



# Vernon Township Field Permit Request 2017

*Due to Vernon Township by: February 5, 2017*

_____	_____	_____
Team Name	Age Group	Base paths
Manager _____	Assistant Coach / Alternate Contact _____	
Address _____	Address _____	
Town and Zip _____	Town and Zip _____	
Home Phone: _____	Home Phone: _____	
Work Phone: _____	Work Phone: _____	
Email: _____	Email: _____	

***Dates & Times Requested (list specific dates and times):***

**Please list your dates in order of importance. ONLY LIST DATES YOU WILL USE!  
(You will be charged for ALL dates you receive during the scheduling of fields)**

**Times will be scheduled in 2.5 hour increments only.**

**Do not schedule on Wednesdays. Wednesdays are already reserved.**

<u>Date:</u>	<u>Time:</u>	<u>Date:</u>	<u>Time:</u>
1. _____	_____	11. _____	_____
2. _____	_____	12. _____	_____
3. _____	_____	13. _____	_____
4. _____	_____	14. _____	_____
5. _____	_____	15. _____	_____
6. _____	_____	16. _____	_____
7. _____	_____	17. _____	_____
8. _____	_____	18. _____	_____
9. _____	_____	19. _____	_____
10. _____	_____	20. _____	_____

*Minimum 3 business day notice on any cancellation to receive credit towards another date.  
Rainouts must be reported to the township the next business day.*

***Fees: 2.5 hour time slot, \$75.00 (Resident Rate, nonresident rate is \$112.50 for 2.5 hours).***

***Requests made by phone will not be accepted.***

## ***Rules Governing the Use of Vernon Township Fields***

- 1.) To receive the "Resident Rate", 50% or more of your team's players must reside within Vernon Township.
- 2.) A copy of the roster you provide to your league must be on file at Vernon Township.
- 3.) A complete list of all players including their address, parent name(s) and home phone number must be on file. This information will be confidential, used only to verify residency. We will not distribute or sell this information to anyone.
- 4.) Team Manager and/or Assistant coach listed on request form MUST be present at all games.
- 5.) In the event of a rainout, a credit will be provided to the team for use during the current season. No refund for unused rainout credits. Credits will not be carried to the following year. To receive a rainout credit, rainouts must be reported to the township by the team on the next business day.
- 6.) No refunds will be issued for cancellations by user group. Credit towards another date will be given if cancellations are done with at least 3 business day notice or in the event of a rainout, the next business day. No refunds for unused credit. Credits will not be carried to the following year.
- 7.) Certificates of Insurance naming the Vernon Township as "additional insured" is required from all user groups. Minimum liability of \$1,000,000.00
- 8.) Application must be made and permits signed by an authorized Vernon Township representative and is valid ONLY on the dates and times shown. The schedule posted at 3050 N. Main Street is the final schedule.
- 9.) Field users, including spectators and visiting teams, are not allowed in the township buildings. Portable restrooms are available near fields 2 and 4.
- 10.) Permits may be canceled and future permits denied and deposits lost if:
  - The individuals are in violation of any ordinances, rules or regulations of Vernon Township.
  - Participants engage in disorderly conduct.
  - Applicants fail to use the scheduled facility without notification to Vernon Township.
  - Applicants are found to be littering or damaging property.
  - User groups are found to be driving vehicles on bike paths.
  - Appropriate field repair is not completed following user activity.
  - Rosters are determined to be inaccurate or falsified.
- 11.) The posting of advertisement of any products or services for sale is not permitted.
- 12.) Alcohol is not permitted on Park property for any reason.
- 13.) Permit holders may NOT ask any other user (with or without a permit) to leave the field prior to the stated start time on the permit.
- 14.) Permits are specific to the users. Permit holders may not transfer their field use to ANY other team.
- 15.) A schedule will be posted at the Administrative Center. Only permitted times will be posted. Permitted times are guaranteed. All unused times shown on the schedule are on a first come, first serve basis and do not require a permit.
- 16.) When field three is in use, fields one and two are closed. When Field one and/or two are in use, field three is closed. There are NO exceptions to this rule. If you are scheduled on a field and any other user attempts to use a closed field, it is your responsibility to ask that team to leave.
- 17.) You are responsible for the actions of your opponent. Please make sure they understand and abide by the field rules and regulations.
- 18.) It is fully understood and agreed to by all parties that the sponsoring organization guarantees to indemnify and hold harmless Vernon Township, its public officials, employees, volunteers and agents against any and all suits of any manner which might arise as a result of the covered activities and that the sponsoring organization agrees to defend said Township, its public officials, employees, volunteers and agents and indemnify same against any and all expenses incurred in the defense of any suit of any type arising out of the covered activity or any damages, judgements or decree which might be awarded against said township in the event that the suit should be brought as the result of the covered activity(ies) as identified above.

I have read the rules governing the use of Vernon Township fields and agree that the group using the requested athletic field on the above date and times will abide by them. I also understand additional rules and rule changes may occur at any time. I understand these rules are non-negotiable and Vernon Township is the final authority on all rules and regulations pertaining to the Vernon Township fields.

Signature (required) \_\_\_\_\_ Today's Date \_\_\_\_\_

*When completed please mail to:  
Todd Gedville, Vernon Township, 3050 N. Main St., Buffalo Grove, IL 60089*

## **Field Permits 2016**

The information in this document pertains to field users, not affiliated with a unit of government, that will be requesting field usage from Vernon Township during the spring and summer of 2017.

### Requirements:

- Teams will be required to supply a Certificate of Insurance naming the Vernon Township as “additional insured.” Minimum liability of \$1,000,000.00
- Request for fields will be made on the attached form and returned to Vernon Township by **February 5, 2017**.
- To qualify for resident rate, 50% or more of the team’s players must reside in Vernon Township.

### Fees:

- The fee for a field permit will be \$75 per date per team. A “date” is based on a 2.5 hour block of time per usage date. We will not prorate for time less than or in excess of 2.5 hours.
- This fee does not include the use of lights. Lights are available on Fields 1 and 2. The fee for lights is \$30 per hour.
- Minimum of 3 business day notice on any cancellation to receive credit towards another date. In the event of a rainout, the township must be notified the following business day. No refunds for unused credit.
- In the event of a rain out, teams are required to contact the township to reschedule the rained out game. If you have any questions about this, please call prior to submitting your permit application. **THERE WILL BE NO REFUNDS FOR RAIN OUTS OR UNUSED CREDITS.**

### Maintenance:

- The field will be dragged by Vernon Township staff as time permits. We can not guarantee field dragging or field repair. Daily routine maintenance to prepare the field for games may be needed by the coaches or parent volunteers. Users will be responsible for field set up such chalk lines, base placement, etc. Users are also responsible for repairing the field after each use. **FAILURE TO GROOM THE FIELDS FOLLOWING YOUR GAME OR PRACTICE WILL RESULT IN THE FORFEITURE OF ALL SCHEDULED TIME.**
- **DO NOT CUT THE GRASS ON THE VERNON TOWNSHIP FIELDS!** The township maintenance staff is responsible for the grass. The township will mow the grass on a schedule developed by the maintenance staff.

Please complete this form and return it to Vernon Township by 2/5/16. We will at that point fill requests as fairly and evenly as possible and return the assigned dates to each manager by mid February. You will receive a summary of all dates and times your team has been scheduled and a bill for fees. Once the fee is paid, your team will be officially scheduled. You will be required to pay for all time received after the first round of scheduling. Please do not schedule time you are not prepared to keep.

Signature (required) \_\_\_\_\_ Today's Date \_\_\_\_\_

*When completed please mail to:  
Todd Gedville, Vernon Township, 3050 N. Main St., Buffalo Grove, IL 60089*

Team Name: \_\_\_\_\_

Head Coach: \_\_\_\_\_

Assistant Coach: \_\_\_\_\_

Players Name	Address	City, Zip	Parents Name	Home Phone Number

The names on this form must match your official roster.