

HARRISBURG TOWNSHIP  
PARK DISTRICT

ATHLETIC FIELD / FACILITY GUIDE



## Introduction

This guide 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 Harrisburg Township Park District reserves the right to unilaterally revise, supplement or discontinue any of the policies, guidelines, or procedures described in this manual. Nothing in this manual is intended, either expressly or impliedly, to provide any right or benefit of any kind whatsoever to any person or entity, or to acknowledge, establish, or impose any legal duty to a third party.

The Harrisburg Township Park District issues authorization 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 the athletic fields. Due to the demand for use of District fields, it is imperative that all user groups abide by the policies and procedures set forth in this guide.

## 1. Definition of Terms

The following words shall have the following meanings when used in this Guide.

“District” means HARRISBURG TOWNSHIP PARK DISTRICT.

“Board” means the Board of Commissioners of the District.

“Executive Director” means Executive Director of the District.

“Field” means any District owned athletic field, court, building, premises, facility, or concession stand.

“User Group” means any non-District group, organization, team, or individual using a District Field for organized use.

“Affiliate” means any group or organization meeting the following qualifications:

- The group or organization shall have its own volunteer board with a set of bylaws adopted to guide their board in policy making decisions.
- The group or organization and its bylaws must be compatible with District philosophy.
- The group or organization shall conduct background checks on board members, coaches, managers, 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.
- The group or organization shall appoint a group representative to serve as the liaison between the group or organization and the District for purpose of scheduling, planning, and dealing with problems and issues that may arise. The group representative shall attend District Board meetings as needed.
- The group or organization shall require signed and dated waiver of liability, release to be completed by all participants (in the case of minors, by their parents or legal guardians) carrying language as specified by the District.

## 2. Athletic Field Use Policy

Due to the limited number of fields available and the increase in non-affiliate organizations wanting to use the fields/facilities, the Harrisburg Township Park District has established the following Athletic Field Use Policy for the allocation and use of athletic fields/facilities.

### Application Procedure

1. All user groups and affiliates must complete the Athletic Field / Facility Reservation Agreement form and any other needed forms as indicated on the Athletic Field / Facility Reservation Agreement form.
2. A certificate of insurance is required for all user groups and affiliates. It must contain the following terms and coverage and be submitted with the Athletic Field / Facility Reservation Agreement form:
  - a. Liability and property damage insurance in an amount not less than \$1,000,000 per occurrence and \$2,000,000 annual aggregate; and
  - b. Harrisburg Township Park District must be named as the certificate holder as follows: "Harrisburg Township Park District, 921 W. Poplar Street, Harrisburg, IL 62946"; and
  - c. Harrisburg Township Park District must be named as additional insured as follows: "Harrisburg Township Park District, its officers, agents, and employees"; and
  - d. Endorsement of the policy; and
  - e. The coverage shall not be canceled or reduced without at least thirty (30) days written notice to the District.
3. Each person signing the Athletic Field / Facility Reservation Agreement form represents and warrants that he or she is duly authorized and has legal capacity to execute and deliver the Agreement. Each party represents and warrants to the other that the execution and delivery of the Agreement and the performance of such party's obligations hereunder have been duly authorized and that the Agreement is a valid and legal agreement binding on such party and enforceable in accordance with its terms. If a person is not authorized and does not have legal capacity to execute and deliver the Agreement, they agree to be personally bound to the terms of the Agreement.
4. The administrative staff has authority to schedule the use of all District fields / facilities. The administrative staff is authorized to approve or disapprove Athletic Field / Facility Reservation Agreement forms. The reservation is only confirmed and finalized after approval has been granted and noted on the Athletic Field / Facility Reservation Agreement Form.

### Allocation Procedure

The District recognizes the necessity to afford user groups the opportunity to rent athletic fields owned by the District. The Harrisburg Township Park District has established the following priority use. Priority use of athletic fields/facilities will be allocated as follows:

- Group 1: District sponsored or co-sponsored activities and programs
- Group 2: Harrisburg Community Unit School District 3
- Group 3: Affiliate organizations, programs, or events
- Group 4: Non-Profit organizations, groups, or individuals
- Group 5: Businesses or corporations
- Group 6: All other programs, organizations, or events

Allocation of athletic fields and facilities will follow the following procedures:

- District administrative staff will attempt to honor all field use requests received. When there are field space allocation conflicts, the administrative staff will use their judgment and priority grouping to make a decision.
- Authorization of designated practice areas will be allocated by priority use. Authorization of games shall have priority over practices.
- Fields will be allocated without regard to competitive level or skill.
- User group and affiliate organization representatives must provide game schedules and practice schedules to the District at least 10 business days prior to the start of each season.

- Tournaments and Special Events may be hosted at District fields/facilities throughout the year. The District reserves the right to re-assign field assignments to accommodate the needs for these tournaments and/or special events.
- After all requirements for application of field use are met, a formal authorization will be issued on the Athletic Field / Facility Reservation Agreement form permitting use of District fields.
- A copy of the approved Athletic Field / Facility Reservation Agreement form and any other applicable forms as indicated on the Athletic Field / Facility Reservation Agreement form must be available at each site approved for use.

Requests for additional use or programs not covered by the Athletic Field/Facility Guide should be addressed in writing to the Executive Director. The Executive Director will make interpretation of language in the Athletic Field / Facility Guide. An appeal of the Executive Director's decision may be made to the Board of Commissioners and must be submitted in writing with justification within five (5) business days from the decision. The Board of Commissioners decision is final.

### **3. Athletic Field / Facility Use Rules and Regulations**

Non-adherence to any part of the Athletic Field / Facility Guide or Harrisburg Township Park District ordinances, resolutions, or policies may result in the denial or cancellation of the proposed rental agreement. The Athletic Field / Facility Use Rules and Regulations include, but are not limited to:

- User Groups or affiliates wishing to utilize a field for a game or practice must complete the Athletic Field / Facility Reservation Agreement form and acquire written authorization from the Harrisburg Township Park District. The authorization must be available during use and presented to any District representative upon request. It is the responsibility of the user group or affiliate organization's group representative to make sure coaches receive and understand that a copy of the approved Athletic Field / Facility Reservation Agreement form must be on site during field use.
- Advance payment of fees (if applicable) shall be required.
- It is the responsibility of the user group's or affiliate Representative and/or the individual identified as the person in charge of the written authorization to enforce the rules and regulations regarding the conduct of the group while using a District field/facility.
- Field use begins and ends at the times stated on the written authorization, including set-up and clean up. User groups and affiliates are not allowed on fields prior to the start time on the authorization and are required to exit the fields and have adjacent areas cleaned up at the ending time indicated on the authorization. Check your authorization for specific times you may access the fields. All trash must be picked up and placed in trash cans after each use.
- District fields may be authorized as available beginning at 8 a.m. Use will end at dusk on unlighted fields and at the pre-determined authorized time on lighted fields. Variances to these times must be approved by the District and noted on your field use written authorization.
- Written Authorizations are not transferable. All user groups and affiliates will ensure that no unauthorized third party is granted permission to use the field without District approval.
- Practices are not allowed on lined softball and baseball fields that have been prepped for games (i.e. dragged and chalked), without permission of the District.
- Parking is allowed in designated areas only. Vehicles are not allowed on District fields or property, other than parking lots, without written permission noted on the authorization issued by the District. User groups and affiliates must inform their participants and spectators to park in field/facility parking lots and public parking areas. Overnight parking is strictly prohibited.
- Selling food or other items is not allowed without District approval. A Concessions Agreement Form must be completed and approved by the District for all concession requests.

- Groups 1, 2, and 3 will have the right to use District's concession and facilities any time they operate their concession from the field facilities.
- Groups 2, 3, 4, 5, and 6 will use only those concession items that belong to the respective group.
- In the event that the District or any other group stores concession items in the District concession facilities, Groups, 2, 3, 4, 5, and 6 will not use District concession items including but not limited to gum, candy, soda, etc.
- Groups 2, 3, 4, 5, and 6 assume all responsibility for any resulting injuries from anything these groups provide and sell that is spoiled or which causes injury. Additionally, these groups assume all responsibility for any property belonging to them or their representatives which is stored on District property.
- No alcohol shall be brought in, sold, given away or drunk in or around the park, including all District fields.
- All use of tobacco products is prohibited.
- The display or distribution of handbills, pamphlets, flyers, signs, or any other printed material containing advertising matter, information, or announcements is prohibited on District property without permission of the District.
- No hitting or kicking balls into backstops or fences. User groups and affiliates may utilize District batting cages and/or kickwalls.
- User groups and affiliates 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 anticipated activity.
- User groups and affiliates shall promptly advise the District of any perceived dangerous or unsafe condition.
- In the event of an accident or injury, an Accident Report must be filled out and a copy submitted to the District as soon as possible, preferably the next business day.
- Requests for use of homemade items at events on District fields / facilities should be addressed in writing to the Executive Director. The Executive Director will make a decision based on the intended use of the homemade item and any safety concerns associated with it. A copy of this policy can be found at <http://harrisburgpark.net/homemade-items-policy>.
- User groups and affiliates shall be familiar with the District Heads Up Concussion Information document. A copy of this document can be found at <http://harrisburgpark.net/concussion-info>.
- User groups and affiliates shall adhere to the Harrisburg Township Park District Soccer Goal Safety and Education Policy – “Movable Soccer Goal Policy”. A copy of this policy can be found at <http://harrisburgpark.net/movable-soccer-goal-policy>.
- Amplified sound is not allowed on any field without District approval and must be noted on the authorization. User groups and affiliates must comply with all District ordinances. All District ordinances can be found at <http://harrisburgpark.net/ordinances>.

#### **4. Athletic Field / Facility Inclement Weather Policy**

District athletic fields have been designed and are maintained for the enjoyment and use of Harrisburg Township Park District residents. The purpose of this policy is to guide the use of 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 and affiliates are asked to help by accepting and adhering to these rules. User groups and affiliates who use District athletic fields 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.

The Harrisburg Township Park District reserves the right to cancel or suspend approved field use for games, practices, and other uses whenever it is anticipated that weather or field conditions could result in damage to the fields or injury to players. The District reserves the right to cancel any activities at any time for any reason. The Executive Director, Maintenance Director of the Harrisburg Township Park District, 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 and affiliate’s responsibility to use common sense and best judgment when deciding to play/practice or cancel. User groups and affiliates are responsible for any damage to field or turf as a result of their participants use. Use of field that results in damage may result in loss of current or future use approval.

User groups and affiliates who use District athletic fields are responsible for canceling games and/or practices on-site if “poor or unsafe field conditions” exist. The District’s definition of “poor or unsafe field conditions” includes:

1. Presence of lightning or thunder or severe weather storms
  - a. In the event of lightning during an activity, all persons on the field or facility must retreat to their vehicles or move inside of a nearby building. Congregating in or around the dugouts or under pavilions is prohibited when lightning is present.
2. Standing water or puddles on the field
3. Water surfacing or bubbling up when walking on turf (waterlogged or squishy)
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 soccer goals
7. Frost, snow, sleet, or freezing rain
8. Use of the field would cause damage

User groups and affiliates 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. User groups and affiliates shall take reasonable measures to protect participants and spectators from known safety hazards. User groups and affiliates shall promptly advise the District of any known safety hazards.

**5. Fees**

A schedule of fees shall be established and made available. Certain fees may be waived and must be requested in writing. All payments must be made to Harrisburg Township Park District.

**Practice Rental Fees**

Daily Fee	Group 2	Group 3	Group 4	Group 5	Group 6
0-2 Hours	Per Agreement	Per Agreement	\$20	\$20	\$20
2-4 Hours	Per Agreement	Per Agreement	\$40	\$40	\$40

Fees are based on a “per field” basis without usage of lights

## Game Rental Fees

Daily Fee	# Games	Group 2	Group 3	Group 4	Group 5	Group 6
0-2 Hours	1	Per Agreement	Per Agreement	\$50	\$50	\$50
2-5 Hours	2	Per Agreement	Per Agreement	\$50	\$50	\$50
All Day	3 or more	Per Agreement	Per Agreement	\$100	\$100	\$100

Fees are based on a "per field" basis without usage of lights

## Lights Fee

Group 2	Group 3	Group 4	Group 5	Group 6
Per Agreement	Per Agreement	\$10/game	\$10/game	\$10/game

Lights Fee: There will be an additional charge to use the lights of \$10.00 per game or practice.

Concession Stand Rental: There will be an additional charge of \$50 to use/operate the concession stand. For Tournaments or All Day Rentals there will be an additional charge of \$100 to use/operate the concession stand. The Harrisburg Township Park District reserves the right to operate and collect revenue from concession stand during user group events / rentals. User groups must obtain written permission/approval from the District to operate their own concession. A Concessions Agreement Form must be completed and approved by the District for all concession requests.

Game Fee Inclusions: The District will provide a key that will give access to field gates, bases, lights, and restrooms. The District will drag and properly line or chalk the field.

Practice Fee Inclusions: The District will provide a key that will give access to field gates, bases, lights, and restrooms. The field may or may not be dragged and will not be lined or chalked.

## 6. Responsibilities

### All Fields / Facilities

1. Make sure all trash is picked up at field/facility and thrown in trash barrels.
2. Must return the key to the Park Office the NEXT day – hours are 8:00 AM – 4:00 PM, Monday – Friday.

### Gibbs Field

1. Bases are in separate storage building behind 3<sup>rd</sup> base dugout.
2. Rakes and umpires gear are also in the same building.
3. Key will do the following:
  - a. Unlock all gates
  - b. Unlock restrooms
  - c. Unlock control switch at the scoreboard that you will have to flip up
  - d. For lights you must go to the 2<sup>nd</sup> door by the concession stand to open to turn on lights. You only have one switch on your right as you open the door to turn lights on. This will also give you access to press box area.
  - e. Key will not unlock door to concession stand entrance.
4. After Game make sure you do the following:
  - a. Rake and fill home plate area with dirt so no hole is left
  - b. Rake pitcher's mound area to fill holes as well
  - c. Rake all around all three base areas
  - d. Put bases and umpires gear back in building
  - e. Make sure all trash is picked up in both dugouts

- f. Lock both field gates
- g. Lock scoreboard control panel
- h. Turn field lights off and lock that door

#### Centerfield Diamond

1. Bases and pitchers plate are in storage area in 1<sup>st</sup> base dugout.
2. Rakes, shovels, hammers and other small tools are in 3<sup>rd</sup> base dugout.
3. Key will do the following:
  - a. Unlock front sliding gate
  - b. Unlock both gates to both dugouts
  - c. Unlock storage areas in each dugout
  - d. Unlock master light control panel near restroom building outside of playing field
  - e. Unlock press box door
  - f. Unlock control switch to scoreboard located in left field
  - g. Key will not give you access to the concession stand nor the other storage building attached to the restrooms
4. After Game make sure you do the following:
  - a. Rake and fill home plate area with dirt so no hole is left
  - b. Rake pitcher's mound area to fill holes as well
  - c. Rake all around all three base areas
  - d. Put bases and rakes back to proper storage areas
  - e. Make sure all trash is picked up in both dugouts
  - f. Lock all field gates
  - g. Make sure press box lights are off and door is locked to press box
  - h. Lock scoreboard control panel
  - i. Turn field lights off and lock electrical panel

#### Gaskins City Complex

1. Bases, pitchers plate, and umpire gear are in storage bins next to dugout.
2. Key will do the following:
  - a. Unlock all gates
  - b. Unlock storage bins beside dugout
  - c. Unlock all light control panels
    - i. Field 1 – Pole behind first base side bleachers
    - ii. Field 2 & Field 3 – Back side of concession stand wall facing fields – 2 boxes
    - iii. Field 4 – West side of large storage building – small box only
    - iv. Field 5 – No Lights
  - d. Unlock restrooms
  - e. Key will not give you access to the concession stand nor the large storage building
3. After Game make sure you do the following:
  - a. Rake and fill home plate area with dirt so no hole is left
  - b. Rake pitcher's mound area to fill holes as well
  - c. Rake all around all three base areas
  - d. Put bases and rakes back to proper storage bins
  - e. Make sure all trash is picked up in both dugouts
  - f. Lock all field gates
  - g. Turn field lights off and lock electrical panel