



Village of Mahomet

Parks & Recreation

503 E. Main Street - P.O. Box 259 - Mahomet, IL 61853-0259
Village Administration (217) 586-4456 Fax (217) 586-5696
Park & Recreation Office (217) 586-6025

Athletic/Concession Facility Use Agreement Overview

The Village of Mahomet Parks and Recreation Department (MPRD) schedules the use of athletic/concession facilities. If you are interested in the use of these facilities, please follow these steps:

STEP 1 Read and understand all policies of the Athletic/Concession Facility Use Agreement and then complete and sign the Agreement

STEP 2 Return completed Agreement w/applicable deposit(s) & proof of insurance in person to:

**Village of Mahomet Parks & Recreation Department
206 S. Elm St.
Mahomet, IL 61853**

**** Submit to the Department *six (6) weeks prior to the first practice date* – a schedule showing the days, dates and times the fields are to be used for practices and a preliminary regular season starting date. *Four (4) weeks prior to the regular season starting date*; the League/Organization shall submit a final schedule of all games to be played for that season. ****

Deposits are required upon submitting the Athletic/Concession facility request form. All field reservations require a \$100 refundable damage deposit. All concession stand reservations require a \$50 refundable key deposit. The user will be provided with 1 key.

Liability insurance: minimum coverage of \$1,000,000.00. The Village of Mahomet must be named as additionally or also insured.

STEP 3 Payment of Fees: An invoice will be mailed or e-mailed to the organization rep. Reservations are not confirmed until a completed Agreement has been turned in and approved by the Recreation Department and all fees/deposits have been paid.

NOTE - RESERVATION PERIOD:

Soccer/Football Reservations: April 1-July 1, August 15-November 1

Baseball/Softball Reservations: April 1 – August 31

It is possible that a group may not receive all the field time it requests due to other groups requesting the same times and spaces. It may be necessary for non Recreation Department groups to adjust game and practice scheduling based on facility availability.

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Athletic/Concession Facility Use Agreement

PURPOSE:

The primary consideration of this agreement is to maximize facility usage and best serve the community while maintaining the quality of the parks and facilities. The Recreation Department will make every effort to accommodate each request.

This agreement creates a standardized approach to sports field allocation and fee assessment for all users. It also describes specific rules and regulations governing the use of sports fields owned or maintained by the Village of Mahomet.

It is possible that a group may not receive all the field time it requests due to other groups requesting the same times and spaces. It may be necessary for non Recreation Department groups to adjust game and practice scheduling based on facility availability.

All information requested on the application form must be filled out completely and additional information included with the application. This information is vital for staff to provide important information to the public, in making responsible decisions on field allocation, improvement projects, and also help justify future budget requests for additions.

Organizations will be required to re-apply on a seasonal basis.

VILLAGE OF MAHOMET & AFFILIATES RECREATION FACILITIES INVENTORY:

1. Barber Park
703 S. McDougal Road Features: 55 acres for soccer & flag football w/Lion's Club Pavilion & Kitchen.
2. Dowell Park
501 E. Andover Features: 3.2 acres, one ball field w/concession stand.
3. Taylor Fields
703 W. Hickory - Privately Owned by the Taylor Family. Features: 7 acres with 2 lighted fields w/concession stands.
4. Bridle Leash Park
906 W. Dianne Lane Features: 10.5 acres - Under construction. (Complete Spring 2010). Once completed it will have 2 ball fields, restroom/concession stand, walking trail, basketball court, and playground.

5. 13 Acres Park

302 W. Dunbar St. Features: Privately owned 13.3 acres by Mahomet-Seymour School District. 5 ball fields, concession stand, open space & playground area.

*All field use requests for 13 acres park should be sent to the Mahomet-Seymour School District, except during the Village Recreation Department baseball/softball season (March 15-July 1).

USAGE:

To be used during the League/Organization's pre-season practices, regular season and any tournaments that may be applicable.

PRACTICE/WALK-ON FIELD USE:

Organized practices and walk-on games (with no referees, uniforms, etc.) can use unlined fields on a first come first serve basis. However, if a field is allocated to a group with a paid reservation, or takes place during Village Recreation Department program seasons, the practice/walk-on group must vacate the field. Note, each season, Leagues/Seasonal reservations are required to submit field requests to the Department *six (6) weeks prior to the first practice date* – a schedule showing the days, dates and times the fields are to be used for practices. Practice/walk-on use is never allowed on wet or lined fields, unless approved, in writing, by the department. Unauthorized use will be subject to a \$50 penalty fee (see page 3, paragraph 1).

PRIORITY OF USAGE:

Approved Agreements shall give the League/Organization use of facilities listed in this Agreement during the time period as stated in their Agreement, in accordance with Policies and Procedures for facilities of the Department. The Village of Mahomet Parks and Recreation Department has the right to schedule Department activities or events on said facilities during the Agreement dates, with timely notice given to League/Organization.

Mahomet residents shall have priority for all programs and use of facilities.

In the event of facility limitations, as determined by staff, the following priority system will be utilized.

1. Mahomet Parks and Recreation Sponsored youth programs
2. Mahomet Parks and Recreation Sponsored adult programs
3. Mahomet-Seymour School District Programs (except school property)
4. Competitive youth programs
5. Competitive adult programs
6. Other individuals and groups

The first priority will always be based upon serving Mahomet residents. The remaining criteria are not in any particular order and will be used to evaluate each individual request.

- Youth serving organizations
- Mahomet Parks & Recreation programs
- Mahomet-Seymour School District programs

- Groups and organizations serving Mahomet residents
- History of cooperation and compliance with Parks & Recreation Department

NOTIFICATION OF USAGE:

Each season the League/Organization is required to submit to the Department **six (6) weeks prior to the first practice date** – a schedule showing the days, dates and times the fields are to be used for practices and a preliminary **regular season starting date. Four (4) weeks prior to the regular season starting date;** the League/Organization shall submit a final schedule of all games to be played for that season. Availability is based upon the Village of Mahomet Parks and Recreation Department and Mahomet-Seymour School’s Program Schedules.

UNAUTHORIZED FIELD USAGE:

Any unauthorized field use under wet conditions, when fields are closed or without a reservation will be subject to a penalty fee of \$50 and may result in the loss of future bookings. Spot checks will be carried out on fields when they are closed.

RESERVATION PERIOD:

Reservations are only allowed during the following months to allow staff adequate time in conducting annual field maintenance. Dates outside of the reservation periods listed below will be considered on a case by case basis (pending weather, field conditions and maintenance schedules):

Soccer/Football Reservations: April 1-July 1, August 15-November 1

Baseball/Softball Reservations: April 1 – August 31

SUPERVISION:

League/Organization representatives are responsible for providing responsible individuals from their League/Organization to supervise all League/Organization activities and events. The League/Organization is also responsible for enforcing Department policies and procedures at the facilities designated in this Agreement. Organizations have the responsibility to maintain control over the conduct of participants and spectators while using assigned facilities. Organizations must be a good neighbor and keep sound levels to a minimum and adhere to all facility rules and regulations.

MAINTENANCE AND OPERATION:

- The League/Organization shall maintain Department property and facilities in good condition, with reasonable wear.
- League/Organizations are responsible for cleaning and maintaining the field and spectator areas assigned to them by picking up and properly disposing trash after each use. The Department shall have the right to enter onto and upon its property for the purpose of examining and inspecting the same, and determining whether the League/Organization is in compliance with Department policies and procedures with respect to care.
- Athletic field lights can only be turned on with prior Department approval.
- League/Organizations must park only in designated areas.

VILLAGE RESPONSIBILITY:

The Village of Mahomet may provide the following services:

- Provide basic field maintenance of all Village park facilities, i.e., mowing, watering, fertilizing, general park and parking lot repair.
- Coordinate special maintenance and other facility use needs.

- Provide home plate and bases at each ball field (April 1-August 31).
- Provide secured, regulation size goals at Barber Park (April 1-July 1, August 15-November 1).
- Provide portable toilets. User will be billed for any portable toilet needs outside of recreation department use.
- Drag ball fields every other day as time/weather permit (April 1-July 1)
- Provide and empty trash receptacles and handle removal related expenses.

IN RETURN, LEAGUE/ORGANIZATION AGREES TO:

- Pay reservation fees and any applicable concession, light and electrical fees upon submitting request and athletic agreement form.
- Provide any other equipment not listed above
- Properly dispose of any refuse, litter, ect. that has accumulated as a result of your use
- Financially responsible for any damage to field, structures or equipment
- Responsible for keeping all vehicles off of grass
- Where applicable, turn Field Lights off by 10:00 pm
- Follow all Village Ordinances and Athletic Field Use Policies outlined herein

INCLEMENT WEATHER:

In the event of inclement weather, the Director or his/her designee has the final authority on whether facilities are usable. The Department issues no refunds for weather cancellations. If a scheduled event is rained out, the renter must call 72 hours after an event to reschedule (based on availability).

CONCESSION STAND AGREEMENT:

The Mahomet Parks and Recreation Department reserves the right to sell concessions. League/Organizations may request the use of concession stands. All requests must accompany a completed Athletic/Concession Use Agreement, Proof of Insurance and any applicable reservation fees.

CONCESSION STAND MAINTENANCE AND OPERATIONS PROCEDURES:

- **Concession Stand Equipment:** All equipment within the concession stands is property of the Village of Mahomet. Any use of the equipment (popcorn machine, coolers, refrigerators, etc...) is prohibited. All outside users must provide their own equipment. Users must remove all product after each use.
- **Food Preparation & Storage:** User must provide their own equipment and storage due to space limitations. Food preparation is subject to the guidelines set forth by the Public Health District of Champaign Urbana. Depending on the products that are sold, user may be required to have a permit and/or a licensed food handler. In these cases, user must provide Mahomet Parks and Recreation a copy of the permit/license.
- **Facility Access & Security:** The user will be provided with 1 of key. A \$50 deposit is required for each key issued. The \$50 will be refunded upon return of issued key. No duplication of the key is allowed. The user will be responsible for safeguarding the equipment and supplies in the concession stand during the reservation. It is the responsibility of the user to insure that the concession stand is secure. Furthermore, the user will be responsible for lost or stolen keys and the replacement cost of such including but not limited to the cost of changing the locks, replacement keys as well as any damage to facility, stolen equipment, stolen goods, etc. incurred by the loss of the keys.
- **Cleaning and Sanitizing:** The user is responsible for purchasing all necessary cleaning supplies including cleaning agents for sanitizing, towels and soap for dispensers. The user is responsible for cleaning all areas of the concession stand including but not limited to the floors and counters after each use. Use of proper cleaning agents is required to avoid damage to the surfacing material i.e. stainless

steel equipment, counter tops, etc. A list of approved cleaning agents will be provided upon reservation of any Village concession stand. All refuse/garbage containers within concession stand must be emptied and properly disposed before leaving the facility.

CONCESSION STAND TERMS OF USE:

Use privileges can be terminated at any time if user is in violation of this agreement. At the end of use an inspection of the facility will be conducted by the Director of Parks and Recreation to report on any agreement and/or violations.

The user will be required to return the keys when scheduled use concludes or when use privileges are terminated due to improper operation of the concession stand. **All food and beverage products, cleaning supplies and any other items supplied by the user must be removed following each use.** Furthermore, the concession stand must be cleaned and sanitized by the user. Failure to comply will result in the loss of future concession stand use.

INDEMNIFICATION:

It is expressly agreed and understood that neither the Village nor the Parks and Recreation Department, or any of its agents or employees shall be liable for any claims, damages, losses or expenses of any kind whatsoever, whether to persons or property (including, but not limited to those claims, damages, losses or expenses resulting from or by reason of the Department's negligent acts or omissions) arising out of, related to or connected with any accident, occurrence or event on or about the Department's property, when the accident, occurrence or event takes place while the League/Organization is using said property pursuant to this Agreement. As a result of this Agreement, any user of the Recreation Facilities identified herein will at all times indemnify and hold the Village and the Parks and Recreation Department, including any agents and employees thereof, harmless from any liability and will defend said claim or cause of action at its own expense, whether such claim or cause of action is covered by insurance of the Village.

INSURANCE:

The League/Organization, as specified by Department policy, shall maintain liability insurance with minimum coverage of \$1,000,000.00, and with the Department/organization/league and the Village of Mahomet named as insured.

SIGNAGE:

The User shall post no signs on the property without prior written approval of the Director of Parks and Recreation. Upon written approval, signs must be on the outfield fences and attached securely at all four corners.

VENDORS:

No outside vendors will be allowed to sell any product or service on property without prior written approval from the Director of Parks and Recreation.

SPECIAL REQUESTS:

Inflatables, dunk tanks, tents or other similar or unusual items are allowed in Village parks ONLY with the written approval of the Director of Parks and Recreation. In most cases, insurance will be required for such special requests.

STRUCTURES:

The User shall not alter or modify any existing building or structure nor build or locate any new building, mobile structure or new structure on the Property without prior written approval of the Director of Parks and Recreation and the approval of all appropriate Village agencies.

FIELD/CONCESSION RESERVATION FEES:

Fees for athletic fields defray department costs, thus providing exclusive use of the reserved facility and provide for reservation service and administrative overhead, personnel to verify reservations and oversee field use and offset costs of mowing, fertilizing, conditioning and other maintenance tasks. **Deposits are required upon submitting the Athletic/Concession facility request form. Fees will be required at the time the reservations are confirmed by the Recreation Department.** Any required set up is the responsibility of the user. The Village of Mahomet can provide field set up for a fee and is subject to staff availability. In the absence of any other agreements, the following fees apply.

Major Improvement Projects can be considered annually in lieu of reservation payments. Proposals must be presented and approved by the Village of Mahomet Board of Trustees. Projects must be consistent with long term facility plan and benefit all park users.

All reservations require a \$100 refundable damage deposit.

Athletic Field/Concession Reservation Fees

Field Reservation:	\$5/hour
Concession Stand:	\$5/hour
Concession Stand Key Deposit:	\$50 (refundable upon return of key)

Field Light/Electrical Outlet Fees

Light Usage Fee, per field	\$15/use (Lights are turned on at any time during the reservation)
Electrical Outlet Usage Fee, per field	\$15/use (Electric outlet(s) are supplied at any time during the reservation)

Tournament Reservation Fees

Per field/unlighted	\$75/day
Per field/lighted	\$100/day
Concession Stand	\$50/stand/day

Field Preparation Fees (subject to staff availability)

Soccer/Football Fields:	\$100/field – Includes initial setup and painting field lines
	\$50/field – Any subsequent lining of fields following initial setup
Baseball/Softball Fields:	\$50/field – Includes dragging and lining of fields

DEFINITION OF TERMS:

- **Tournament:** A series of games involving 4 or more teams using one or multiple facilities, typically involving team entry fees and usually lasting 1-3 days.
- **Facility:** Park property owned and maintained by the Village of Mahomet. See Page 1 for list of facilities.
- **Field:** Field owned or managed by the Village of Mahomet
- **Lighted:** Lights are turned on at any time during the reservation.
- **Electrical Outlet Usage:** Any time use of any electrical outlet within the facility is requested. Example includes requesting use of extension cord from concession stand.

REFUNDS:

To be eligible for a refund, the user must submit a request in writing to the Parks & Recreation Department Ten (10) days PRIOR to the reservation date. Otherwise, no Refunds will be issued unless initiated by the Park & Recreation Department.

All refunds are subject to a \$10 Administrative Service Fee (per reservation) unless the refund is initiated by the Park & Recreation Department. The Village of Mahomet Parks & Recreation Department Director reviews all refund applications. Refunds will be submitted to the Village Board for approval. The Village Board meets on the fourth Tuesday of every month. Approved refunds will be mailed the next business day. Please allow 6 to 8 weeks for the refund application to be processed.



Mahomet Parks & Recreation

PO Box 259 - Mahomet, IL 61853 - (217) 586-6025 - fax (217) 586-5696

Athletic/Concession Use Agreement

PLEASE PRINT CLEARLY

Contact Information

Organizations name: _____

Representative: _____ Title: _____

Address: _____ City: _____ Zip: _____

Phone: _____ Cell Phone: _____

Email: _____ Fax Phone: _____

Purpose: Baseball Softball Soccer Flag Football Other: _____
 (For League requests, please attach complete schedule to this form)

(circle all that are applicable) Game Practice Tournament Community Event Other: _____

Facility Reservation and Preparation Choices (subject to staff availability)

	Setup/Line/Field (initial setup soccer/football) \$100	Subsequent Lining (after initial setup soccer/football) \$50	Drag/Line/Field (initial setup baseball/softball) \$50	Field Lights \$15/use/field	Electrical Outlet Usage \$15/use/field	Field Reservation \$5/hour/field	Concession Stand \$5/hour
Barber	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bridle Leash E		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bridle Leash W		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dowel		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Taylor N	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Taylor S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13 Acres					<input type="checkbox"/>		<input type="checkbox"/>

* No Refunds

Tournament Reservations

	Per field/unlighted \$75/day	Per field/lighted \$100/day	Concession Stand \$50/stand/day
Barber	<input type="checkbox"/>		<input type="checkbox"/>
Bridle Leash E	<input type="checkbox"/>		<input type="checkbox"/>
Bridle Leash W	<input type="checkbox"/>		
Dowel	<input type="checkbox"/>		<input type="checkbox"/>
Taylor N	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Taylor S	<input type="checkbox"/>	<input type="checkbox"/>	

* No Refunds – Rainouts call to reschedule w/in 72 hours

**All reservations require a \$100 refundable damage deposit.
 All concession stand reservations require a \$50 refundable key deposit.**

Date(s) Requested			
Month	Dates	Day (circle)	Time (start/end)
April		M T W TH F SA SU	
May		M T W TH F SA SU	
June		M T W TH F SA SU	
July		M T W TH F SA SU	
August		M T W TH F SA SU	
September		M T W TH F SA SU	
October		M T W TH F SA SU	

I have read and have a copy of the Department's Athletic Field Use Agreement Policies and Procedures and understand the requirements of those policies. I am, at the time of this Agreement, in full concurrence with those policies.

This Agreement is made and entered into between the Village of Mahomet Parks and Recreation Department and

Name of Organization and Individual:
Please Print:

(League/Organization) for the use of the fields indicated below, and for the time period specified in this Agreement. The League/Organization agrees to abide by all Department policies and procedures for the term of this Agreement. This Agreement supersedes all proposals, oral or written, and all other communications between the League/Organization and the Village of Mahomet Parks and Recreation Department relating to the subject of this Agreement.

This Agreement may be voided by the Department for violation(s) by the League/Organization of the Department's policies for facilities.

League/Organization Authorized Signature
Please Sign: (by signing you have read and agree to full concurrence with MPRD policies) _____ Date: _____

Parks & Recreation Director Signature
Please Sign: _____ Date: _____

For Office Use Only
<input type="checkbox"/> Cash <input type="checkbox"/> Check Check # _____ <input type="checkbox"/> Check Deposit Check # _____ <input type="checkbox"/> Entered on calendar <input type="checkbox"/> On-Line <input type="checkbox"/> Proof of Insurance <input type="checkbox"/> Key handed out <input type="checkbox"/> Key returned <input type="checkbox"/> Check Key Deposit Returned Date Received: <input type="checkbox"/> Facility Inspected <input type="checkbox"/> Check Facility Deposit Returned