

Lake Forest Parks and Recreation Department

Athletic Field Usage Policy

FY23 (May 2022 - April 2023)

The Athletic Field Usage Policy was established in the fall of 2003 and amended in the spring of 2016 by The Lake Forest Parks & Recreation Department (City). By submitting the completed permit application (attached), the Athletic Association (User) will assume any and all risks associated with their special use in any City Parks. User agrees to pay fees to the City at the discretion of Staff. Request for payment may be at the time of application or at the conclusion of the requested dates, depending on what Tier the User falls into.

User agrees that while they use our parks they will adhere to the requirements of the Americans with Disabilities Act (ADA). Further, User is responsible for compliance with the ADA and indemnifies the City for liability arising out of the Users' failure to comply with the ADA.

Upon approval by the City, the completed permit application acts as a contract between the User and The City. Any failure to abide by the terms of the agreement will result in revocation of the User's permit and the City will not be liable to issue reimbursement of fees. Any User that is subject to revocation of a field use permit, may appeal the decision to the Parks and Recreation Board.

City will not be held liable for any damage, injury or death associated with the placement and use of the athletic associations goals within the parks while in season. It is the responsibility of the renting athletic association to move their goals from the park at the conclusion of each season and store such goals off-site. Non-City owned goals will no longer be stored in our parks during the off seasons. Please refer to the Soccer Goal Safety and Education Policy for further detail.

By signing the permit application, User agrees to all provisions listed in this document and also agrees that field space is ALWAYS subject to availability and approval by City staff.

Before consideration of approval is made, USER must:

1. Submit completed permit application at least 30 days before the start date of the program/league.
2. Alongside application, submit a \$150 refundable (per team), litter deposit (in the form of a check) which will be returned after the completion of the season if litter is picked up regularly by the requesting group.
3. Submit prior to first practice/game date;
 - a. Proof of comprehensive general liability insurance listing The City of Lake Forest, its officials, officers, employees and agents including The Lake Forest Parks & Recreation Department and their Staff as additional insured on a primary and non-contributory basis by original endorsement in the amount of no less than \$2,000,000.
 - b. An executed Hold Harmless and Indemnification Agreement.
 - c. Rosters of all teams, which need to include home addresses.
 - d. League and practices schedules for all teams.
 - e. A statement of purpose of that organization including:
 - i. State filing status from the State of Illinois or School Conference
 - ii. Proof of an active Board of Administrators or Officers

Fees Section I – Maintenance

These fees were established to offset all direct variable costs associated with general parks labor and materials and may increase between 3% & 5% each May. Any additional time associated with any User league or programming will be billed at a rate of man hour and maintenance costs.

Diamonds (Practices are included at no charge for Class I users only) - Service includes; grooming, chalked foul lines, equipment, materials, labor hours & field set up (bases & pitching rubber).

- Field Prep \$ 113 / game

Grid Fields (Soccer, Field Hockey, Lacrosse, Tackle Football) - Service includes; initial field layout, weekly maintenance trips and striping, equipment, materials & labor hours.

- Striped Fields \$ 2,286 / field (12 weeks)
- Striped Micro Fields \$ 286 / field (12 weeks)

Special Fees

- Deerpath Park Lights \$ 88 / hour / diamond
- Labor Overtime Actual Cost per Parks Department

Fees Section II – Sport Field Improvement Fund (SFIF)

In 2007, City policy was passed to collect fees, on a per head basis, from any Athletic organization that utilized Lake Forest field space for their programming, which would be contributed to City of Lake Forest Sport Field Improvement Funds. These funds accrue annually and are utilized for annual field maintenance and upgrades. These fees are paid to The Lake Forest Recreation Department at the conclusion of each season. The amount in which any Athletic organization contributes to the Sport Field Improvement Funds per season can be categorized as such;

- Lake Forest Recreation Department Programming - \$10 / participant
- Non-Lake Forest Recreation Department Programming - \$20 / participant

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Fees Section III – User Classifications & Rental Fees

These Classifications were established in the Spring of 2016 to separate Users based on criteria in relation to their alignment with City policies & philosophies and to current City programming. User MUST meet ALL criteria in a specific Class to be considered eligible for that Class. If User does not meet all criteria in a specific Class, they will qualify for the next lowest Class, as long as they meet all the criteria in that Class.

Rental Fees will be adjusted, at the discretion of The City, from 3% to 5% each May. User Class placement is always subject to availability. For a detailed description of Lake Forest Recreation Department Athletic programming, please contact the Lake Forest Recreation Department Athletics Program Manager (847) 234-6700.

Class I User Criteria (pays Maintenance & SFIF Fees)

- Lake Forest Recreation Department Programming.
- Non-Competing Organizations / Programs to current Lake Forest Recreation Department programs and is a Lake Forest Resident Based Organizations (67% or more, residential participation).
- Lake Forest Resident Based Organizations (67% or more, residential participation) with a signed MOU with the Lake Forest Recreation Department, who work to improve the overall community offering in a specific sport.

Class II User Criteria (pays Maintenance, Rental & SFIF Fees)

- Competing Organizations / Programs to current Lake Forest Recreation Department program.
- Any Non-Lake Forest Recreation Department Programming with Lake Forest rostered players.
- 80% of anticipated scheduled usage must be paid at the time of approval by City Staff.
- If usage exceeds a 60 minute interval, billing will be rounded up to the next hour.
- Rental Fees:
 - Diamond Usage \$ 74 / hour / diamond
 - Grid Field / Green Space Usage \$ 39 / hour / field