

GLIK PARK ATHLETIC FIELD GUIDELINES

These rules and regulations are designed to ensure that all users of the Highland Parks & Recreation Department's Athletic Fields are afforded the safest and most attractive fields possible. These guidelines are designed to avoid the confusion that is often associated with inclement weather, multiple party communications and field maintenance responsibilities, to name a few. From our experience and knowledge we have discovered that time, money and effort are wasted in trying to satisfy everyone's needs. Therefore, the following list of guidelines is for the use of the Department's athletic fields. It is also necessary to require teams not associated with the Parks & Recreation Department to agree to the fee structure imposed as it reflects the portion of the costs associated with providing quality play surfaces. It is our intention to accommodate all games scheduled for use on Glik Park athletic fields and every effort will be made to do so in order to avoid the inconveniences of rescheduling.

WEATHER

- The Highland Parks & Recreation Department has adopted the I.H.S.A. Lightning Policy which abides by the 30-30 rule. This policy is designed for the safety of all participants, coaches and spectators. It is to be interpreted as; "A 30-second flash to bang count calls for the removal of players and spectators from the playing field to seek shelter. The 30-minute rule will apply, which means that play will continue 30 minutes after the last flash of lightning is witnessed or thunder is heard." It will be the responsibility of the signer of this agreement to abide by this policy.
- Inclement weather that will cause extensive work to be performed on the field will result in the cancellation of the game as determined by the Parks & Athletics Manager or Designated Authority.
- In the event of inclement weather arising during the process of a scheduled event that could result in possible injury or death, the event will be cancelled as determined by the Designated Authority.
- In order to avoid inconveniences to spectators, players and staff, events will be deferred to a later time that will accommodate the opportunity to adequately prepare the field for play.

FIELD MAINTENANCE

- It will be the sole responsibility of the Parks Maintenance Staff to prepare and maintain all fields prior to events.
- At the times that the field is affected by extremely wet conditions, staff will determine the processes to use to adequately prepare the surface of play.
- It will be the judgment of the Designated Authority to determine whether or not to seek additional voluntary assistance. Staff will instruct such volunteers in proper preparation procedures.
- It will be the decision of the Designated Authority as to whether the playing surface is safe and suitable for play.
- All fields will be prepared prior to start of the game. In the event of double-headers, staff will not recondition the field unless it is requested on the "Field Use Agreement" form.
- Unless authorized by the Designated Authority, **NO ALTERATIONS** may be made to an already prepared field(s). Individuals violating this policy may be subjected to the termination of future agreements or face trespassing charges if necessary.

EQUIPMENT/CONCESSIONS

- Unless issued by the Department of Parks & Recreation or H.Y.S.A.C., all equipment will be the responsibility of your team.
- **THE USE OF THE DEPARTMENT'S SUPPLIES BY OTHERS WILL NOT BE PERMITTED. SUCH ITEMS INCLUDE BUT ARE NOT LIMITED TO, ICE, PHONES, CUPS, COOLERS, EXTENSION CORDS, TOWELS, TRASH BAGS, ETC.**
- **Unless approved by the Designated Authority present, no individual will be allowed to access the concessions supply area.**
- As with any mechanical devices, breakdowns and malfunctions will occur. Staff will do their best to make alternate plans to accommodate your needs. Please be considerate of staff as repairs are sometimes unable to be met.

PRACTICES

- Batting practice of no kind will be allowed on any field. Hitting or kicking balls into fences is not allowed with any ball, at any time.

LIGHT USAGE

- In the event that your organization/team will be using the athletic field lights, an hourly fee will be assessed.
- For staff to provide you with the most accurate account of light usage, you must indicate on the “Athletic Field Agreement” form **ALL** dates and times in which you will be using the lights.
- Staff will be responsible for turning lights on and off.
- In the case of a cancelled or shortened event and staff is not present at the facility to be notified, you will need to call 651-1386 to make necessary arrangements for staff to accommodate your needs.
- You will be required to have a representative from your organization initial the light usage chart to indicate that the times of the light usage are correct.
- Times will be rounded up to the next half-hour.
- A minimum charge of \$20.00 will be applied for usage of less than one hour.

CANCELLATIONS/RAINOUTS

- In the event that the Parks & Recreation Department is not notified of a cancelled game and the field is prepared, the standard preparation fee will be charged.
- In the event of rain or unforeseen circumstance that would result in the cancellation of a game and the field was prepared, a nominal fee will be imposed for time and material. ***Please note that this policy will only be in place for games that are cancelled immediately, prior to (+/- thirty minutes) or before a game is completed. In addition, “unforeseen circumstances” shall be defined as anything out of the control of the Parks & Recreation Department; i.e. tornado, lighting, etc.**
- It is the full responsibility of the team’s manager or designated authority to inform the Parks & Recreation Department of cancellations immediately in order to avoid any confusion.

INSURANCE

- **The City of Highland and its Insurance Carrier requires all organizations unaffiliated with the City and/or Parks & Recreation Dept. to provide a Certificate of Coverage/Insurance showing General Liability limits in an amount not less than \$1,000,000 per occurrence/\$2,000,000 aggregate and name the City of Highland as an additional insured.**
- Failure to produce said document will disallow your organization from utilizing the field.

The Parks & Recreation Department has always strived to have a successful working relationship with all organizations that utilize our facilities. It is our goal to continue this relationship in order to provide our participants and spectators with fair and convenient services. These guidelines are not meant to inconvenience you but instead prepare for your scheduled events you have requested. Thank you for your cooperation and we look forward to working with you this year.

FEES:

FIELD PREPARATION: \$45.00/GAME – Weeknights
 \$75.00/GAME – Saturday/Sunday - Holidays

^ Cancelled game charge \$15.00

LIGHT USAGE: \$20.00/HOUR

Applicant agrees to adhere to all park rules and fees as stated above; starting and ending times, cancellation of event during inclement weather, lightning or extremely wet surfaces that will cause damage to the playing surface, or any other incident that may arise. A representative from your organization will be required to initialize the light usage chart. We reserve the right to impose other fees restrictions and/or regulations as we see fit in order to provide safe and attractive facilities for everyone to use.

Representative’s Signature

Date

Print Name:

Street/Apt.:

City, State, Zip,

Phone:

*Please return one copy to:

**Highland Parks & Recreation
Attn. Mark Rosen
P.O. Box 218
Highland, IL 62249**