

**Athletic Baseball/Softball and Soccer Field Use Procedure**

1. **General**

Below is an explanation of policies that will be applied to all field permits. The Morton Grove Park District will provide athletic fields to individuals/groups and residents/non-residents upon request if space is available. Upon receiving a permit, it is the responsibility of the permit holder to carry the permit to the field for usage and verification. If a permit holder cannot verify that the field is issued to them or they are not present during the permitted time, then all fields are on a first come, first served basis.

1. **Seasonal Priority**

Spring/Summer- All field requests for the Spring/Summer season will begin the first week of February on an annual basis.

Fall/Winter- All field requests for the Fall/Winter season will begin mid-July on an annual basis.

1. **Classification for Priority of Field Use**

The Morton Grove Park District reserves the right to classify field permits in the following order: Morton Grove Park District programming needs, MGBSA and AYSO (community groups), and all other permits will be issued on a first come, first served basis. In all cases the Morton Grove Park District reserves the right to revoke any permit if the below policies are violated, for field restoration or for any other reason the Park District deems necessary.

1. **Field Permit Request Procedures**

**All field requests and paperwork must be submitted to Elizabeth McCann, Athletic Supervisor. For questions, please call 847-965-0387 or email** **emccann@mgparks.com**

Field permit requests must be submitted in a minimum of one week prior to the date requested and must be accompanied with proof of insurance listing the Morton Grove Park District as additionally insured if permit holder qualifies as an organization.

Any person/persons hosting a tournament/league must request a permit a minimum of three weeks before the scheduled date, accompanied by proof of insurance and detailed game schedule.

Payments will be accepted in the form of cash, check, or credit card. Cash and credit card payments must be received no later than 48 hours before your rental time and check payments must be received no later than 2 weeks before your rental time.

1. **Resident Qualifications for Pricing**

Resident- To qualify as a resident the holder’s home/business address must be within the Morton Grove Village boundaries. If the holder is not classified under the above criteria, non-resident fees will be charged.

Proof of residency can be verified with a current utility bill and driver’s license.

1. **Field Usage Fee**

Any participant in a Morton Grove athletic league will not have to pay for field rentals. This scenario is considered for practice use only. However, lights are not included.

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| Fees | Resident | Non-Resident |
| Field rental w/ no grooming | $20 | $25 |
| Field rental w/ grooming  | $45 | $56 |
| Additional Light Rental | $20 | $25 |
| Key Deposit | $150 | $187 |

**Field and/or light rentals are for 2 hours**

Additional fees may be applied to requests if staff is needed to score keep, supervise sites and set up field/equipment.

Cancellations of athletic fields must be received in writing no later than 7 days prior to the rental date at which a full refund will be issued. Refunds will be issued for poor weather.

**Terms and Conditions**

* Under no circumstances are admission fees to be charged at any Morton Grove Park District site
* Equipment is not provided and it is the responsibility of each permit holder to provide their own equipment
* All ordinances must be followed
* Participants/guests must utilize designated parking areas only
* Alcoholic beverages are not allowed
* The sale of refreshments are prohibited
* No temporary structures, such as tents or canopies, may be erected without written permission from the park district.
* In case of conflict with Park District sponsored activities, the Park District program has priority over the permit holder
* If at any time your group causes damage to park property or remove existing park property and/or violate state statues of the State of Illinois, your permit will be revoked and you will be required to leave the premises
* Field permits are for field use only
* A certification of insurance is required for all organization with a minimum of $1,000,000 and naming the Morton Grove Park District as additionally insured
* In the case of two or more conflicting activities, the permit dated first shall have the usage of the facility in question
* In the best interest of the community, the Park District reserves the right to revoke the permit of any individual or group at the discretion of the Park District
* The permit holder is required to remove any temporary signage, clean up trash, and leave premises in a neat and orderly condition
* Violation of any rule or regulation will result in immediate termination of activity, tickets issued where appropriate, and exclusion from use of Park District facilities in the future

**Field Permit Application**

6834 Dempster Street- Morton Grove, IL 60053

847-965-0387

Permit Holder Name

Address

Phone

Name of Organization

Type of Function Attendance

Field Location(s)

Day(s)

Date(s)

Time(s)

APPLICANT MUST BE 21 YEARS OR OLDER TO OBTAIN FIELD PERMIT

Any special requests must be presented in writing to the Park District no less than one month prior to the permit date for approval.

I have read the rules and completed the application form, and have answered all questions to the best of my knowledge and ability. I understand that any misrepresentation or falsification of this application will be grounds for denial or immediate revocation of this permit. I understand that I will pay all fees before the permit is issued and may be subject to additional fees. The undersigned accepts full responsibility for the conduct of the person, persons or group while on the Morton Grove Park District property and agrees to indemnify and hold harmless the Morton Grove Park District from any and all liability which might be occasioned to said District by virtue or granting permission in this application.

The approved permit must be kept by the person in charge while using any field.

Signature of person responsible for permit