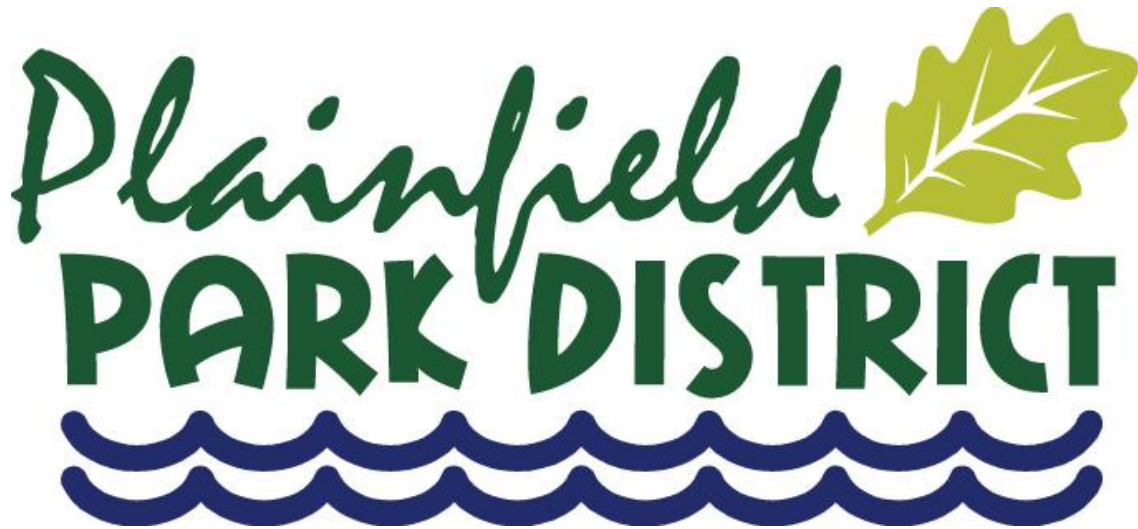


## **Plainfield Park District**

### Athletic Field/Facility Allocation and Usage Policy



**Adopted February 11, 2015**

Plainfield Park District  
Athletic Field/Facility Allocation and Usage Policy

**Table of Contents**

Introduction	3
Affiliate Qualifications	4 - 5
Non - Affiliate Qualifications	6
Out of District User Groups/Teams	6
Priority Group Qualifications	7
Process for Obtaining Permits	9 – 11
Athletic Field/Facility Allocation Procedures	11
Athletic Field Use Rules and Regulations	12
Athletic Fields/Facilities Inclement Weather Closure Policy	13
Field Usage Fees	14 - 15

Plainfield Park District  
Athletic Field/Facility Allocation and Usage Policy

## INTRODUCTION

This manual contains general information and guidelines. It is not intended to be comprehensive, all-inclusive, or to address all of the possible applications of, or exceptions to the general policies and procedures described. Rather, this manual has been prepared as a general reference guide. The Park District reserves the right to unilaterally revise, supplement or discontinue any of the policies, guidelines, or procedures described in this manual.

The Plainfield Park District issues permits for the use of athletic fields and facilities to organizations and the general public for recreational activities and programs. The purpose of this guide is to outline the procedures, regulations, and allocation priority for the permitted use of athletic fields. Due to the demand for use of Park District fields, it is imperative that all user groups abide by the policies and procedures set forth in this guide.

Athletic fields are allocated and permitted in two time periods; Spring/Summer from April through July and fall from August-November. The Athletics Manager will monitor proper use of field allocation and permits. Priority will be given to Plainfield Park District activities and programs, Plainfield School District 202 groups, Affiliate organizations, Plainfield youth and adult Non-Profit organizations and Plainfield Park District residents. The Park District will charge fees to recover costs to operate, maintain and administer the use of facilities.

The Athletic Manager will make interpretation of language in the Athletic Field/Facility Allocation and Usage Guide. An appeal of the Athletic Manager's decision may be made to the Recreation Director and must be submitted in writing with justification within ten (10) working days from the decision. The Recreation Director's decision is final.

### DEFINITIONS OF TERMS

**Resident Status** – Resident status is defined as groups or organizations with at least 80% or more Plainfield Park District residents. Team rosters and/or individual participant utility bills/photo ID may be required by Park District staff to verify residency status.

**Youth Status** – Youth status is defined as persons under the age of 18 years old.

**Non-Profit Status** – To qualify as a Non-Profit user, the organization must meet all the criteria below:

The organization must be registered as a not-for-profit corporation with the State of Illinois, or if not registered with the State, must have a constitution, bylaws, or mission statement which clearly states the objectives of the organization are of a non-profit, non-commercial nature.

The organization board must be comprised of volunteers, with at least 80% or more Plainfield Park District residents. The organization must submit the following:

If incorporated, submit State Incorporation papers and bylaws; if not incorporated, submit constitution and bylaws or mission statement.

1. A summary of their annual budget showing all anticipated revenue, expenditures, and schedule of fees.
2. A roster of Officers with addresses.
3. Contact information for the Group Representative authorized to make reservations for the organization.

Plainfield Park District  
Athletic Field/Facility Allocation and Usage Policy

**Affiliate Status** – To qualify with the Plainfield Park District the organization must meet the following qualifications.

## **Affiliate Qualifications**

1. At least 80% of the participants must reside within the Plainfield Park District boundaries.
2. Affiliate groups must have over 200 park district residents involved in their programs.
3. The group shall have its own volunteer board with a set of bylaws adopted to guide the board in policy-making decisions and:
  - A. Be registered as an Illinois not-for-profit corporation, and provide a copy of your Annual Report to the Secretary of State and any required Annual Reports to the Internal Revenue Service, Illinois Department of Revenue, Illinois Attorney General; (*Note: Federal law requires most tax-exempt nonprofit organizations to allow public inspection of their recent federal annual information returns (e.g. IRS Form 990 and Form 990 Schedule A) and their application for tax-exempt status (e.g. IRS Form 1023 or 1024)*)
  - B. Provide a summary of their annual budget showing all anticipated revenue, expenditures, and schedule of fees.
4. The group and its bylaws must be compatible with the Park District's philosophy.
5. The group shall conduct background checks on Managers, Coaches, Board of Directors, and any other persons, volunteers, or hired workers who provide regular service to the organization and/or have repetitive access to, or contact with, players or teams. Anyone convicted of a crime involving moral turpitude shall not be allowed to work or volunteer with the organization.
6. The group shall appoint one or two Group Representatives to serve as the liaison between the group and Park District for purpose of scheduling, planning, and dealing with problems and issues that may arise. The Group Representative is expected to attend the Park District's annual athletic organization meeting. All correspondence between the organization and Park District shall be communicated through the Athletic Manager.
7. The group agrees and understands that neither the group nor its officials, officers, members, employees or volunteers (collectively "group") are entitled to any benefits or protections afforded employees or volunteers of the Park District and are not bound by any obligations as employees of the Park District. The group will not be covered under provisions of the unemployment compensation insurance of the Park District or the workers' compensation insurance of the Park District and that any injury or property damage arising out of any group activity will be the group's sole responsibility and not the Park District's. Also, it is understood that the group is not protected as an employee or as a person acting as an agent or employee under the provisions of the general liability insurance of the Park District and therefore, the group will be solely responsible for its own actions. The Park District will in no way defend the group in matters of liability.
8. The group shall require signed and dated waivers be completed by all participants (in the case of minors, by their parent or legal guardian) carrying language as specified by the Park District.

*"In consideration of the permission extended to the undersigned to participate in, \_\_\_\_\_ and for other good and valuable consideration, the undersigned voluntarily, knowingly, and expressly assumes the risk and liability and fully and forever release, discharge, indemnify, defend and hold harmless the Plainfield Park District, its Board, officers,*

Plainfield Park District  
Athletic Field/Facility Allocation and Usage Policy

*employees, volunteers, successors and assigns, from and against any and all claims, causes of action, bodily or personal injury claims, causes of action, bodily or personal injury claims, property damages, liability, costs, expenses including but not limited to attorneys' fees, the undersigned now has or which may hereafter accrue, on account of, arising out of or in any manner relating to the undersigned's participation in \_\_\_\_\_.* "

9. The group must understand and agree that it solely responsible for determining whether any staff, employee, or volunteer is qualified and suitable for any group position and/or activity and that the Park District is not responsible for any hiring or retention decision.
10. All fees, charges, monies, refunds, and expenditures shall be handled by the group, with bank accounts in the group's own name.
11. The group must comply with the Abused and Neglected Child Reporting Act as required by the statute.
12. Activities sponsored by the group shall not discriminate against or exclude any individual from participation for reasons of race, color, creed, national origin, political affiliation, or gender. The organizations agree that it will not discriminate on the basis of disability and will comply with the Americans with Disability Act, as well as abide by all applicable State/Federal laws including Child Labor Laws.
13. The group shall provide a roster listing addresses of all participants at the start of each season.
14. Organizations shall provide a copy of their game schedules to the Park District prior to the start of the season.
15. Organizations shall pay all invoices for field use, lights, and, or other services in a timely manner.
16. Organizations shall adhere to all Athletic Field/Facility Rules & Regulations included within the Athletic Field/Facility Allocation and Usage Guide, and all pertinent Park District and Village ordinances.
17. Each organization's affiliate status will be reviewed on an annual basis by the Plainfield Park District.
18. The number of affiliate organizations may be limited based upon available Park District resources.
19. The group/organization must have a "code of Conduct" for coaches, administrators, players, and parents.

***In District Non-Affiliate Status*** - To qualify as an "In District Non-Affiliate" with the Plainfield Park District the organization must meet the following qualifications.

**In District Non-Affiliate Qualifications**

1. To be eligible, at least 70% of all registered participants and all board members/officers must reside within the boundaries of the Plainfield Park District.
2. The Plainfield Park District must be listed as "additional insured" on a \$2 million Certificate of Liability Insurance policy. The Certificate of Liability Insurance must be submitted with the application.
3. The organization must provide the Plainfield Park District with an updated league roster including names and addresses.

Plainfield Park District  
Athletic Field/Facility Allocation and Usage Policy

4. The organization must designate a liaison to act as a group/team league representative for communication with the Plainfield Park District.
5. The organization must follow all guidelines set in the application.
6. The organization must be designed to promote positive, healthy opportunities in the community.

**Out of District User Groups/Teams**

1. Groups and/or Teams have less than 70% of all participants within the boundaries of the Plainfield Park District.
2. The Plainfield Park District must be listed as “additional insured” on a \$2 million Certificate of Liability Insurance policy. The Certificate of Liability Insurance must be submitted with the application.
3. The organization must provide the Plainfield Park District with an updated league roster including names and addresses.
4. The organization must designate a liaison to act as a group/team league representative for communication with the Plainfield Park District.
5. The organization must follow all guidelines set in the application.
6. The organization must be designed to promote positive, healthy opportunities in the community.

Plainfield Park District  
Athletic Field/Facility Allocation and Usage Policy

**ATHLETIC FIELD USE POLICY**

Due to the limited number of fields available, the Plainfield Park District has established the following Athletic Field Use Policy for the allocation and use of athletic fields.

**Athletic Field Use Policy**

The Plainfield Park District recognizes the necessity to afford District residents the opportunity to rent athletic fields either owned or leased by the Park District. Priority will be given to Plainfield Park District activities and programs, School District #202 groups, affiliate organizations, Plainfield youth and adult Non-Profit organizations and Plainfield Park District residents. The Park District will charge fees to recover costs to operate, maintain and administer the use of athletic fields.

The Plainfield Park District has established the following priority use.

***Priority Group Qualification: Groups 1 – 7***

Priority use of athletic fields/facilities will be allocated as follows:

**Group 1:** Plainfield Park District sponsored or co-sponsored activities and programs/LCSRA

**Group 2:** Plainfield School District 202

**Group 3:** Affiliate programs, organizations or events.

**Group 4:** In District Non-Affiliate Groups

**Group 5:** Non-profit groups or individuals within District boundaries

**Group 6:** Businesses or corporations which are located with the Plainfield Park District Boundaries

**Group 7:** All other programs, organizations or events.

Staff will attempt to honor all field space requests received. When there are field space allocation conflicts, the athletic staff will use their judgment, past season's field use, and a formula based on the priority qualification of each group and percentage and number of verifiable total Plainfield Park District residents participating in each group.

Plainfield Park District  
Athletic Field/Facility Allocation and Usage Policy

**PROCESS FOR OBTAINING PERMITS**

***Disclaimer***

*The Park District makes no representations whatsoever that any of its fields are appropriate and/or compatible with any contemplated activity. Applicants and permit holders are solely responsible for determining if any field is safe and appropriate for any intended use. Permit holders are expected to inspect any field/facility prior and subsequent to each use to identify any unsafe condition and shall promptly advise the Park District in writing of any perceived unsafe or dangerous condition.*

**Application**

Fields are permitted and allocated in two time periods. This allocation is not intended to interrupt field assignments for teams and/or organizations during the course of a season that has already started. Each organization is required to do the following:

- Application for Use of Plainfield Park District Fields/Facilities form (*see Form 1*)
- Sign and submit a Hold Harmless and Indemnity Agreement form (*see Form 2*)
- Provide a certificate of insurance naming the “Plainfield Park District” as an “Additional Insured” prior to the issuance of a permit. (*see insurance requirements on page 10*)
- Submit a team roster (electronically in excel format) including a full listing of coach/player names and address. This information is required for verification of residency status.

Any person or organization missing the scheduling deadlines will have access to any remaining fields on a first-come, first-served basis after the allocation process is finalized. Submission of a request does not constitute approval. Approval is given according to the allocation policy, after a deposit is paid and when a permit is issued. Every effort will be made to accommodate the user group’s use of fields.

All teams will initially be allowed a maximum 12 games per team. Additional dates may be requested after all teams have received their initial allocation April 1.

**Pre-season Scheduling Permit Requests**

An Application for Use of Plainfield Park District Fields/Facilities is required and must be submitted according to the dates listed below:

**Application Start Dates**

**Events/Dates**

December 15

-affiliate organizations and all tournaments for the following calendar year.

2nd Monday in January

-all April through July field rentals

2nd Monday in June

-all August through November field rentals



Plainfield Park District  
Athletic Field/Facility Allocation and Usage Policy

**Permit Changes, Reschedules, New Requests**

Any permit changes, reschedules or new requests for use of Plainfield Park District facilities must be submitted in writing **by the Group Representative a minimum of 10 business days prior to the requested use date.** Scheduling requests received less than 5 business days prior to the requested use date will be processed as resources allow. Scheduling of fields will be based on availability.

**Fee Payment**

Payment for field use will be invoiced to affiliate organizations. Invoices must be paid within 30 days of issuance. A finance charge of 1.5% per month may be computed on all past due balances.

Payment for field use for non-affiliate organizations. Invoices must be paid prior to the start of their games. A field permit will not be given to those who have a balance due.

**Permit Cancellation**

Permits may be canceled and/or rescheduled. Permits canceled by the Plainfield Park District or due to inclement weather may be rescheduled as availability allows. Any organization that has been allocated space and does not intend to use the space according to the permit shall notify the Athletic Manager so that the fields may be reallocated or otherwise used to their maximum. Permits canceled by the user at least 5 days prior to the event will not be charged to the user. Permits canceled with fewer than 5 days notice may be charged to the user, except if the cancellation is due to inclement weather or unplayable field conditions.

Fields may be closed at the discretion of the Athletic Manager, and/or the Parks Director of Fields, or their designated representatives. Closures are kept to a minimum when fields remain in playable condition. Priority is given to maintenance needs and rest and renovation periods for all fields. The Plainfield Park District may cancel use of Park District maintained fields for reasons including, but not limited to:

- Field/Facility renovations
- When the health and safety of participants are threatened due to impending conditions, including but not limited to, heavy rains, pesticide applications, etc.
- When “poor or unsafe” field conditions exist (*see definition on page 13*)
- Non-adherence to Athletic Field/Facility Allocation and Use Guidelines, Park District or City ordinances
- At all other times when deemed to be in the best interest of the Plainfield Park District

**Field Rest and Renovation**

A rest and renovation program is scheduled for Plainfield Park District fields. Only the Park District may contract outside contractors to perform field renovations. The park district does attempt to be flexible in accommodating user groups, but ultimately the health and safety of the user and the condition of the fields or facilities takes priority. This may require the closure of fields or facilities, denial of use of field, and/or alternate sites for athletic use.

**Athletic Field Lining/Marking**

Lining of fields on Park District property is prohibited unless approved by the Park District. Burning lines on Park District property is not permitted. Only the Plainfield Park District may mow grass and apply chemicals/fertilizers to Park District property. Any user failing to comply with established guidelines and notification requests are subject to pay for all damages occurring to the facility and the termination of field use permit.

**Field Modifications**

Plainfield Park District  
Athletic Field/Facility Allocation and Usage Policy

Requests to modify or improve any Park District facility shall be submitted in writing to the Plainfield Park District Athletic Manager for consideration. No permanent structures or equipment shall be erected on any Park District facility unless approved by the Park District and is dedicated for community use. All permanent field/facility improvements shall become the property of the Plainfield Park District. Requests to modify field size for multiple-use shall be submitted in writing to the Plainfield Park District Athletic Manager for consideration. Users may not modify a field for use without approval in writing.

**Traffic/Parking**

The Plainfield Park District strives to be good neighbors with residents near parks. Groups are expected to cooperate with the Park District to minimize problems due to parking/traffic. This may require groups to stagger game times, increase the time between scheduled games, direct participants/spectators to use specific parking areas, reduce the number of teams playing or practicing at a particular site, etc. Groups are responsible for monitoring /enforcing park rules with their participants and spectators.

**Restrooms**

A number of portable units per site will be based on the amount of facility/athletic field use at each site as determined by the Park District staff. Park District staff will order and place portable restrooms by a contracted service. Park District staff will clean all permanent restrooms daily. During any groups schedule use, it is the responsibility of that group to restock and clean all restrooms during their event. It is also the responsibility of that group to notify the Park District staff of any repair and/or cleanliness issues.

**Tournaments/Special Events**

All organizations wishing to host a tournament using Park District maintained fields/facilities must complete and submit a Tournament Application form. (*see form 3*) Tournament request requirements include:

- Tournament Applications must be submitted by December 15<sup>th</sup> for all tournaments to be conducted during the following calendar year. Applications received after the deadline will be processed based on availability.
- Tournament requests must be submitted separately from regular game requests.

**Liability Insurance Requirements**

Athletic Field Users shall secure and maintain throughout the period of use general liability insurance with policy limits of not less than \$2,000,000 per occurrence. The Plainfield Park District shall be named as additional insured by endorsement. The types and limits of insurance may be changed from time to time as determined by the Plainfield Park District.

**ATHLETIC FIELD/FACILITY  
ALLOCATION PROCEDURES**

Allocation of athletic fields and facilities will follow the Athletic Field/Facility Allocation and Usage Guidelines. The following procedures will be followed.

- Staff will attempt to honor all field space requests received. When there are field space allocation conflicts, the Athletic Manager will use their judgment, past season's field use and a formula based on the priority qualification of each group and percentage and number of verifiable total Plainfield Park District residents participating in each group.

Plainfield Park District  
Athletic Field/Facility Allocation and Usage Policy

- Verification of Plainfield Park District residency will be established by providing such documentation as Park District staff deems necessary, up to and including team rosters and player addresses.
- Permits will not be issued for practices on game fields. Permits shall only be issued for games and organization training camps/clinics. Permitting of designated practice areas may be allocated by priority use. Permitted games shall have priority over practices. *Note: Requests for game use will take priority over practices.*
- Organization representatives must provide game schedules to the Park District at least 10 business days prior to the start of each season.
- After all requirements for application of field use are met, a permit will be issued authorizing use of Park District maintained fields.
- A copy of the permit must be available at each site approved for use.

Requests for additional use or programs not covered by the Athletic Field/Facility Allocation and Usage Guideline should be addressed in writing to the Athletic Manager.

Plainfield Park District  
Athletic Field/Facility Allocation and Usage Policy

**ATHLETIC FIELD USE RULES & REGULATIONS**

Applicants are required to abide by the specific rules of the application as well as other Park District and Village ordinances. Failure to comply may result in the cancellation of the application, groups fees, and/or cancellation of any current or future permits. The Athletic Field Use Rules and Regulations include, but are not limited to:

- Groups wishing to receive a field for a game must acquire a permit from the Plainfield Park District. The field use permit must be available during use and presented to any Park District representative upon request. It is the responsibility of the organization's Field Representative to make sure coaches receive and understand that permits must be on site during field use.
- It is the responsibility of the organization's Group Representative and/or the individual identified as the person in charge of the permit to enforce the rules and regulations regarding the conduct of the group while using Park District facilities.
- Field use begins and ends at the times stated on the permit, including set-up and clean up. Groups are not allowed on fields prior to the start time on the permit and are required to exit the fields and have adjacent areas cleaned up at the ending time indicated on the permit. Check your permit for specific times you may access the fields. All litter must be picked up and placed in trash cans after each use.
- Park District fields may be permitted as available beginning at 8 a.m. Use will end at dusk on unlighted fields and at the pre-determined permit time on lighted fields. Variances to these times must be approved by the Park District and noted on your field use permit.
- Permits are not transferable. All users will ensure that no unauthorized third party is granted permission to use the field without Park District approval.
- Practices are not allowed on lined soccer, lacrosse or football game fields or on softball and baseball fields that have been prepped for games (i.e. dragged and chalked), without permission of the Plainfield Park District.
- Parking is allowed in designated areas only. Vehicles are not allowed on Park District fields or property, other than parking lots, without written permission noted on the permit issued by the Plainfield Park District. User groups must inform their participants and spectators to park in facility parking lots and public parking areas.
- Selling food or other items is not allowed without Park District approval.
- The display or distribution of handbills, pamphlets, flyers, signs, or any other printed material containing advertising matter, information, or announcements is prohibited on Park District property without permission of the Plainfield Park District.
- Amplified sound is not allowed on any field without Park District approval.
- Property boundary walls, buildings, signs, and fences are not to be used as backstops at any time.
- No hitting or kicking balls into backstops or fences ("pepper").
- Portable goals and/or markers are allowed, but must be removed daily.
- Permit holders shall inspect the field/facility prior to and subsequent to each use to identify any dangerous or unsafe condition and to determine whether the field/facility is safe and appropriate for any contemplated activity.
- Permit holders shall promptly advise the Park District of any perceived dangerous or unsafe condition.
- Groups shall adhere to the Plainfield Park District's Moveable Soccer Goal Safety Policy.

Plainfield Park District  
Athletic Field/Facility Allocation and Usage Policy

**ATHLETIC FIELDS/FACILITIES INCLEMENT WEATHER CLOSURE POLICY**

**Purpose**

Park District athletic fields have been designed and are maintained for the enjoyment and use of Plainfield Park District residents. The purpose of this policy is to guide the use of Park District athletic fields to prevent damage to the playing surface and injuries to field users brought upon by inclement weather or unsafe playing conditions. An effective field maintenance program is essential for safe, quality fields and sports complexes. User groups are asked to help by accepting and adhering to these rules. Groups who use Park District athletic facilities are expected to assist in protecting their participants and fields during periods of rain or inclement weather. It only takes one practice or game to destroy a field that is not ready for play.

**Policy**

The Plainfield Park District reserves the right to cancel or suspend approved outdoor facility or field use permits for games and other uses whenever it is anticipated that weather or field conditions could result in damage to the fields or injury to players. Permits may also be cancelled when the health and safety of participants are threatened due to impending conditions.

**Procedure**

The Athletic Manager and/or Director of Parks fields or their designated representatives shall have the authority to close any or all athletic fields whenever weather or field conditions dictate.

Field use or playability will be determined by safety conditions and/or hazards that could be deterrent to the welfare of users/players; existing and forecasted weather conditions for the day; and potential damage to the field due to use.

**It is the user group's responsibility to use common sense and best judgment when deciding to play/practice or cancel. User groups are responsible for any damage to field or turf as a result of their participants use. Use of field or turf that results in damage may result in loss of current or future group permits.**

Groups who use Park District athletic facilities are responsible for canceling games and/or practices if "poor or unsafe field conditions" exist. The Park District's definition of "poor or unsafe field conditions" includes:

1. Presence of lightning or thunder
2. Standing water in an area of at least 3 feet in diameter on the field
3. Water surfacing or bubbling up when walking on turf
4. Field is muddy to the point that footing becomes unstable (players slipping and sliding)
5. Sharp or other dangerous objects on field (i.e. broken glass, large unmovable rocks, broken base pegs, holes, etc.)
6. Unsecured goals

Field users shall inspect all fields prior to and subsequent to each use to determine the suitability of the fields for any contemplated use and to identify any safety hazards. Field users shall take reasonable measures to protect participants and spectators from known safety hazards. Field users shall promptly advise the Park District of any known safety hazards.

Plainfield Park District  
Athletic Field/Facility Allocation and Usage Policy

**Affiliate Groups:**

Affiliate groups will be charged on a yearly basis on the items listed below:

1. A link in the park district web page and seasonal brochure information that includes web site information. Requests must be submitted to staff a minimum of four months prior to each program season or per schedule.
2. Sports kiosks for posting information and flyer space upon availability and approval.
3. Routine maintenance of lights on all athletic fields. Routine maintenance includes light bulb replacements and ballasts repairs. This service will be done April of each year. If additional maintenance/repairs need to be done on lighted fields the sports groups will be responsible for the costs through the appropriate per participant fee.
4. Initial lining and preparation of athletic fields.
5. Supplies/services for permanent and portable restrooms. The Park District will provide portable restrooms for designated parks they are responsible for.
6. Water fees that are associated with sports fields.
7. Garbage disposal by each sports group.
8. Opportunity to utilize staff expertise, field availability, field scheduling, field concerns.
9. Park district's labor costs based on each sport.
10. Supplies that include: pitching rubbers, base pegs, home plates, and replacement of soccer goal anchors/nets.
11. All aspects of a healthy turf program including seed, topsoil, fertilizer, herbicide and aeration applications, per park district schedule. Any additional work requests must be submitted in writing and pre-approved.

Those yearly rates were based on a three year average of fees that each affiliate has paid. Fees will remain the same with Plainfield Park District staff reviewing the fees every three years. Fees may decrease based on the following parameters: a) A year to year enrollment for an affiliate group decreases 20% or more. b) Affiliate group decreases their spacial/facility need.

**Additional Fee:** There will be a **"Capital Initiative"** charge per participant/per year. These fees will be utilized to assist on the replacement facility/field equipment. Some examples include: ball field backstops, soccer goals, football field goals. Listed below is the per participant rate per year:

**PJC - \$5.00 per participant**

**PAC - \$8.00 per Recreation League Participant/\$16.00 per Travel Participant**

**PSA - \$5.00 per Recreation League Participant/\$10.00 per Travel Participant**

Each affiliate group will assist the park district in determining the needs of the facilities/fields.

Plainfield Park District  
Athletic Field/Facility Allocation and Usage Policy  
**Field Usage Fees**

Daily Fee "Per Game"	Group 1	Group 2	Group 3	Group 4	Group 5	Group 6	Group 7
Baseball / Softball	Free	Free	\$30	\$50	\$65	\$80	\$100
Soccer	Free	Free	Size dependent	\$100	\$125	\$155	\$195
Football	Free	Free	\$175	\$175	\$215	\$265	\$330
Lacrosse	Free	Free	\$75	\$100	\$125	\$155	\$195

- Fees are based on a "per field basis" without usage of lights.
- "Per game" rate can last from a maximum of 2 hours .
- Single soccer field prep – includes goals and field lining
  - Re-line Fee:
    - Large Field \$100
      - 80 x 50 yards or larger
    - Medium Field \$80
      - 60 x 40 yards
      - 45 x 35 yards
    - Small Field \$60
      - 35 x 25 yards

**Additional Fees:**

- Field drying agent (based on availability) - \$15 per open bag
- Light Fee: Baseball and Softball Fields \$40 per game per field
- Light Fee: Soccer and Football Fields \$70 per game per field  
(Games beginning half an hour before sunset will incur a light fee)

**Tournaments/Special Events:**

Rental Fee

- \$30 per resident team
- \$40 per non-resident team
- Lights available from 6:00 pm to 10:00 pm each night (see light fee)
- Hours may be flexible with approval from the Plainfield Park District
- Games will not start before 8:00 am
- Ground crew (2 person crew) may be available to prepare fields, re-chalk at intervals, and maintain facility. Plainfield Park District will provide grounds crew staff at \$25/person/hour.

**Basketball Court Rental:**

Basketball courts are rented at \$10 per hour and are located at various parks within our district.

**Tennis Court Rental:**

Tennis courts are rented at \$10 per hour and are located at various parks within our district.