



Lindholm Park Ball Field Policy & Procedures

Policy

1. All park users must follow Township policy and park rules at all times.
2. The athletic fields will be maintained by the Township.
3. Coaches must notify the Township within twenty four hours of any accidents or injuries incurred on Township grounds.
4. Permits are not assignable.
5. These fields are intended for multi-use. **Prior** to the installation of bases and/or line striping, approval from the Township is **required**.
6. The Township reserves the right to cancel or reschedule practice for ball field maintenance activities such as renovations of the infield surface or turf grass maintenance.
7. All organizations must strictly adhere to the practice schedule listed on the permit.
8. The fields shall only be used when field conditions are dry to maintain a playable surface for all users.
9. Amenities such as a porta potty, picnic tables, player's benches, etc. will be provided at the discretion of the Township.
10. When assigning field assignments, the Township will consider Monday – Friday 4:00 p.m. – 8:00 p.m. as a prime time field request. No applicant will be awarded over 50% of the available prime time field slots.

Procedure

1. Applications for reservations will be available annually in January.
2. Applications will be accepted until the last day of February.
3. Field reservation preference will be given to Libertyville Township Residents/Organizations. Proof of individual/organization residency must be provided.
4. The Township requires a Certificate of Insurance naming the Township as additionally insured submitted with the application. A permit will be issued once the Township receives **all** required documentation.
5. Every attempt will be made to honor requests. Applicants are encouraged to state specific dates, times and field preference in the request. No applicant will be awarded over 50% of the available prime time field slots.
6. Fields will be assigned based on the number of applicants and available time slots, with efforts made to insure fairness to all applicants. The decision of the Township shall be final.
7. If there are remaining prime time slots available once all requests have been processed, the Township will assign any available slots to those organizations requesting additional field space.
8. Any questions should be directed to the Libertyville Township Parks Building at 847.362.9760.

I have read and agree to the Lindholm Park Ball Field Request Policy and Procedure.

Name, Title

Organization

Date

Kathleen M. O'Connor, Supervisor

Date