

## OUTDOOR ATHLETIC FIELD USE & FEE POLICY

The increasing use and demand for outdoor athletic field space, combined with the major renovation of the Skokie Playfield project has resulted in the need to review the existing field use/fee policy , and develop a more comprehensive and applicable structure, operating procedures, and fee model.

### Field Use by PERMIT ONLY

The request, approval and usage of outdoor athletic field spaces, is limited to APPROVED PERMIT requests exclusively.

Athletic field permit applications are available at the WPD office, and/or on our website at: [www.winpark.org](http://www.winpark.org)

Misrepresented and/or Unauthorized use of WPD & associated facilities is subject to; revocation of permit and termination of future usage privileges, enforcement per WPD ordinance # 504 (available for review at WPD office), and/or local police citation.

### Outdoor Athletic Fields .....

- \* Skokie playfields (and proposed synthetic turf fields)      \* Little Duke athletic fields
- \* Corwin Park      \* Northfield Park      \* Washburne/Skokie playfields (in conjunction w/ SD 36)
- \* New Trier West & Duke Childs (in conjunction w/ NTHS)

### Athletic User/Fee Policy Objectives:

- To provide maximum utilization and efficient use of fields through centralized permitting and scheduling
- To plan and provide a fair, impartial, proportionate and equitable distribution of athletic fields to the various WPD programs, affiliates and other rental groups who wish to reserve and use fields
- To continue to provide for an adequate amount of fields, quality amenities, as well as a high standard for the care and maintenance of both.
- To address the addition, and use of newly renovated Skokie Playfields, including artificial turf
- Consider a greater balance between the tax related financial subsidy currently provided, with a more up to date and applicable user fee based program---for both affiliate youth sports organizations, and rental groups.

### Field Scheduling/use PRIORITY establishment & qualifications

- 1) A) Park District programs & B) established license/lease agreements
  - a) administered in-house and/or with recognized contractual service provider
  - b) North Shore Country Day School (per license agreement)
- 2) School District 36, NTHS District (athletic teams)
- 3) Park District youth sport affiliate programs
  - Baseball (KWBA)
  - Soccer (AYSO)
- 4) Resident groups – to qualify for resident fees a group shall consist of 60% or more Winnetka Park District residents. Residency shall be based on home address.
- 5) Non-Residents Groups, Not-for profit groups, commercial (for profit)—and/or (resident) groups that charge a fee for services
- 6) All other requests...including those that would be considered a program/service in direct competition with the programs and services offered by a WPD program and/or recognized affiliate—after WPD and affiliates are given right of first refusal, for requested use of field space

### Scheduling PERMIT and RESERVATION Requests

Scheduling request for considerations are to follow the basic timeline below;

- Spring/Summer ( December 31<sup>st</sup>)....Park District, School District and affiliate groups
- Spring/Summer (March 1<sup>st</sup>)....all other groups and individuals
- Fall ( June 1<sup>st</sup>)....Park District, School District and affiliate groups
- Fall ( July 1<sup>st</sup>)....all other groups and individuals

### **Philosophy and direction (Tax revenue vs. User Fees—related to athletic field use)—Athletic Field Improvements**

Resident tax revenue support has traditionally been recognized to provide a basic level of service towards the acquisition, maintenance and improvement of athletic fields and related facilities. Historically, athletic field rentals has not been a major source of revenue.

There has been a demonstrated historical and dramatic increase in youth sports participation and demand for field space , and expectation for field quality and amenity conditions. This heavy demand for use, specialized requirements for fields, facilities and equipment/supplies and significant amount of increased “indirect” expense associated with these areas--- including the administrative costs of scheduling, use and maintenance, places an increased need for user/rental fee revenue.

In many ways the contemporary approach to updating our user/fee policy might be viewed as moving from the “subsidized” or no-fee park reservation system to a more user fee-based mentality using the aforementioned priority system. This is necessary if the Winnetka Park District desires to continue to meet the demand for use of outdoor athletic field space, and meet the growing needs and expectations for the quality and condition of these areas.

Fees Per HOUR	WPD programs	NTHS/SD 36	Affiliate	Resident	Non-Resident & Commercial	<i>*preferred Rental Group and/or Tournaments</i>
Baseball/Sball			\$ 15/hour	\$ 35	\$ 50	
Football/soccer/Lax			\$ 15/hour	\$ 45	\$ 65	
Turf (full field) *Able to be divided rented 1/2			\$ 55	\$ 110	\$ 150	
Lights			\$ 15/hour	\$ 35	\$ 45	
Other	*Built into fee/cost of program (see revenue fee policy)	* part of co-operative facility/field use	*reimburse for direct costs of field maintenance			*case by case basis using proposed fees as basis- discount considered for significant space/time commitments

## Winnetka Park District Turf/Athletic Fields Application

WINNETKA PARK DISTRICT 540 Hibbard Rd., Winnetka, IL 60093  
OFFICE HOURS: Mon-Fri 8:30am-5:00pm, Sat 9:00am-12:00pm  
PHONE: (847) 501-2040 FAX: (847) 501-5779



Turf Field (Please Circle):	A	B					<a href="#">See Field Chart</a>
Athletic Field (Please Circle):	1	2	3	4	5	Pony	Wash/Sk
Open Space (Please Circle):	Skokie Playfield		Washburne/Skokie		Little Duke	Corwin	

DATE OF FUNCTION: \_\_\_\_\_ TIME IN: \_\_\_\_\_ TIME OUT: \_\_\_\_\_

NAME: \_\_\_\_\_  
*FIRST*
*LAST*
*COMPANY/ORGANIZATION*

ADDRESS: \_\_\_\_\_  
*#*
*STREET*
*CITY*
*ZIP*

PHONE: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

NUMBER OF PARTICIPANTS: \_\_\_\_\_ % OF PARK DISTRICT RESIDENTS: \_\_\_\_\_

PLEASE DESCRIBE FUNCTION: \_\_\_\_\_

Facility Fee: \$ \_\_\_\_\_

Equipment Fee: \$ \_\_\_\_\_

Insurance: \$ \_\_\_\_\_  
[non-refundable]

Rental Deposit: \$ \_\_\_\_\_

Received By: \_\_\_\_\_ Date: \_\_\_\_\_  
*Winnetka Park District Staff*

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
*Winnetka Park District Field Coordinator*

Notes: \_\_\_\_\_

Fields	WPD	NTHS/SD 36	AFFILIATE	Res Fees	Non-Res Fees	Max
Baseball/Softball	**	***	\$15/Hour	\$35/Hour	\$50/hour	---
Football/Soccer/Lacrosse	**	***	\$15/Hour	\$45/Hour	\$65/hour	---
Turf(Full Field)*	**	***	\$55/Hour	\$110/Hour	\$150/hour	---
Lights	**	***	\$15/Hour	\$25/Hour	\$35/hour	---
Other	**	***	~	---	---	---

*\*Able to be divided in half for half the fees.*

*\*\*Built into fee/cost of the program.*

*\*\*\*Part of the cooperative facility/field use.*

*~Reimburse for direct costs of field maintenance.*

## **Rental Deposit**

Deposits are required from all groups using any of the Park District parks and/or facilities. Groups must leave a **\$100/\$200** rental deposit depending on if they are a **resident/non-resident** group, respectively. You will be charged for any damages, loss of keys and time spent for clean up by our staff (if required). These charges will be deducted from your deposit. The Winnetka Park District reserves the right to make adjustments in these fees as necessary. Damages over and above your deposit fee will be charged to the group and/or contact person named on this application.

<i>PAYMENT INFO</i>		
<input type="checkbox"/> Cash	<input type="checkbox"/> Check	<input type="checkbox"/> Credit Card
<i>Visa   MasterCard   Discover</i>		
Account #: _____ - _____ - _____ - _____		
Exp. Date: ____ / ____ Total Enclosed: \$ _____		
Cardholder's Name: _____		
Authorized Signature: _____		

## **Certificate of Insurance**

A Certificate of Insurance, as well as proof of liability naming the Winnetka Park District as additional insured for all caterers and vendors hired by the individual or group applying for a permit is required. This includes the rental of any temporary structures, such as tents, games and inflatable structures. All certificates must be site specific, date specific, and name the Winnetka Park District as being additionally insured. Minimum liability of \$2,000,000.

## ***Winnetka Park District Rules & Regulations***

The Winnetka Park District requests that you report any damages, vandalism, dangerous situations or inconveniences you may notice during your use of the site.

Reservations **must** be made by person's 21 years of age or older.

**Permit Fees**--The Park District Board of Commissioners will establish all fees charged for the use of any park.

**Protection of Property**--The Park District requests that persons not remove or climb upon any plants, trees, shrubs or fences.

**Weapons**--The Park District prohibits guns or firearms (unless such person is a police officer) in his/her vehicle or use in any way on Park District Property.

## **Thorguard Lightning Prediction System**

There is a Thorguard lightning detection system installed at the Winnetka Park District Golf Course. Below is the procedure for Thorguard:

- If the warning horn sounds (one 15 second long blast), clear the fields. There should also be a strobe light going off if you look towards the golf clubhouse. Wait until the all clear signal (3 short blasts) sounds to let anyone back out on the fields.
- It is the duty of the field staff to notify coaches and players that are on the fields and immediately get them to shelter.

## **Turf/Facility Rules**

### **Application & Use of artificial Turf Fields**

- Turf field use is scheduled and approved in accordance with Winnetka Park District athletic field user/fee policy.
- All fields require a permit – available by application through WPD administrative office.
- An approved field use permit must be available during the use and presented to any Park District representative upon request.
- Permits may be revoked if there is failure to follow district rules and regulations. Additional fees may also apply.
- The Park District reserves the right to cancel any event or to restrict access to the fields due to an emergency, severe weather, vandalism, poor playing conditions or damages that could cause safety concerns.
- A rest and renovation program is scheduled for Winnetka Park District Skokie play fields. The Park District does not attempt to be flexible in accommodating user groups, but ultimately the health and safety of the user and the condition and playability of the fields or facilities takes priority. This may require the closure of the fields or facilities, denial of use of field and/or alternate sites for athletic use.
- Games and/or practices will not start before 8 a.m. nor exceed 10:00 p.m. **NO EXCEPTIONS!** Organizations should make necessary changes or alterations to their rules and regulations concerning games stopped due to park time regulations. The lights on the fields are pre-programmed to shut-off at 10:00 p.m. every night.
- Misrepresented and/or unauthorized use of the Winnetka Park District and associated facilities is subject: revocation of permit and termination of future usage privileges; enforcement per Winnetka Park District ordinance #504 (available for review at the office) and/or local police citation.

### **Rules & Procedures governing use**

It is the responsibility of the field representative and/or individual identified as the person on the permit to enforce the rules and regulations regarding the conduct of the group while using Park District facilities.

These rules include, but are not limited to:

- Tables and chairs are not allowed on the turf area.
- Golfing or other non-authorized use is prohibited on the turf surface.
- Wheeled devices, including but not limited to motorized vehicles, bikes, wagons, inline skates, scooters and skateboards are not allowed on the turf.
- No painting of the field is permitted.
- Field use begins and ends at the times stated on the permit, including inspections, set-up and clean-up. Groups are not allowed on the fields prior to the start time stated on the permit and are required to exit the fields and have adjacent areas cleaned up at the ending time indicated on the permit.
- Permits are not transferable.
- Practices are not allowed on lined softball and baseball fields that have been prepped for games (dragged and chalked).
- Selling of food or other items is not allowed without a Park District approval
- Amplified sound is not allowed on any field without Park District approval and will be noted on your permit.
- Property boundary walls and fences are not to be used as backstops at any time. No hitting or kicking balls into backstops or fences. No climbing of fences.

- No climbing on or moving of goals is allowed. This must be requested on the field request form prior to rental or usage.
- Portable goals and/or markers are allowed, but must be removed daily. Moving portable goals by authorized personal only.
- Groups shall inspect the fields/facility prior to and subsequent to each use to determine whether condition are safe and/or appropriate for any intended use. Groups shall promptly advise the Park District of any unsafe/dangerous condition.
- Animals are NOT ALLOWED inside the turf area.
- No food (including sunflower seeds), gum or chewing tobacco is allowed on the turf surface.
- Metal spiked shoes are not allowed on the turf surface.
- Clean athletic shoes (free of mud) and plastic spikes are permissible.
- During athletic competitions, all spectators shall remain off of the turf are.
- Only free standing field markers and sports equipment may be used on the turf surface. No stakes, posts, poles, or markers of any kind may be driven into the turf surface.
- No unauthorized tents, chairs, or shade structures will be allowed on the turf surface.
- Grills or other open cooking structures are prohibited.
- Authorized vehicles only. No personal vehicles.
- No glass containers.
- Please dispose of all garbage in trash cans.
- Plain water bottles with water or a cooler with water is permitted.
- NO alcohol is allowed in the park.

**ARTIFICIAL TURF ATHLETIC FIELD USE GUIDELINES**

**Stay Hydrated** – Water bottles, filled with water only, are the only things welcome on the fields.

**Food** – Eating is not permitted on the field. Food scraps and even sunflower seeds are VERY difficult to remove. These will reduce the quality of the play and will shorten the life of the field.

**Pick up your trash** – Make sure the field is clean when you are finished. The permit holder is responsible for litter left by spectators.

**Stay clean and healthy** – Wash your hands and any cuts, scrapes or turf burns after play.

**Lift goals** – Carry any objects that need to be moved for play. Dragging heavy items such as goals or other equipment across the athletic field may tear the field. Don't move goals alone or allow small children to move them. Dropping the wheels is a 2-person job. Watch your fingers.

**Adhesives** – Adhesives are not allowed. Tape and line markings will damage the turf.

**Dogs** – Dogs are NOT ALLOWED on any Park District athletic field.

**Bikes** – Bikes, motorcycles, skateboards, and rollerblades are not allowed on turf fields. They may tear the turf.

**I have read/received the Park Rules & Regulations**

**SIGNATURE OF APPLICANT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

