



Athletic Baseball/Softball and Soccer Field Use Policy

I. General

Below is an explanation of policies that will be applied to all field usage permits. The Tinley Park-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 his/her permit to the field for usage verification. All permits are printed on an official Tinley Park-Park District letter head and are not considered valid otherwise. If a permit holder can not verify the field is issued to him/her or he/she is not present during the permitted time, then all fields are on a first come, first served basis.

II. 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.

III. Classification for Priority of Field Usage

The Tinley Park-Park District reserves the right to classify field permits in the following order: Tinley Park-Park District programming needs, partner organizations and all other permits will be issued on a first come, first served basis. In all cases the Tinley Park-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.

Partner organizations are considered to be any organization that consists of 50 or more participating sport teams for three consecutive years and make a significant impact on the Park Districts programs and surrounding facilities in terms of maintenance and equipment exchange. Partner organizations may offer both recreational and travel leagues, but each team must contain at least 70% Tinley Park-Park residents. In rare cases where an organization does not meet our residential percentage they will be subject to our standard field availability which is detailed below for non-resident organizations. This will not affect their recreational league if it happens to be their travel league which fails to meet our requirements or vice versa.

IV. Field Permit Request Procedures

All field requests and paperwork must be submitted to the Athletic Supervisor. For questions, please call (708) 342-4208.

Field permit requests must be submitted a minimum of one week prior to the date requested and must be accompanied with proof of insurance listing the Tinley Park-Park District as additional insured if permit holder qualify as an organization.

Any person/persons hosting a tournament/league must request a permit a minimum of three weeks before the scheduled date, accompanied with proof of insurance along with a 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 3 weeks before your rental time.

V. Resident Qualifications For Pricing

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

Resident Organization- To qualify as a resident organization, a group shall have a roster of at least 70% Tinley Park-Park District residents. If the requester is not classified under the above criteria, non-resident organization fees will be charged.

- **Organization-** An organized athletic group or a group that collects fees from their participants in order to host or partake in league or tournament play.

Proof of residency can be verified with a current utility bill, driver license and/or birth certificate per individual. The Tinley Park-Park District may carry out random audits throughout the year to verify residency. Any permit found in breach of the Tinley Park-Park District policies might be disbarred from field rentals for one year.

VI. Field Usage Fees

Any participant in a Tinley Park-Park District athletic league will not have to pay for field rentals. This scenario is considered for practice use only.

Tournament- Is defined as a gathering of three or more teams to play in a one time event.

Organization- Is defined as three or more teams playing scheduled games/practices on a regular basis within a given time period.

Resident Tournament/Organization Fees	Resident Rental Fees	Non-resident Tournament/ Organization Fees	Non-resident Field Rental Fees
Without Light Per Game/Practice \$25 (per hr)	Without Light Per Game/Practice \$25 (per hr)	Without Light Per Game/Practice \$45 (per hr)	Without Light Per Game/Practice \$45 (per hr)
With Lights Per Game/Practice \$45 (per hr)	With Lights Per Game/Practice \$45 (per hr)	With Lights Per Game/Practice \$65 (per hr)	With Lights Per Game/Practice \$65 (per hr)

Freedom Park-Turf Field Resident Fees	Freedom Park-Turf Field Non-resident Fees
With or Without Light Per Game/Practice \$80 (per hr)	With or Without Light Per Game/Practice \$160 (per hr)

- For tournaments, a mandatory \$80 fee will be charged per location for each additional Porto John needed based on tournament size.
- Additional staffing fees may be applied to requests; if staff is needed to score keep or supervise sites.
- A \$ 50 per hour fee will be charged for all field preparation requests as well as a \$10 per bag of diamond dry.
- A \$50 cash/check security deposit per hour is required for Tournament/League field rentals. The fee will be refunded at the conclusion of the tournament assuming all the terms and conditions have been met.
- 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 may not be issued due to inclement weather and will be determined by the Tinley Park-Park District.
- Additional fees may be applied to requests as the Tinley Park-Park District sees fit.

Terms and Conditions

- Under no circumstances are admission fees to be charged at any Tinley Park-Park District site.
- Equipment is not provided and it is the responsibility of each permit holder to provide their own equipment without damaging or removing any current location features.
- Tinley Park ordinance requires that all lights must be shut off by 10:30p.m.
- Participants/guest must utilize designated parking areas only.
- All field modifications must be submitted in writing a minimum 7 days prior to the event.
- Alcoholic beverages are not allowed.
- No temporary structures, such as tents or canopies, may be erected without written permission from the Park District.
- The sale of refreshments are prohibited.
- In case of a 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 statutes 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.
- Whenever a permit is given to any group, an indemnity bond up to \$300,000 may be required, indemnifying the Park District for any and all damages to the premises or the equipment contained therein, or the appurtenances affixed thereto. A certification of insurance is required for all organizations with a minimum of \$1,000,000 and naming the Tinley Park-Park District additional insured.
- In the case of two or more conflicting activities, the permit dated first shall entitle the bearer use of the facility in question.
- In the best interests 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.
- No heaters may be used on the turf field.
- No tents may be set up on the turf field to prevent ripping the turf.