

VILLAGE OF LINCOLNSHIRE
FIELD USAGE CRITERIA FOR CLASSIFICATION F

Revised 6/09

Any individual or organization (applicant) wishing to use Village of Lincolnshire fields more than five hours during any given season is considered an “affiliate” and must submit an application for consideration under Classification F. (See Village of Lincolnshire Field Usage Policy.) In addition to the criteria outlined in the Field Usage Policy, the following, additional criteria must be met to apply for this designation:

1. Applications shall not be submitted less than sixty (60) days nor more than one hundred and twenty (120) days prior to the start of play. Notification of field availability, if any, will not be provided until approximately 30 days prior to the start of play.
2. The applicant cannot request field usage, in Classification F, for any programs which would be in competition with a program currently offered by Spring Lake Sports League.

Example: The applicant may offer programs for different age groups, different sports or more intensive competitive programs than programs provided by SLSL.

3. Priority will be given to the applicant who has the highest percentage of Lincolnshire residents participating in the program.

The applicant must provide a certified team roster, from the current program year. This roster would identify each participant, their age, name, address and phone number. This roster shall be provided with the application.

Resident participation is defined as those individuals who reside within the corporate limits of the Village of Lincolnshire and would not include participants who may be in School District 103 not residing in Lincolnshire.

4. The applicant is required to provide a certificate of insurance listing the Village as additional insured with a minimum liability of \$2,000,000. This certificate must be provided at the time of application.
5. A seasonal program description would be required and would include:
 - the field number requested (fields are numbered and must be identified by the applicant on the application form) and size of field
 - 12 week season (additional weeks would require additional hourly fees)
baseball/softball 48 hours of field time
soccer 36 hours of field time
 - number of teams and ages of team members
 - number of hours of field time broken down into practices and games
 - start date and end for each season (fall or spring)

- days and times of day requested
 - the need for lights will be determined by the Village. The applicant will receive a listing of dates and times for lights with the final permit.
6. The selected applicant is required to post a security deposit of \$500 per season. This deposit must accompany the application. If the applicant is not selected for Classification F status, the deposit will be returned. If the applicant is selected for “affiliate” status, the deposit will be refunded once the fields have been inspected and observed to be damage free. It is understood that normal wear and tear is acceptable. However, any damage beyond what is considered normal wear and tear will be charged to the permit holder and may exceed the amount of the deposit. The affiliate is responsible for all damage done to Village property as a result of their use. This would include, but not be limited to, heavy play on fields after a rain event, damage to fencing, park amenities, trash, etc.
 7. Field usage fees are required to be paid no later than 7 days after the start of each season. If fees are not received by this time, field usage for the remaining portion of the season will be cancelled and no refund will be provided.

For each 5% of the participants who are Lincolnshire residents the fee will be reduced by 5% until a maximum of 50% is reached. (See the attached Field Usage Policy, Classification F for further explanation.)

8. Selection for Affiliate status is determined by a recommendation from the Park Board with final approval by the Village Board. This process may take up to sixty days. The ability of the fields, to support play, is determined by staff. This is based on existing usage levels by SLSL and the ability to keep the fields in good condition.
9. The applicant shall require its participants to sign the standard Lincolnshire waiver form or a pre-approved equivalent waiver form. A copy of the waiver form shall be submitted at time of application. Signed copies of waivers shall be submitted for each player at the time of payment.

FIELD USAGE APPLICATION
CLASSIFICATION F
 (complete a separate application for each season)

Name of Organization: _____

Address: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

Program Description:

Season: Fall _____ Spring _____

Start Date of Program: _____ End Date of Program: _____

Number of Games: _____ Length of field time reserved for each individual game: _____

Number of Practices: _____ Length of field time reserved for each individual practice: _____

Number of Teams: _____ Total Number of Field Hours: _____

Team	Age of Participants	Day(s) Requested	Time(s) Requested	Field Size Requirements	Lights	Total Hours

*It is understood by the applicant that the Village will specify times when lights are required. The applicant will be billed for light fees and shall pay for all fees related to permitted usage times when lights are on.

Total Number of Teams: _____ Total Hours of Field Time Requested: _____

Percentage of participants who are Lincolnshire Residents: _____

Resident is defined as those individuals residing within the corporate limits of the Village of Lincolnshire.

A \$500 security deposit (cash, money order or certified check) is required per season and must be submitted at time of application. If the applicant is not selected for “affiliate” status the deposit will be returned within 60 days of the application date. If the organization is selected for “affiliate” status the deposit will be returned within 60 days after the close of the season – assuming no facility damage has occurred.

The following attachments are required:

_____ \$500 Security Deposit

_____ Certified team roster from the current program year. Individual names, addresses and phone numbers of participants must be provided.

_____ Certificate of Insurance listing the Village of Lincolnshire as additional insured. Minimum liability of \$2,000,000.

_____ Copy of waiver form to be used. (Signed completed waivers shall be provided to the Village at time of payment.)

_____ Any promotional material used to advertised the existing program and/or to solicit participants.

I have read and understand the Field Usage Permit Policy and Field Usage Criteria for Classification F.

I am executing this application on behalf of _____

Date: _____

Signature

Title