

MAYOR
Daniel J. McLaughlin

VILLAGE CLERK
David P. Maher

14650 S. Ravinia Ave.
Orland Park, IL 60462
(708) 403-PARK



TRUSTEES
Bernard A. Murphy
Kathleen M. Fenton
Brad S. O'Halloran
James V. Dodge
Edward G. Schussler III
Patricia Gira

DEPARTMENT OF PARKS AND RECREATION

Athletic Field Usage Agreement

Amended 11/26/07

1. Field Usage – Fields will be allocated based on the policy approved by the village board. It is listed below.

ORDER OF SERVICE:

- a. Girls & boys recreation programs
- b. Established organizations within Orland Park boundaries with a minimum 50% residency per team & a minimum of 4 teams/levels. **No more than 2 teams will be recognized at each age level within an organization.**
- c. All others.

Note: Organization falling within the same category will be considered at the same priority level.

1. Recreation teams will receive first priority for scheduled availability and must be **90%** resident.
2. Travel organizations with an organization percentage of **81%** or greater will receive the use of outdoor fields for free with a limit of **2 weekdays and 3** weekend games per team based upon availability.
3. Travel organizations with **81% - 63%** percentage residency will be issued **1 weekday and 3** weekend time slots per team based upon availability. They will be charged \$25 for non-lit fields & \$50 for a lighted field. **This will take place in 2008. In 2009 the residency percentage will increase to 90%.**
4. Travel organizations with 50% - 62% residency will receive **1 weekday and 2 weekend** time slots per team based upon availability. They will be charged \$25 for non-lit fields & \$50 per lighted field.
5. Organizations that don't have a minimum number of teams as an organization, but meet the 50% residency requirement will be charged based on percentage as stated above (\$25 unlit field/\$50 lighted field).
6. Organizations that have less than 50% residency will be charged \$75 for unlit fields and \$100 for lighted fields.

Requests for field time must be submitted with rosters, charters and certificates of insurance in the fall for baseball and softball and in the spring for soccer, football and cheerleading for the upcoming season. One request per organization will be accepted.

Teams found misrepresenting rosters or teams found manipulating field time with teams that do not meet the required residency percentage will have their organization's field allocations and/or tournaments taken away for the season.

2. Field Scheduling

- a. **One Contact – each organization will select one representative to be the contact for field distribution.** This person will be the only individual who will be allowed to book field time for their organization. All other individuals who call will be referred to their organization's representative.
- b. **Practice and game schedules must be submitted by the date listed on the field time line. The entire organization schedule must be submitted at one time. Teams that fail to submit a schedule will not have their fields prepared and will risk losing their field time. A schedule must be submitted in legible handwriting or typed.**
 - i. **If you make an amendment to your schedule, you must contact the recreation department. If an age group changes or you need to return a field you are not going to use, you need to give 5 days notice for change.**
 - ii. **If you do not return the field with appropriate notice more than 3 different instances the 2009 field distribution will be reduced accordingly.**
 - iii. **All field requests should be made with 5 days notice.**
- c. **Fields issued are for your organization and the teams that you have paid for. One team on the field must be from your organization. You are not to host mini-tournaments or let other programs use your field time.**
- d. **Scheduling Conflicts**
 - i. If a conflict occurs at Centennial Park or John Humphrey Complex, the coaches should see the Complex Attendant on duty. The team listed on the field schedule at the complex is the team that will be allowed to stay on the field.
 - ii. Outlying fields are not staffed. Organizations will be issued contracts for their teams. These contracts will be helpful for coaches to have to show that they are scheduled at outlying fields.

3. Field Expectations

- a. **Garbage – All teams should clean up the dugouts and area by their bench before leaving the field.**
- b. **Field Conditions – The Parks Department and Recreation Staff will work together to decide if the fields are in playable conditions. Decisions made by the Village are final. Fields are cancelled for safety purposes and to preserve the long-term condition of the fields.**

- i. All work preformed on the fields will be done by the Village of Orland Park Parks Department staff. **At no time should parents or coaches attempt to work or repair the fields.**
 - ii. Teams who do not comply with the above policy will have their field assignments taken away for the season.
- c. Weather Hotline – All teams should contact the Weather Hotline (403-6290) to find out if the fields are in playing condition. The decision will be made as early as possible. Updates will be done through out the day. A decision will be made as close to game time as possible. Monday thru Friday the hotline will be updated by 4:00 pm and 8:00 am on the weekends.
- d. Lightning – We have a Lightning Predication System at Centennial Park, John Humphrey and Schussler Park. All teams are expected to abide by the rules set forth when the system is activated. When the system is activated a long blast will sound and the light will begin to blink. All teams should find shelter. We encourage teams to take shelter in their cars. Coaches are responsible for their players and parents.
 - i. The system will stay active until the conditions in the area return to a safe state. Three short blasts will sound indicating an all clear. Assuming field conditions are still favorable, play can then resume.
 - ii. The Lightning Predication Systems operate separate from each other. Each park may have different conditions in the area.
 - iii. No Coach should dispute the Lightning Predication System.
- e. Field Lights – The complex staff on duty will turn the field lights on and off. They will be turned on scheduled fields at dusk.
 - i. A date will be issued on the time line each year in regards to when lights will be turned on. This is the date the fields will begin to be prepped and based.
 - ii. Field lights must be turned off no later then 10:45 pm. The complex staff will inform coaches of when lights will be turned off.
 - iii. The complex staff has been instructed to turn the field lights off 15 minutes after the end of a game or no later then 10:45 pm.
- f. Parking – Park only in the designated areas.
 - i. Overflow parking should be used when other parking areas are full.
 - ii. Unauthorized vehicles are not permitted on the paths or at the complex.
 - a. During tournaments, complex staff can give permission for vehicles to unload, and then return their cars to the parking area.
 - b. Vehicles in the parks without permission will be ticketed or towed at the owner's expense.
- g. Alcohol & Smoking – Alcohol is not permitted in any public area, including parks. **Organizations are responsible for their parents and their guests while using village facilities.** Individuals who violate the ordinance can be ticketed. **The village has a no smoking ordinance. The non-smoking policy includes parks space; please remind parents and visiting teams of the policy.**

4. Tournaments - Village of Orland Park Recreation Parks Department will not encumber any cost for tournaments held at our facilities. All tournaments must break even and must adhere to the tournament guidelines listed below. A fee of \$3,500 will be assessed for use per complex (JHC or Centennial Complex) excluding OYA.

- a. Third party for profit groups will not operate tournaments at Village of Orland Park outdoor ball diamond facilities.
- b. No tournaments will be held during the OYA season (generally prior to July 4) unless agreed upon by OYA. Both complexes can be used simultaneously if necessary, provided the requirements in package A below are adhered to. Tournament dates will be allocated based on residency percentages. You must be part of a recognized organization based on the approved board policy to host a tournament. Each organization will only be able to host one tournament per season. Organizations not within this guideline will be looked at if there are open dates.
- c. Fees for the tournament are based on a 3 day event which includes Friday from 5:30-10:00 pm, Saturday 8:00 am-10:00 pm and Sunday from 8:00 am-10:00 pm. Additional days and times must be approved and will be billed at a set rate to cover costs.
- d. All outside vendors must be preapproved 14 days prior to the event. Once approved must submit a certificate of insurance 7 days prior to the event and must list the village as an additionally insured.
- e. All cost associated with the tournament will be billed to the organization. There will be a base fee of \$3,500 (see below). Fees are due 7 days prior to the event. Additional fees may be assessed based on the size of the venue as determined by the recreation department staff and weather. Fees may include; materials used such as turf, rental of porta johns and extra dumpsters, parking detail and other misc. items. Additional costs of Fees will be billed within 7 days of the event. OYA organizations will pay \$1000 per complex in 2008. In 2009 they will be expected to pay the same as all the other organizations.
- f. The base fee will increase over the next 2 years to meet the Village's actual costs for producing tournaments. For the 2009 season, the base fee will be \$4,000.00, and will increase to \$4,500.00 in 2010.

FEE PRICING

Base Package - \$3,500

Location: One Complex either John Humphrey Complex fields 1-11 or Centennial Fields 1-9.

Time: Friday from 5:30-10:30 pm, Saturday 8:00 am-10:30 pm, Sunday 8:00 am-10:30 pm.

Lights will be turned on as dictated by the time of year and will be shut off no later than 10:30 pm.

Fee includes field prep including dragging, bases, and chalking. Fields will be reset based on the schedule submitted. Dragging and chalking will be redone every other game or as conditions allow. Additional Dumpster brought to site for waste management control. Includes Porta Potties that are currently on complex property. Centennial complex has a porta potty by field 6 & 7 as well as one located near fields 8 & 9. John Humphrey Complex has one porta potty located on the path by field 5 in proximity to the Civic Center.

Package A

The following packages are options to the base package. If you are requesting a multi-complex tournament at Centennial Fields and John Humphrey Complex, the base package cost of both complexes will apply (Centennial and JHC - \$7,000.00).

In addition, a fee will be charged for parking and traffic management as outlined below:

- Centennial Fields: Traffic Control Fee - \$400.00 per day
- John Humphrey Complex: Civic Center Lot Fee – TBD

Package B - \$200 per complex slot

Additional field slots at either complex fields, JHC 1-11 or Centennial 1-9 will be charged \$200 per time slot. The fee includes field prep as outlined in the base package. An example – if you are approved for a Thursday evening at JHC, you would pay \$200 for all 5:30 pm slots and \$200 for all 8:00 pm slots for total of \$400.

Package C - \$25 per outlying slot

Each additional outlying field slot will be charged at the rate of \$25 per slot. Those include but are not limited to Eagle Ridge 2, Schussler fields, and Doogan.

Misc. Items

Turface - per bag	\$8
Quick Dry – per bag	\$10
Porta Potty for 3 day venue	\$250
30 yd Dumpster	\$500
Police Detail	\$25/hr per staff

I understand and agree to the above information. I will inform my organization of the above policies and will enforce them within our organization.

Organization	Position/Title
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Signature	Date
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Organization	Position/Title
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Signature	Date
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