, evidencing the following:*

Certificate of general liability insurance with minimum limits of  
\$100,000 Individual & \$300,000 Aggregate for Personal Injury .....Date Received: \_\_\_\_\_

Signed \_\_\_\_\_ Date: \_\_\_\_\_

Signed \_\_\_\_\_ Date: \_\_\_\_\_

*OFFICE USE ONLY*

CATEGORY    **A**    **B**    **C**    **D**    **E**

NOTES \_\_\_\_\_

FEE DUE \$ \_\_\_\_\_    FEE PD \$ \_\_\_\_\_    DATE PD \_\_\_\_\_    INITIALS \_\_\_\_\_