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:**

- Submit completed permit application at least 30 days before the start date of the program/league;
  - 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;
- Submit prior to first practice/game date;
  - Submit proof of comprehensive general liability insurance listing The City of Lake Forest, The Lake Forest Parks & Recreation Department, and their Staff as additional insured in the amount of no less than $2,000,000;
  - Submit to Lake Forest Recreation Department Athletic Staff complete rosters of all teams;
    - Rosters MUST include player addresses
  - Submit to Lake Forest Recreation Department Athletic Staff league/practices schedules for all teams;
  - For classification I & II, the organization must submit a statement of purpose of that organization including:
    - State filing status from the State of Illinois or School Conference
    - 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 will 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.

1. **Diamond Rentals** (Practices are included at no charge unless extra services are requested):
   a. **Game Prep** $108 / game
      i. Grooming, chalk foul lines, equipment & materials, man hours & field set up (bases & pitching rubber)
   b. **Practice Prep** $46 / practice, drag only

2. **Special Diamond Rental Fees:**
   a. Deerpath Park Lights (per diamond) $84 / hour
   b. Overtime (after 3:00 p.m. & Weekends) Actual Cost per Parks Department

3. **Grid Field Rentals** (Soccer, Field Hockey, Lacrosse, Tackle Football):
   a. **Game Fields**
      i. Fee with Goals $2,537 / field (12 weeks)
      ii. Fee without goals $2,177 / field (12 weeks)
          • Initial field layout, goal placement (if applicable) and 11 weekly maintenance trips including equipment and materials, man hours, full striping & bleachers
   b. **Practice Fields**
      i. Fee with Goals $2,402 / field (12 weeks)
      ii. Price without goals $2,044 / field (12 weeks)
          • Initial field layout, goal placement and 11 weekly maintenance trips, including equipment and materials, man hours and limited striping
   c. **Special Grid Field Rental Fees:**
      i. Deerpath Micro Fields without Goals $272 / field (12 weeks)
      ii. Deerpath Park Lights (per diamond) $84 / hour
      iii. Goal anchoring $180 / goal

**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;

1. Lake Forest Recreation Department Programming - $10 / participant
2. Non-Lake Forest Recreation Department Programming - $20 / participant
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. These fees are rental fees to be paid to The Lake Forest Recreation Department on top of the Maintenance Fees, which are paid to the Lake Forest Parks Department, listed on Page 2.

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 based on costs. 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.

Classification I

1. Lake Forest Recreation Department Programming;
2. Non-Competing Organizations/Programs to current Lake Forest Recreation Department programs and is a Lake Forest Resident Based Organizations (67% or more, residential participation).
3. 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 I Rental Fees – Class I ONLY pays Maintenance Fees & SFIF Fees

Classification II

1. Competing Organizations/Programs to current Lake Forest Recreation Department programs
2. Any Non-Lake Forest Recreation Department Programming with Lake Forest rostered players.

Class II Rental Fees – See fees below, which will be in ADDITION to Maintenance Fees & SFIF Fees

- Diamond Game Prep $ 214 / game
- Diamond Practice $ 129 / practice
- Game Grid Field $ 257 / game
- Practice Grid Field $ 214 / practice