



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

Recreation Facility Use Agreement

PURPOSE:

The primary consideration of this policy is to maximize facility use and best serve the community while maintaining the quality of the parks and facilities. The Recreation Department will make every effort to accommodate requests.

This policy serves to create 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 which is available for rental.
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 all fields w/concession stands.
4. Bridle Leash Park

906 W. Dianne Lane Features: 10.5 acres Under construction. Once completed it will have 2 ball fields, tennis courts, walking trail, basketball court, playground, pavilion

5. 13 Acres Park

302 W. Dunbar St. Features: Privately owned 13.3 acres by Mahomet-Seymour School District. 5 ball fields, 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.

USAGE:

To be used during the League/Organization's pre-season practices, regular season, All-Star Practices 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 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 walk-on group must vacate the field.

PRIORITY OF USAGE:

This Agreement shall give the League/Organization use of facilities listed in this Agreement during the time period as stated in this 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 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.

SUPERVISION:

League/Organization officials are responsible for providing responsible individuals of the League/Organization to supervise all League/Organization activities and events. The League/Organization is also responsible for enforcing Department policies and procedures on 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 park rules and regulations.

MAINTENANCE AND OPERATION:

- The League/Organization shall maintain Department property and facilities in good condition, with reasonable wear excepted.
- 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 into 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, maintenance, repair and renovations.
- Athletic field lights can only be turned on with prior Department approval.
- Organizations must park only in designated areas.

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 may call 72 hours after an event to reschedule (based on availability).

CONCESSION STAND POLICY:

The Mahomet Parks and Recreation Department reserves the right to sell concessions, unless authorized by the Parks and Recreation Department. All requests must accompany a completed Concession Stand Use Agreement and any applicable reservation fees.

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 approval of the Department. All 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 approval from the Director of Parks and Recreation.

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 Department and the approval of all appropriate village agencies.

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 repair.
- Coordinate special maintenance and other facility use needs.

FIELD/CONCESSION RESERVATION FEES:

Payments for fees and deposits are required at the time a reservation is made. The Village of Mahomet does not provide specific field set up, any required set up is the responsibility of the user. In the absence of any other agreements, the following fees apply.

All reservations require a \$100 refundable damage deposit.

Field Reservation Fees

Per use, unlighted:	no charge/field
Per use, lighted	\$10/field
Concession Stand	\$10/game

Tournament Reservation Fees

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

Miscellaneous Equipment Reservation Fee

Field Painter	\$50/use
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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.
- **Lighted:** Lights are turned at any time during the reservation.

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.

APPENDIX

**Village of Mahomet
Parks and Recreation Department
Athletic Facility Use Agreement Form**

This form must be filled out completely, **with appropriate attachments** by any sports organization (including leagues, teams, sports associations and any other youth-serving group) requesting use of facilities with the Village of Mahomet.

Today's Date:

Check One: Soccer Football Baseball/Softball Other: _____

Organizations Name: _____

Main Contact: _____

Address: _____

City: _____ **State:** _____ **ZIP** _____

Home Phone: (____) _____ **Work Phone:** (____) _____

Cell Phone: (____) _____ **Fax # :** (____) _____

E-mail: _____

Park/Field/Equipment	Day(s)	Time (s)	Type of Activity (game, practice, tourney)

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 or individual:

(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.

TERM OF AGREEMENT:

Date of this Agreement: ____/____/____

Expiration Date of this Agreement: ____/____/____

Reservation fees \$_____

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

_____ Date: ____/____/____
League/Organization Authorized Signature

_____ Date: ____/____/____
Parks and Recreation Director

_____ Date: ____/____/____
Village Administrator

OFFICE USE ONLY

Received by: _____ Date: _____

Proof of Insurance Enclosed

Payment Enclosed

Concession Use Agreement Enclosed (if applicable)



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Concession Stand Use Agreement

PURPOSE:

The concession stand policy provides operational guidelines for authorized users of the concession stands operated by the Mahomet Parks and Recreation Department. This policy also establishes a means to safeguard all equipment and provides the process for users to request the facility.

APPLICATION PROCESS:

Organizations requesting to use the concession stand shall submit a written request to the Director of Parks and Recreation to include the following information:

- Name of organization and purpose of use.
- Date(s) and hours of operation.
- Primary contact information of user

ADDITIONAL FORMS REQUIRED:

Athletic Facility Use Agreement Forms should accompany all requests.

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) set of keys. No duplication of the key is allowed. The user will be responsible for safeguarding the equipment and supplies in the concession stand when using. 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, and towels and soap for dispensers. The user is responsible for cleaning all areas of the concession stand including but not limited to the floors, counters, freezer/cooler and dishwashing area 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. All garbage containers (including dugout areas) must be emptied and properly disposed before leaving the facility.

TERMS OF USE:

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

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.

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.

FIELD/CONCESSION RESERVATION FEES:

Payments for fees and deposits are required at the time a reservation is made. The Village of Mahomet does not provide specific field set up, any required set up is the responsibility of the user. Unless otherwise agreed upon by both parties, the following reservation fees apply.

All reservations require a \$100 refundable damage deposit.

Field Reservation Fees

Per use, unlighted:	no charge/field
Per use, lighted	\$10/field
Concession Stand	\$10/stand/day

Tournament Reservation Fees

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

Miscellaneous Equipment Reservation Fee

Pitching Machine	\$10/use
Field Painter	\$20/use

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.
- **Lighted:** Lights are turned at any time during the reservation.

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 registration) 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.

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Parks and Recreation Department
Concession Stand Use Agreement Form**

This form must be filled out completely, **with appropriate attachments** by any sports organization (including leagues, teams, sports associations and any other youth-serving group) requesting use of concessions with the Village of Mahomet.

I have read and have a copy of the Department's Concession Stand Use Policy 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 or individual:

(League/Organization) for the use of the concession stands 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.

TERM OF AGREEMENT:

Date of this Agreement: ____/____/____

Expiration Date of this Agreement: ____/____/____

Reservation Fees \$_____

Concession Stand Location	Day(s)	Time(s)	Notes

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

_____ Date: ____/____/____
League/Organization Authorized Signature

_____ Date: ____/____/____
Parks and Recreation Director

_____ Date: ____/____/____
Village Administrator

OFFICE USE ONLY

Received by: _____ Date: _____

Proof of Insurance Enclosed

Payment Enclosed

Athletic Field Use Agreement Enclosed (if applicable)