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2024 Athletic Field Usage Agreement

The Athletic Field Usage Agreement (AFUA) provides guidelines for the use of Village athletic fields. The Agreement is not intended to be all-inclusive, or to address all of the possible applications, or exceptions to the guidelines, protocols or policies contain there-in. The AFUA includes the priority order in which fields are scheduled, costs to rent fields, the process for requesting the use of fields, expectations of users, services performed on the fields by Village staff, weather protocols, the use of lights at locations, parking, the prohibition of alcoholic beverages, smoking, weapons, food/beverages, tournament use and pricing and the Three Strike Policy.

Athletic Organizations are expected to adhere to Athletic User Agreement without exception. Only groups signing-off on the Athletic User Agreement, and providing all required insurance documentation, will be permitted to utilize the fields.

PRIORITY ORDER OF FIELD SCHEDULING

1. Village of Orland Park programs, activities, and special events.
2. Recognized, Orland Park based boys and girls athletic organizations with a minimum of 4 total teams (travel and/or recreation) whose rosters evidence 90% or greater resident participation. Examples include the Orland Youth Association (OYA), the Orland Park Soccer Club (OPSC), Pioneer Football and Cheer, and the Sting FC.
3. Public or private educational organizations within the boundaries of Orland Park that offer K – 8th grade academics. (i.e. St. Michaels).
4. Established Orland Park based athletic organizations, including travel teams, with a minimum of 4 teams per level with 50% - 89% resident participation per team as evidenced by each team's roster. (Examples include Chicagoland United Soccer, Girls Sparks Softball). Organization may have a maximum of 2 teams at each age level.
5. All others.

Note: Organizations falling within the same category will be considered at the same priority level and receive equal access and use of fields.

****Athletic Organization Non-resident fees**

Rosters with the name and address of each player must be submitted for each team, each season, one month prior to the start date of the season. Non-resident fees are due for each season, for each sport. Unincorporated Orland Park residents may be counted towards the team residency percentage, however, these players are subject to the non-resident fee. The non-resident fee is \$75 or 50% of the registration fee, whichever is less for each non-resident player.

Village athletic fields are for the use of athletic organizations as outlined in the AFUA, by authorized users, as approved by, and at the discretion of the Village of Orland Park. The intended use of fields, scoreboards, press boxes, or other athletic field amenities are only permitted as authorized by Village personnel.

The Village reserves the right to revise, supplement or discontinue any the guidelines, protocols or policies described in the AFUA.

***ATHLETIC GRASS FIELD RENTAL RATES**

ATHLETIC ORGANIZATION TYPE AND RESIDENCY REQUIREMENTS	Two-Hour Slot without Lights	Two-Hour Slot with Lights
Orland Park Recreation & Travel Teams with 90% or more Residents	\$25	\$30
Orland Park Educational Organizations within Orland Park	\$25	\$30
Organizations with 63% - 89% residency	\$40	\$50
Organizations with 50% - 62% residency	\$60	\$70
Organizations with less than 49% Residents	\$95	\$105
**Twilight Rate, regardless of residency percentage	\$55	\$65

*All field slots are two hour increments starting a 6 p.m. weeknights and 10 a.m. weekends. The minimum rental period is two-hours. **Twilight rates apply to all weekend hours beginning at 4pm.

ARTIFICIAL TURF FIELD RENTAL RATES

ATHLETIC ORGANIZATION TYPE AND RESIDENCY REQUIREMENTS	Hourly Rate without Lights	Hourly Rate with Lights
Orland Park Recreation & Travel Teams with 90% or more Residents	\$50	\$55
Orland Park Educational Organizations within Orland Park	\$50	\$55
Organizations with 63% - 89% residency	\$80	\$85
Organizations with 50% - 62% residency	\$120	\$125
Organizations with less than 49% Residents	\$160	\$165

ATHLETIC FIELD USAGE GUIDELINES

- Athletic fields are scheduled and approved in accordance with the Village of Orland Athletic Field Usage Agreement.
- Payment for fields must be made at the time of reservation unless the organization is a Village of Orland Park recognized organization.
- Permits cancelled by the user at least 5 days prior to the event will not be charged to the user. Permits cancelled fewer than 5 days' notice may be charged to the user, unless the cancellation is due to inclement weather.
- Any permit changes, reschedules and new requests must be submitted to the to the Recreation and Parks Department athletic fields scheduler a minimum of 5 business days prior to the requested date of use.
- Artificial turf fields are available for rent March 1 through November 30 and/or as weather permits.
- Organized groups must secure and possess a permit for the usage of Village Athletic Fields.
- Permits may be revoked for failing to follow Village of Orland Park rules and guidelines.
- An approved field usage permit must be available during field use and presented to Village of Orland Park staff upon request.
- Misrepresentation and/or unauthorized use of fields is subject to revocation of permit(s) and termination of all future privileges.
- Field availability is between 8 a.m. and 10 p.m. No exceptions. Organizations should schedule their start and finish times according to the permit timeframe.
- Field use begins and ends at the times stated on the permit. Groups are not allowed on the field before or after
- Please complete field use 5 minutes early as a courtesy to teams utilizing a field(s) next.
- The permit holder is responsible for the behavior of players, coaches, and spectators, and for enforcing field rules and regulations. Any damage to fields and/or site furnishings will be the responsibility of the permit holder.
- The Village of Orland Park has the right to cancel any permit due to an emergency, severe weather, poor playing conditions, damages that could be a safety concerns, non-payment of rental fees, and other reasons deemed necessary by Village personnel.

ARTIFICIAL TURF USER GUIDELINES

- Any type of marking the fields using paint, chalk, tape, etc., is strictly prohibited. Teams are encouraged to utilize cones to mark boundaries.
- Substances that may stain, bleach or alter the appearance of the artificial turf, should be kept off the turf.
- Staked and pop-up tents are not permitted on the turf without approval from the Village of Orland Park.
- Participants are to refrain from picking or pulling the turf fibers or infill material.
- The use of all grills, candles, or any type of heating element is strictly prohibited.
- Only Village of Orland Park motorized vehicles are allowed within the park or on turf field.
- Turf defects, or unclean conditions, should be reported to Village of Orland Park staff.
- Corner kick flags must be self-supporting. Flags or other equipment may not be driven into the turf surface.

ATHLETIC FIELD SCHEDULING

- **One Contact – Each organization will select one representative to be the contact for field scheduling and distribution within the organization.** This person will be the only individual who will be allowed to reserve field time for the organization. All other individuals will be referred to their organization's representative, or must pay the rental fee as an individual at the time of reservation.
- Practice and game schedules must be submitted by the date listed in Appendix A – 2024 Athletic Field Scheduling Timeline. The entire organization's schedule must be submitted at one time for the entire season. Requests must be submitted via e-mail to Kurt Heinlen (kheinlen@orlandpark.org).
- All schedule changes must be communicated to the Village of Orland Park by Monday the first day of the week.

- Field cancellations must be done at least 5 days in advance of rental date. Organizations will be charged for the entire rental for any cancellations made outside of this timeframe.
- Organizations that fail to cancel a field reservation, resulting in a field being prepared and unused, in addition to being assessed the full rental fee:
 - The organizations rentals will be reduced by one slot per week.
 - After three no shows/no cancels the organizations' field distribution will be reduced by 50%.
- Fields are allocated and prepared for a specific organization and team. Fields should not be reallocated to other teams within the same organization, or to another organization.
- Teams are prohibited from hosting mini-tournaments and round robins without permission from the Village of Orland Park.
- If a scheduling conflict occurs between teams at Centennial Park or the John Humphrey Complex, coaches should see the on-duty Complex Attendant. The team listed on the facility reservation schedule will be the team allowed to use the field.
- Outlying athletic fields are not staffed with Village personnel. Organizations are issued rental permits for the use of Village athletic fields. Rental permits should be retained by coaches throughout the season. The team listed on the permit will be the team allowed to use the field.
- Requests for field time must be submitted along with each organization's Certificate of Insurance (see attached sample) and Hold Harmless Agreement.
- Baseball/softball field requests must be submitted by January 15th for the spring season, and June 1st for summer and fall seasons. Fall soccer, football, lacrosse, and cheerleading requests must be submitted by March 1st.
- One request per organization will be accepted.
- **Teams found misrepresenting rosters with teams that do not meet the required residency percentage requirements, or manipulating field times will result in the organization's field allocations and/or tournaments being revoked for the remainder of the season, and will be subject to long-term field use suspension.**

FIELD EXPECTATIONS AND PROTOCOLS

- All teams are required to properly dispose of all trash generated by the team in and around the field, team benches, dugouts, warm-up/cool-down areas before leaving.
- Field Conditions: Village of Orland Park staff will determine if the fields are in playable condition. **Fields will be cancelled to ensure the safety of participants, coaches, spectators and Village staff. Field condition decisions made by Village staff are final.**
- All work performed on the fields will be performed by Village of Orland Park staff only or individuals, businesses or contractual service providers acting on behalf of the Village. **At no time should parents or coaches attempt to work on or repair the fields, unless authorized and approved by the Village of Orland Park.**
 - Teams that do not comply with the field work performance requirement risk having their field assignments revoked for the remainder of the season.
 - Fields will be dragged and lined every other games. Outlying fields are not dragged or chalked on Sunday's.
 - The Village of Orland Park is not responsible for injuries or damage caused by balls, bats, other apparatus or actions by individuals inside or outside the field of play.
 - The cooperation of coaches in modeling good behavior, and adhering to these expectations is expected. Coaches/participants/parents/guardians/spectators shall exhibit appropriate behavior at all times and shall: (1) show respect to all the participants, staff, referees/umpires, volunteers and spectators; (2) take direction from staff; (3) refrain from using abusive or foul language; (4) refrain from threatening or causing bodily harm to self, other participants, spectators, referees and staff; and (5) shall respect all equipment, supplies, and facilities.

WEATHER

- All teams should call the Weather Hotline (708.401.0043) or check rainoutline.com for updated information on field conditions in case of inclement weather. The field playability decision will be made as early as possible. Updates to the hotline will be provided throughout the day. A final decision will be made as close to game time as possible on days the weather is uncertain. The Rainout Line will be updated by 2:00 p.m. weekdays and 8:30 a.m. on the weekends and holidays.
- Lightning – A lightening detection system is utilized at Centennial Park, the John Humphrey Complex (JHC), and Schussler Park. All teams are expected to abide by the rules set forth when the system is activated. When Lightening is detected within 10 miles, the system is activated, a long blast will sound and the strobe light located on the roof of the concession stand at Centennial or the JHC will begin to flash. All players, coaches, officials, and spectators are expected to exit the fields and take shelter within a vehicle or home. Coaches are responsible for player and spectator safety.
 - The lightening detection system will stay active for thirty minutes after the last detection of lightening. The system will sound an all-clear 30 minutes after the last detection. Play can resume if field conditions are safe.
 - The lightning detection systems operate separately at park. Each park may have different conditions in the area.
 - Coaches may not dispute lightning system alerts.
 - Fields without a detection system will utilize the lightening/thunder rule. If thunder is heard or lightening seen, all players, coaches, officials and spectators must exit the field and seek shelter in a vehicle or home. Play may resume 30 minutes after the last thunder is heard or lightening is seen.
 - The Umpire’s decision is final if a game is cancelled due to weather

ATHLETIC FIELD LIGHTS

- Field Lights: On-duty complex staff will turn the field lights on and off. Lights will be turned on at dusk for scheduled fields.
- By Village ordinance, field lights will be turned off no later than 10:45 p.m. The complex staff members shall turn the field lights off 15 minutes after the end of the last game, or no later than 10:45 p.m.

PARKING

- Patrons and coaches may only park in the designated areas.
- Parking in grass areas is only permitted in striped overflow parking areas.
- Unauthorized vehicles are not permitted on the paths, sidewalks or other areas not striped for parking.
- Vehicles in an unauthorized area without permission will be ticketed or towed at the owner’s expense.
- During tournaments, staff may give permission for vehicles to unload in a designated area, and then remove the vehicle(s) to a striped parking area.
- Athletic Organizations teams, spectators and coaches should refrain from parking in the pool parking lot during pool season when the pool is open.

CONTROLLED SUBSTANCES/SMOKING/VAPING

- The consumption of “alcoholic liquor”, as defined in the Illinois Liquor Control Act (235 ILCS 5/1-3.05), cannabis, as defined in the Illinois Cannabis Control Act (720 ILCS 550/3(a)), cannabis products or other substances as defined in the Illinois Controlled Substances Act (720 ILCS 570 (f), 204, 205, 208,210 and 212) is strictly prohibited in all Village parks and facilities. Any such use will result in a police response. **Organizations are responsible for their participants, patrons, and guests while using Village facilities.** Individuals who violate “Village of Orland Park Ordinance Regulating Conduct in Public Parks” Title 3 Chapter 1; will be ticketed by the Orland Park Police Department. This document is available on the Village of Orland Park website, www.orlandpark.org
- The Village will have zero tolerance with any instances involving the use of alcoholic liquor, cannabis or the use of other controlled substances. Any organization whose participants, patrons, or guests violate these

guidelines, may have its field use permit revoked for one year and be assessed a fine as outlined in the Three Strike Policy. Your assistance in ensuring parents and visiting teams adhere to these guidelines is appreciated.

- Smoking which means the carrying, smoking, burning, inhaling, or exhaling or any kind of lighted pipe, cigar, cigarette, hookah, weed, herbs, or any other lighted smoking product or smoking in any manner or in any form and the use of any electronic or battery operated E-Cigarette and vaping, **is prohibited in all Village parks and properties.**

WEAPONS

- The possession and/or use of a weapon of any kind, including conceal/carry weapons, is prohibited in all Village Parks and facilities, except for law enforcement and/or security personal while engaged in official duties. Weapons include any pistol, revolver, shotgun, rifle or other firearm, BB or pellet gun, Taser or stun gun, bomb, grenade, mine, or other explosive or incendiary device, ammunition, bows and arrows, dagger, stiletto, switchblade knife, or knife having a blade exceeding 5 inches in length, nunchaku and metal knuckles or other similar weapon that is capable of causing death or bodily injury and is commonly used with the intent to cause death or bodily injury, and any concealed weapon except a weapon or firearm maybe transported into a parking area within a person's personal vehicle if the weapon or firearm and it's ammunition remain locked in a case out of plain view within the parked vehicle. For the purpose of this regulation, the term "case" means a glove compartment or a counsel that completely incases the weapon or firearm and its ammunition, the trunk of the vehicle or a weapon or fire arm carrying box, shipping box or other container. The weapon or firearm may only be removed for the limited purpose of storage or retrieval from within the trunk of the vehicle. A weapon or firearm must first be unloaded before removal from the vehicle.

FOOD/BEVERAGES

- Organization are not permitted to sell, serve or cater outside food or beverages unless authorized to do so by the Village of Orland Park.
- Athletic field renters may not engage in any activity for financial gain by selling any goods or services as part of the team registration fee to circumvent the rules and regulations in place.
- Organizations found violating the above rules could result in the organizations 2024 field and/or tournament allocations being revoked for the remainder of the year and future years.

TOURNAMENTS

- The Village of Orland will not incur any additional costs for materials used (i.e. turface), the rental of porta-johns, extra dumpsters, and/or other misc. items for tournaments or big events held at our facilities. All tournaments must provide compensation to the Village for associated costs and must adhere to the tournament guidelines listed below.
 - Fees for tournaments are based on a 3-day rental which includes Friday 5:30 p.m. - 10:00 p.m., Saturday 8:00 a.m. - 10:00 p.m., and Sunday 8:00 a.m. - 10:00 p.m. Additional or alternative days and times must be approved by the Village of Orland Park and will be billed at a rate which covers all costs associated with the event.
 - Fees include 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.
 - All costs associated with a tournament will be billed to the renting organization. See Appendix - B Tournament Fee Pricing Packages for 2024 fees. Fees are due no later than 7 days prior to the event. Additional fees may be assessed based on the size or scope of the event as determined by the Village of Orland Park. Fees may include; materials used (i.e.turface), the rental of porta-johns, extra dumpsters, and/or other misc. items. Additional fees are generally billed within 7 days following the event. All fees are applied equally to participating organizations.
 - No refunds will be given to tournament hosts unless the host refunds the teams registered for the tournament. Refunds will be given on a case-by-case basis pending the amount refunded to the tournament teams.

THREE STRIKE POLICY

The Three Strike Rule to enforce the regulations in the Athletic Field Usage Agreement, is utilized to ensure adherence to all protocols outlined within the Athletic Field Usage Agreement

- There will be zero tolerance for alcoholic liquor and/or cannabis or other controlled substance related incidents. Organizations will automatically go to Strike 3 if alcoholic liquor and/or cannabis or other controlled substance, is reported on the premise. Organizations will lose all field privileges for the remainder of the athletic season, and potentially future seasons for any alcoholic liquor and/or cannabis or other controlled substances violation.
- The Village has the right to cancel or suspend field permits for games, practices, and other usage based upon user groups violating any part of the Athletic Field Usage Agreement.

STRIKE ONE

Strike one consists of a documented activity in violation of the agreement within the permit period.

Penalty: Upon the first strike, a letter will be sent to the user group's president and field representative documenting the violation. The letter will be placed in the group's file.

STRIKE TWO

Strike two occurs with a second documented violation within the permit period.

Penalty: Upon an organization reaching a 2nd strike, a \$1,000.00 fine will be assessed to the organization. A letter will be sent to the user group's president and field representative documenting the violation. Also, the user group's president and/or field representative will be required to meet with the Director of Recreation and Parks within one week. There will be no field use until the fine is paid in full.

STRIKE THREE

Strike three occurs with a third documented violation within the permit period or upon any alcoholic liquor and/or cannabis or other controlled substance related violations. If evidence of alcoholic liquor and/or cannabis or other controlled substances is found on premises or if alcoholic liquor consumption or cannabis or other controlled substances use is reported, the organization renting the field will be held liable. For your organization's protection we recommend you communicate this Village policy to all teams you invite to play on Village fields.

Penalty: Upon the third strike, the organization will no longer be able to reserve or utilize Village athletic fields for the remainder of the year, and potentially longer.

Organizations have the right to appeal a decision prohibiting an organization from renting/utilizing Village athletic fields and to receive a hearing before the Village Manager or his/her designee. Such an appeal and request for a hearing must be made in writing and mailed or delivered to the Village Manager's Office within seven (7) days from the date of the Notice of Penalty. Regardless of the length of the suspension, or ban from Village facilities, an organization may apply for reinstatement to the Village Manager after one-year.

THREE STRIKE POLICY ACKNOWLEDGEMENT

I understand and agree to all of the regulations outlined in the 2024 Athletic Field Usage Agreement. I will inform representatives and participants within my organization of the above policy and I will enforce this policy within our organization.

Organization _____ Position/Title _____

Signature _____ Date _____

Organization _____ Position/Title _____

Signature _____ Date _____

Appendix A – 2024 Athletic Field Scheduling Timeline

January 8	Roster breakdown begins.
January 15	Baseball/softball spring requests due.
January 28	Non-resident fees from organizations must be paid in full before field allocations or tournament confirmations are finalized.
February 1	Spring field allocations confirmed.
March 1	General give backs due. Fall soccer, football, football, lacrosse and cheerleading requests due.
March 4	Travel schedules due to the Recreation Department for input.
March 22	Individual teams not qualifying as an organization may submit requests for field time. Organizations with the highest residency percentage will be prioritized.
April 1	Start of spring season for field reservations. Fields are first-come, first-served. Grass fields are not available prior to this date. Artificial turf fields may be utilized year-round depending upon weather conditions. Artificial turf fields will not be plowed in the instances of snow.
May 15	July through November field requests due.
June 1	Baseball/softball summer and fall requests due. Fall field reservations confirmed to organizations.
June 10	Sportsplex indoor Winter session (November through March) requests are due.
July 1	Sportsplex indoor rentals are confirmed to organizations.
August 1	Tournament allocations confirmed for 2025
September 3	Start of Fall season

APPENDIX B – TOURNAMENT FEE PRICING PACKAGES

Centennial Park Complex - \$4,500

- Location: Centennial Park, Fields 1-9.
- Days and times: Fridays 5:30 p.m. -10:30 p.m., Saturdays 8:00 a.m., -10:30 p.m., Sundays 8:00 a.m. – 10:30 p.m. Lights will be turned on as necessitated by the time of year and will be turned-off no later than 10:45 p.m. Friday day games are prohibited.
- Fees include dragging, setting 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 fees apply for porta-johns and/or dumpster(s) not currently on complex property. Centennial complex has one porta-john by fields 6 & 7 and one located near fields 8 & 9.
- \$1,000 will be charged for each additional night added to the permit outside of Fri- Sunday.

John Humphrey Complex (JHC) - \$4,500

- Location: JHC fields 1 – 5 and High Point (HP) School fields 7-11
- Days and times: Friday 5:30 p.m. -10:30 p.m., Saturday 8:00 a.m. -10:30 p.m., Sunday 8:00 a.m. -10:30 p.m. JHC fields 1 – 4 have lights. JHC field 5 and HP 7- 11 do not have lights. Lights will be turned on as necessitated by the time of year and will be turned off no later than 10:45 p.m.
- Fees include 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 fees apply for any additional dumpsters brought to the site for waste disposal.
- \$1,000 will be charged for each additional night added to the permit outside of Fri- Sunday.

Dual Complex Tournament - \$8,000

Location: Centennial 1 - 9 and JHC 1 – 5 and High Point School 7 – 11.

Extra slots (Fees are based upon your organization’s residency percentage)

Additional field slots at either complex fields, JHC 1-5, High Point School 7-11, or Centennial 1-9 will be charged at the same rate the organization was charged during the regular season. The fee includes the dragging, chalking, and basing of the rented field.

Outlying field slots

Each additional outlying field slots will be charged at the rate of \$25 per 2-hour slot.

Misc. Items – need these before final AUA is distributed to organizations.

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|------------------------------|-------|
| • Turface - per bag | \$10 |
| • Quick Dry - per bag | \$10 |
| • Porta-John for 3-day venue | \$250 |
| • 30 yd. Dumpster | \$500 |

Note: Pricing of materials, porta-potties and dumpsters are subject to change.