

Kenilworth Park District Field Usage Policy

The Kenilworth 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. A permit is required for any organized game or practice, other than those games scheduled directly by the Kenilworth Park District. General drop-in use of Park District athletic fields does not require a permit 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. It shall further be the Park District's attempt through this policy to secure maximum use of available athletic areas through the practice of issuing permits.

- A. Procedure for Securing Permits.** 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.
- a. Athletic leagues under the sponsorship of the Kenilworth Park District shall, in all cases, be given first preference for the use of fields.
 - b. Leagues not sponsored by the District, but whose teams are primarily composed of residents of the Park District, shall be given advance scheduling for the complete season in order that league schedules may be established. It shall be the prerogative of the Park District Secretary to cancel any league standing permit if deemed in the best interests of the Park District.
- B.** Organized teams may make application by dates as established annually to secure a standing permit for not more than two practice sessions per week during that given team's season. Times and places of practice will be allocated by the District with a view toward the team's designated preference. These standing permits may be cancelled at any time when it is in the best interests of the District. It shall be understood that whenever it becomes necessary to cancel a standing permit temporarily, the District shall make an attempt to reschedule at another time or place. Any team not applying for a standing permit may be issued a permit on a random basis for available facilities.
- C. Payment of Fees:** The Kenilworth Park District may charge fees for permitted use of all playing fields. In addition to field use fees, there may be additional charges for the use of lights and/or a field supervisor. 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.

* 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.

D. 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 Kenilworth Park District immediately at (847) 251-1666.
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 Kenilworth 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 Secretary 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.
13. **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.**

E. Conditions not suitable for play

1. Electrical and Thunder Storm Emergency Sirens

If lightning is seen, thunder is heard, or the Thorguard Lightning Prediction System activates (15 second horn blast), all games and practices must be stopped and the players immediately cleared from the field. Players shall seek refuge under a covered shelter, in a car, or inside a building. At locations that have the Thorguard System, wait for the all clear (3 short horn blasts). If the all clear has not sounded after 20 minutes, the game or practice must be canceled. At locations that do not have the Thorguard System, or if the system is not working, there will be a mandatory twenty (20) minute wait, from the last lightning seen or thunder heard, to see if the storm passes before any play can be resumed. However, the game or practice must be canceled if the severe weather has continued for thirty (30) minutes. On overcast days coaches must check the Thorguard System at Townley Field. The Thorguard System has a yellow strobe light affixed to the antenna. When the system has been activated, the strobe light flashes every 20 to 30 seconds. If the strobe light is flashing, the system has been activated, conditions for lightning exist, and the fields cannot be used. However, as is always the case, whenever Thorguard activates, lightning is seen or thunder is heard, the fields must be vacated. Players, coaches, and all others must seek the safe refuge of a building or vehicle.

2. Field Conditions that could limit or prohibit sports

- a. Standing water on the field of play.
- b. Soil saturation.
 - Walking on turf causes water to surface.
 - Walking on turf on heels creates indentations.
 - One inch or more of rain 48 hours prior to scheduled game or practice accompanied by steady rain on game or practice day.
 - Extreme drought conditions where 50% of the playing surface has turned dormant. (Soccer only)
 - Audible thunder or visible lightning.
 - Visibility (darkness).

All coaches and officials are responsible for insuring the safety of field playing conditions at all times during scheduled play. Safety includes protection of the resource as well as participants.

3. Determining Field Conditions

For field conditions after rain events, users may check the Village of Kenilworth website at www.villageofkenilworth.org or call the Park District field usage hotline at 847-251-1666 Ext. _____ to find out whether or not play is permitted on the field.

**Kenilworth Park District
419 Richmond Road
Kenilworth, IL 60043
Phone: 847-251-1666 Fax: 847-251-3908**

APPLICATION FOR RENTAL/USE PARK DISTRICT FACILITIES

Applicant Name/ Organization: _____ Date: _____

Address: _____
Street City Zip

Day Phone: () _____ Cell Phone: () _____

Email: _____ Fax: () _____

Date(s) Requested: _____

Hours Requested (please include set-up & clean-up time): _____ To _____

Type of activity planned _____

Will sound equipment be used: Yes _____ No _____

If yes please describe below under special setup needs

Will a fee for participants be charged? Yes _____ No _____ If so, what is the per participant fee? _____

Number of participants anticipated: Total _____ Adults _____ Children (under 16) _____

Facilities Requested

_____ Village House _____ Pee Wee Park Baseball Diamond _____ Townley Field Baseball Diamond

_____ Townley Field South (Smaller East/West Field) _____ Townley Field North (Larger North/South Field)

Please indicate any special setup needs (number of tables, chairs, sound equipment etc):

Applicant has read the above information for accuracy and agrees to adhere to all regulations as listed in The Field Usage Policy.

Signature of Applicant

Date of Application

This portion for OFFICE USE ONLY

Rental Fee: \$ _____

Reservation Deposit (applied toward final balance): \$ _____

*Refundable Damage Deposit: \$ _____

Total Due: \$ _____

Approved By:

Date:

*If paying by check, please pay with two checks, one for the damage deposit, and one for the rental fee.