



**PLAINFIELD TOWNSHIP PARK DISTRICT
TOURNAMENT USE APPLICATION**

**2010
APPLICATION**

Contact Name: _____ Group/Organization: _____
 Address: _____ City: _____ Zip: _____
 Phone (H): (____) _____ Phone (C): (____) _____ E-mail: _____

Choice	Field Requesting	Activity Tournament	Day of Week	Start Date	End Date	Start Time	End Time
1 ST	Example: <i>Renwick #3</i>	<i>Tournament</i>	<i>Fri - Sun</i>	<i>7/4/08</i>	<i>7/6/08</i>	<i>8:00 am</i>	<i>9:00 pm</i>
2 ND	<i>Four Seasons #7</i>	<i>Tournament</i>	<i>Fri - Sun</i>	<i>7/4/08</i>	<i>7/6/08</i>	<i>8:00 am</i>	<i>9:00 pm</i>
1 ST							
2 ND							
1 ST							
2 ND							
1 ST							
2 ND							
1 ST							
2 ND							
1 ST							
2 ND							

*Groups/organizations are strongly encouraged to indicate a 1st choice & 2nd choice when submitting an application.

Please attach the following information:

- Certificate of Insurance for \$3 million naming the Plainfield Park District as additionally insured.
- Certification of Coaches Effectiveness training for all coaches (NYSCA, ASEP, PCA, etc...).
- Groups/Organizations are required to submit proof or a signed affidavit regarding successful completion of criminal background checks.
- Team rosters of the group/organization hosting tournament (electronically excel format) indicating players name, address, city, zip code, birth date with age and school, by team, not group/organization.

Incomplete application will not be accepted.

By signing this form, I acknowledge that I have read and agree to abide by the tournament use application/agreement and all Park District rules and regulations. Failure to comply with Park District rules and regulations may result in the cancellation of the application, forfeiture of all fees/deposit, and forfeiture of the right to future use of Park District facilities/athletic fields. Permits are revocable at any time for violation of rules, ordinances or local & state laws.

Signature: _____ Date: ____/____/____

----- OFFICE USE ONLY -----

Group/Organization	Activity	Fee/Part.	# of Part.	Total	Optional Fee(s)	# of Game(s)	Total	Credit	Total Due
<input type="checkbox"/> Resident		\$		\$	\$		\$	\$	\$
<input type="checkbox"/> Non-Resident		\$		\$	\$		\$	\$	\$

Application Status: Approved Denied If denied, please specify as to why? _____
 Concession: Requested Requirements met/ Permitted by Health Department Additional Comments: _____
 Lighted Field Use: Requested Additional Comments: _____

Staff Signature: _____ Date: ____/____/____



PLAINFIELD TOWNSHIP PARK DISTRICT TOURNAMENT USE AGREEMENT

2010
AGREEMENT

Applications will be accepted according to the field use policy beginning January 1. Returning tournaments will receive first right scheduling for specific tournament weekends. If those weekends are not requested by a returning tournament by January 15 the dates will be awarded on a first come first serve basis per the scheduling priority.

SCHEDULING PRIORITY

Available facility/athletic field use is limited; as a result, request for use of all fields will be categorized as followed:

1. Plainfield Park District (Plainfield Park District programs take priority over all other requests for facility/athletic field usage).
2. Plainfield School District #202 (as set forth within the intergovernmental agreement between the Plainfield Park District and Plainfield School District #202).
3. Resident Status - defined as groups/organizations with at least **85% or more** Plainfield Park District or Plainfield School District #202 residents.
4. Non-Resident Status - defined as a group/organization with **less than 85%** Plainfield Park District residents.

The Plainfield Park District will attempt to accommodate all requests made. League play will be allocated prior to tournament play. However, due to the high demand of facility/athletic field use, requested date(s) may not be available.

REQUIREMENTS (the following documentation must be submitted with application)

Updates/changes to the documentation below must be submitted immediately.

- A. ***INSURANCE REQUIREMENTS:*** Certificate of Insurance for \$3 million naming the Plainfield Park District as additionally insured. Insurance must be maintained throughout the season for which it is filed.
- B. ***COACHES EFFECTIVENESS, SAFETY TRAINING:*** The Plainfield Park District requires all groups/organizations that use Park District facilities/athletic fields to be properly trained with regard to coaching procedures and policy issues surrounding their specific activity. Groups/organizations must require their coaches to hold current certification by attending a coach's effectiveness training program. Groups/Organizations are required to submit a signed affidavit as proof of attendance.
- C. ***CRIMINAL BACKGROUND CHECKS:*** The Plainfield Park District requires all groups/organizations that use Park District facilities/athletic fields to perform State of Illinois criminal background checks on all coaches/volunteers associated their program. **Groups/Organizations are required to submit a letter of inquiry and/or signed affidavit as proof indicating that coaches/volunteers associated with the group/organization in question is cleared of any criminal convictions.**
- D. ***TEAM ROSTERS:*** Team rosters (electronically excel format) must be submitted indicating players name, address, city, zip code, birth date with age and school, by tea, not group/organization.

CANCELLATIONS

Cancellation of facility/athletic field use must be received in writing at least 10 days prior the date reserved. Activities reserved by permit may be cancelled at any time by the Plainfield Park District staff for reasons including, but not limited to, unsafe conditions, facility damage or participant safety. Permitted groups/organizations are responsible for the safety of their participants and spectators. In the event a game is cancelled by Park District staff, a make-up date may be requested. Park District staff will attempt to accommodate additional requests. However, due to the high demand of facility/athletic field use, additional date(s) may not be available.

ADA COMPLIANCE

The Americans with Disabilities Act was signed into law in July of 1990. This law mandates equal access to services, transportation, employment, communication and facilities for persons with disabilities. Programs on Plainfield Park District owned property must not exclude people with disabilities on the basis of the disability alone. Any program using Plainfield Park District property must allow for the possibility of disabled registrants into their athletic program through reasonable accommodation.

FEE STRUCTURE

Tournament holders are also responsible for any additional costs incurred by the Park District in association with the permitted tournament. Tournament holders will be billed for any additional costs. Documentation will be provided at time of billing. Additional costs may include, but are not limited to: additional lighting costs, equipment repair, building/field repair or other unexpected repairs and services performed by Park District staff.

	ACTIVITY	SEASON	REQUESTS DUE	FEE / TEAM
Resident				
	Baseball/Softball	Spring (April – July)	February 1st	\$25.00
		Fall (August – November)	June 1st	\$25.00
	Optional Fee(s)	Lighted Field Use	Baseball/Softball	\$35.00/game
	Soccer	Spring (April - July)	February 1st	\$25.00
		Fall (August – November)	June 1st	\$25.00
	Optional Fee(s)	Lighted Field Use	Soccer	\$65.00/game
Non-Resident				
	Baseball/Softball	Spring (April – July)	January 1st	\$50.00
		Fall (August – November)	May 1st	\$50.00
	Optional Fee(s)	Lighted Field Use	Baseball/Softball	\$35.00/game
	Soccer	Spring (April – July)	January 1st	\$50.00
		Fall (August – November)	July 1st	\$50.00
	Optional Fee(s)	Lighted Field Use	Soccer	\$65.00/game

Once applications are received and approved the tournament host will be notified. Two weeks prior to the tournament, individual team rosters and tournament brackets must be supplied. Tournament host will be billed accordingly for resident and non-resident teams. All fees are due one week prior to the tournament start date.

FIELD MODIFICATIONS

If facility/fields are modified for tournament play, facility/fields must be reinstated back to original condition. Failure to do so will result in additional fee(s) and loss of facility/field use. Requests to modify Plainfield Park District facilities/athletic fields shall be submitted, **in writing**, to the Athletics and Facilities Manager at least 10 business days prior to the start of the tournament. The Parks Department & Executive Director will then determine if Plainfield Park District Board approval is necessary.

No field modifications or temporary or permanent structures/equipment shall be made or erected on Plainfield Park District property unless approved by Park District staff. Approval will be given according to Park District Policy.

All Park District owned fields will be mowed and maintained according to park district schedule. Groups/organizations are not authorized to mow on park district property at any time.

Adding additional fields to a site without Plainfield Park District approval will result in additional fee(s) and possible revocation of issued permits.

NOTICE OF FIELD EXCHANGE

Users may not sublease fields under any circumstance. Subleasing of fields or failure to notify Park District staff of a field exchange will result in revocation of all permits/use.

SITE SPECIFIC USE

Some sites may include restrictions and/or restricted use due to site location. The following regulations apply:

- A. ***CONCESSIONS:*** The Plainfield Park District reserves exclusive rights to sell concessions at Park District owned facilities/athletic fields. Concessions at designated concession buildings are licensed under separate licensing agreement. Tournament holders interested in providing their own temporary concessions must seek approval from the Plainfield Park District and meet all requirements set forth by the Will/Kendall County Health Departments. A full inspection by the Health Department must be scheduled and completed by the tournament holder. Tournament holders are fully responsible for coordinating and attending all meetings with Health Department officials. After successful completion, a Temporary Food Permit will be issued by the Health Department. A copy shall then be submitted to the Plainfield Park District for record at least 5 days prior to the tournament holders requested date(s). Outside vendors providing food service require special use permits according to Park District Ordinance 5.3.A.
- B. ***LIGHTED FIELDS:*** Lighted field use will only be available by permit. Lights are not to be turned on before 6:15 p.m. regardless of the day or time of year. Turning on lights prior to 6:15 pm will result in a substantial demand charge. Any/all demand charges will be billed directly to the group/organization under this agreement. All games are to be completed and lights turned off by 10:00 p.m. at Ottawa Street, 11:00 p.m. at Four Seasons, and 9:00 p.m. at Legends Field. Failure to turn off lights according to the designated times will result in additional fees (up to \$50.00/hr.) and loss of permitted facility/athletic field use.
- C. ***TEMPORARY, PORTABLE LIGHTING:*** Request for use of temporary, portable lighting systems must be submitted in writing to the Plainfield Park District at least 20 days prior to use. Along with this request, groups/organizations must indicate placement of units and where each unit will be stored when not in use. All units should be locked and secured at all times.

If approved, it is the responsibility of the group/organization to order, place and maintain temporary, portable lighting units.

If approved, groups/organization must provide the Plainfield Park District a statement of additional issuance coverage that indicates liability or negligence involving use of temporary lights is covered. Such proof is required prior to facility/athletic field use.

- D. ***RESTROOMS:*** Number of portable units per site will be based on the amount of facility/athletic field use at each site as determined by Park District staff. Units will be ordered & placed by a contracted service. Units will include insurance to cover any damage or vandalism. Park District will clean all permanent restroom facilities once daily. During your scheduled use, it is the responsibility of your group/organization to maintain the cleanliness of **all** restrooms, including portable units. If additional units are requested or required as determined by Park District staff the Tournament Holder will be billed.
- E. ***TRAFFIC AND PARKING:*** Participants/park guests must utilize designated parking areas only. Violators are subject to citation, vehicle towing and/or additional fines.
- F. ***LITTER/TRASH COLLECTION & WASTE MANAGEMENT:*** Tournament holders are required to police grounds for litter/trash after facility/athletic field use. Adjacent areas affected by group/organizations facility/athletic field use must be clear of trash as well. Dumpsters are provided. If it becomes necessary for Plainfield Park District staff to perform litter/trash pickup at any time, the tournament holder will be held responsible and billed accordingly.

FIELD SET-UP, MAINTENANCE, SUPPLIES and MATERIALS

- A. It is the responsibility of the tournament holder to prep and maintain athletic fields during tournament play. **Tournament holders are required to provide their own equipment, supplies and materials.** The Plainfield Park District will not be held responsible for the storage of equipment/supplies unless otherwise agreed upon. Additional services must be requested a minimum of 10 business days prior to tournament in writing and are only accomplished as time permits. These additional services, if completed, will result in additional fees.
- B. After your scheduled use, facilities/athletic fields must be left in original/playable condition for the next group/organization. Failure to do so will result in additional fee(s) and loss of permitted use. Facilities/athletic fields left in poor condition after use may be closed for repair by Park District staff and all costs associated with repairs will be the responsibility of the tournament holder.

RESPONSIBILITIES OF EACH GROUP/ORGANIZATION

Responsibilities of each group/organization include, but are not limited to the following:

- A. Facility cleanliness before and after each use.
- B. Crowd control while using assigned facilities (i.e. parking).
- C. Refrain from using facility/athletic fields when conditions are not safe or unfavorable.
- D. In an effort to improve communication and foster cooperation all groups utilizing Park District fields/facilities are strongly encouraged to attend monthly P.A.A.C. meetings.

FACILITY/ATHLETIC FIELD USE RULES AND REGULATIONS

Failure to adhere to the following rules and regulations may result in: 1) Immediate forfeiture of your event, and fees paid, 2) Disqualification from future rentals, and if necessary 3) Law Enforcement officials may be called.

- Facility/athletic field use is subject to and governed by Plainfield Park District Park Ordinances. Non-adherence to rules & regulations and local ordinances will result in loss of rental fee(s) and the cancellation and/or prohibition of future use.
- Adult field use is limited to specific sites, designated as "Adult use ONLY."
- Park District issued permits must be in possession of group/organization at the time of use.
- Alcoholic beverages are not allowed on any Plainfield Park District property.
- Selling food or other items on site is not allowed without Plainfield Park District approval.
- Amplified sound is not allowed during facility/athletic field use without written approval.
- Property boundary walls or fences are not to be used as backstops.

ENFORCEMENT OF FACILITY/ATHLETIC FIELD USE

- A. Any group/organization whether a permit holder or not, is subject to this agreement and Park District ordinances. Violators are subject to appropriate action, including, but not limited to revocation of permit.
- B. School District fields maintained by the Plainfield Park District under a special use agreement between School District and Park District will be enforced in the same manner as Park District owned facilities/athletic fields.
- C. The Park District will notify the Plainfield Police Department to report any infractions of the Facility/Athletic Field Use Agreement.

GENERAL INDEMNIFICATION: The group/organization agrees that it will pay for all damages to any property of the Plainfield Park District resulting directly or indirectly from the conduct of any member, officer, employee, agent or guest of the organization, or any of its invitees. Group/organization also agrees that it will hold harmless and indemnify the Plainfield Park District from and against any and all liability which may be imposed upon it for any injury to persons or property caused by the group/organization or any other person(s) in connection with the applicant's use of the facility/athletic field permitted in this agreement.

ATHLETIC FIELD DESCRIPTIONS AND LOCATIONS (Park District Owned)

Requests for changes in field dimensions must be made 30 days prior to the start of the season and are subject to the approval of the Park District.

BASEBALL/SOFTBALL FIELDS

❑ Four Seasons Park (Four Seasons Park, Lockport St. just west of I-55)

Fields	Type	Baseline	Pitching Mound	Division	Date Available	Lights
Field #1	Softball	65'	50'	Adult	April – October	Yes
Field #2	Softball	60'	40'	14U	April – October	Yes
Field #2A	Alt. Baseball	90'	60.5'	Colt	April – October	Yes
Field #3	Baseball	80'	54'	Pony	April – October	Yes
Field #4	Baseball	60'	44'	Mustang	April – October	Yes
Field #5	Softball	60'	40'	10U/12U	April – October	Yes
Field #6	Softball	60'	35'	8U/10U	April – October	No
Field #7	Baseball	60'	44'	Mustang	April – October	No
Field #8	Softball	55'	30'	8U	April – October	No
Field #10	Youth	50'	38'	Coach Pitch	April – October	No
Field #12	Baseball	50'	38'	Pinto	April – October	No
Field #13	Baseball	50'	38'	Pinto	April – October	No
Field #14	Baseball	50'	38'	Pinto	April – October	No

❑ Northwest Community Park (127th St. just west of Route 30)

Fields	Type	Baseline	Pitching Mound	Division	Date Available	Lights
North	Baseball	80'	54'	Pony	April – October	No
North A	Alt. Baseball	90'	60'	Pony	April – October	No
South	Baseball	70'	48'	Bronco	April – October	No

❑ Ottawa Street Park (23729 W. Ottawa Street)

Fields	Type	Baseline	Pitching Mound	Division	Date Available	Lights
Field #1	Baseball	70'	48'	Bronco	April – October	Yes

❑ Renwick Community Park (Renwick Rd. just west of Route 59)

Fields	Type	Baseline	Pitching Mound	Division	Date Available	Lights
Field #1	Baseball	80'	54'	Pony	April – October	No
Field #1A	Alt. Baseball	90'	60'	Pony	April – October	No
Field #2	Baseball	70'	48'	Bronco	April – October	No
Field #2A	Alt. Baseball	80'	54'	Bronco	April – October	No
Field #3	Baseball	60'	44'	Mustang	April – October	No
Field #3A	Alt. Baseball	70'	48'	Mustang	April – October	No

❑ Heritage Grove Middle School/Heritage Meadows Park (12425 S. Van Dykes Road)

Fields	Type	Baseline	Pitching Mound	Division	Date Available	Lights
East	Youth	50	38	Coach Pitch	April – October	No

SOCCER FIELDS

❑ Legends (Caton Farm Rd. next to PSHS)

Fields	Type	Division	Date Available	Lights
Field #1	Game	U13 - U18	April – October	Yes
Field #2	Game	U13 - U18	April – October	Yes
Field #3	Game	U11 - U12	April – October	Yes
Field #4	Game	U11 - U12	April – October	Yes

❑ Northwest Community Park (127th St. west of Rt. 30)

Fields	Type	Division	Date Available	Lights
Field #1	Game/Practice	U11 – U12	April – October	No
Field #2	Game/Practice	U11 – U12	April – October	No

❑ Kensington Park (Route 59 and 127th St.)

Fields	Type	Division	Date Available	Lights
Field #1	Practice	U5 & Under	April – October	No
Field #2	Game/Practice	U9 – U10	April – October	No
Field #3	Game/Practice	U13 – U18	April – October	No
Field #4	Game/Practice	U6 – U8	April – October	No

❑ Renwick Community Park (located on Renwick Rd. in Plainfield)

Fields	Type	Division	Date Available	Lights
Field #1	Game/Practice	U11 – U12	April – October	No
Field #2	Game/Practice	U9 – U10	April – October	No
Field #3	Game/Practice	U9 – U10	April – October	No
Field #4	Game/Practice	U9 – U10	April – October	No
Field #5	Game/Practice	U11 – U12	April – October	No

❑ Van Horn Woods (located on Lily Cache Rd. in Plainfield)

Fields	Type	Division	Date Available	Lights
Field #1	Game/Practice	U13 – U18	April – October	No
Field #2	Game/Practice	U6 – U8	April – October	No
Field #3	Game/Practice	U9 – U10	April – October	No
Field #4	Game/Practice	U5 & Under	April – October	No
Field #5	Game/Practice	U5 & Under	April – October	No
Field #6	Game/Practice	U8	April – October	No
Field #7	Game/Practice	U6 – U8	April – October	No
Field #8	Game/Practice	U6 – U8	April – October	No
Field #9	Game/Practice	U6 – U8	April – October	No
Field #10	Game/Practice	U6 – U8	April – October	No

FOOTBALL FIELDS

❑ Four Seasons Park (Four Seasons Park, Lockport St. just west of I-55)

Fields	Type	Date Available	Lights
Field #1	Game	Aug. – November	Yes
Field #2	Game	Aug. – November	Yes
Field #3	Game/Practice	Aug. – November	No
Field #4	Game/Practice	Aug. – November	No

❑ Aux Sable (2001 Wildspring Parkway, Joliet, IL)

Fields	Type	Date Available	Lights
Field #1	Game	Fall 2010	No
Field #2	Game	Fall 2010	No