

2024 Seasonal Outdoor Facility Rental Form

There will be fees associated for using space at L-Way North and Park District Facilities/Fields that will require preparation before an event/usage and cleaning after an event/usage.

Date of Application: _____ Group/Organization Name: _____

Contact Name: _____ Email: _____

Contact Phone: (Home) _____ (Cell) _____

Street Address: _____

Requested Date(s): _____

Starting Time: _____ Ending Time: _____

<p>Requested Space(s): <i>(Please circle)</i></p> <p><i>We recommend that you circle a secondary option in the event your first choice is not available!</i></p>	<p>L-Way North V Baseball Field (#1)</p> <p>\$35/hour per FSPD/L-Way 210 Resident Team \$55/hour per Non Resident Team</p>	<p>L-Way North JV Baseball Field (#2)</p> <p>\$35/hour per FSPD/L-Way 210 Resident Team \$55/hour per Non Resident Team</p>
	<p>L-Way North V Softball Field (#1)</p> <p>\$35/hour FSPD/L-Way 210 per Resident Team \$55/hour per Non Resident Team</p>	<p>L-Way North JV Softball Field (#2)</p> <p>\$35/hour FSPD/L-Way 210 per Resident Team \$55/hour per Non Resident Team</p>
	<p>L-Way North Softball Field (#3)</p> <p>\$35/hour per FSPD/L-Way 210 Resident Team \$55/hour per Non Resident Team</p>	
	<p>* Priority will be based on residency, with minimum for resident consideration at 50%</p>	

Rental Hours:

Fields are available for use starting at 4:00 pm on weekdays and 9:00 am on weekends.
All fields close at 10:00 pm.

- * Baseball and softball field rentals include lights (if available) and infield dragging (weather permitting).
- * Rentals do not include field striping or bases. * Rental time should include setup, warmup, and cleanup.
- * Lights will automatically turn on (they are computerized) 15 minutes before sunset.
- * Lights will automatically shut off (they are computerized) 15 minutes after the last rental each evening.

Cancellation:

Notice of cancellation must be given to the park district 48 hours in advance of the scheduled game or practice or the rental group will be charged for holding a field. This does not apply if the game is rained out. If a game begins (one pitch) and is then called due to rain the fee is assessed.

When to apply for baseball/softball fields:

- * FSPD and L-Way 210 Resident teams can submit applications beginning August 1st. This applies only to FSPD and L-Way 210 organizations.
- * Nonresident teams can submit applications beginning August 8th. Fields will be assigned beginning in August. This includes organizations that have rented prior to 2023 OR who are requesting field use for the first time.
- * All applications will be reviewed, and fields assigned based on residency, history of rentals, timely payments, and conduct.
- * Priority will be based on residency, with minimum for resident consideration at 50%.

Field Set Up & Maintenance:

ALL field maintenance will be performed by the Frankfort Square Park District maintenance staff.

Rental groups may use field rakes when necessary. Any violation will result in immediate revocation of field usage.

Fields are conditioned once per day and the grass is cut once a week. If there is a game and/or practice before your scheduled event the field will be in used condition. There will not be any discounts, maintenance staff, or additional supplies to refresh the fields throughout the day. Rental groups must provide their own equipment, including bases and field striping. Suggested tools: rubber mallet, hand shovel, rake, and tape measure.

All groups must clean the field area and dugouts after each game or practice. Please help keep our parks clean. Repeated offenses will lead to revocation of field usage.

Lights:

Baseball and softball fields at Lincoln-Way North are equipped with lights. Lights will be scheduled to go on automatically 15 minutes before sunset and to go off 15 minutes after the last rental each evening.

Behavior:

- * The use of alcoholic beverages by anyone is prohibited on Frankfort Square Park District and Lincoln-Way Community High School District 210 property.
- * Groups/Organizations may not use fields unless pre-scheduled. No drop-in use is allowed.

*** Renters must submit an application for use accompanied with all items listed below at least two weeks (10 business days) prior to the date of their event.**

The following must accompany this application:



- Complete team roster (name, address, phone, elementary/high school district) for all players.
- A certificate of insurance naming the FSPD as certificate holder is required for all usage.

The FSPD certificate must include the following additional insured's language:

"The Frankfort Square Park District, its officers, agents, and employees are to be named as additional insureds under the General Liability coverage".



- Use of L-Way North facilities must also include a certificate of insurance naming Lincoln-Way Community High School District 210 as a certificate holder.
- Compliance with criminal background check on head coach.
- A copy of coach's current CPR/AED certification.
- A list of requested dates, with each date designated as practice or game.

* *This application will not be accepted without ALL of the above required items. Please return to the Frankfort Square Park District drop box located at the Community Center entryway, 7540 W. Braemar Lane, Frankfort, IL 60423.*

* *Please contact Julie Hein (Assistant Office Manager), Dan Coughlin (Athletic Supervisor), or John Keenan (Superintendent of Recreation) at 815-469-3524 if you have any questions about outdoor facility rentals.*

I understand that any misrepresentation or falsification of this application, not using approved space, or not following Park District rules will be grounds for a denial or immediate revocation of facility usage. The undersigned accepts full responsibility for the conduct of the group while on Frankfort Square and/or Lincoln-Way North High School property and agrees to indemnify and hold harmless Lincoln-Way High School District 210, Summit Hill School District 161, and the Frankfort Square Park District, it's officers, officials, employees, volunteers, trustees, and agents from any responsibility for any accidents, injury, or damage that might occur as a result of the participants acts or omissions.

PRINTED NAME _____

SIGNATURE _____

For Office Use Only

Date billed: _____

Dates Billed for: _____

Amount Paid: _____

Completed by: (Initial) _____