

# Village of Onsted

## Athletic Baseball and Softball Field Use Policy and Procedures

### A. Purpose

The purpose of these procedures is to assure the equitable distribution of the Onsted Village Park baseball and softball fields to the public.

This will be accomplished by means of the following:

1. Outline available fields and dates of usage.
2. Outline facility-scheduling procedures and policies.
3. Define reservation fees and charges for use of facilities.
4. Define rules and regulations regarding use.
5. Manage the limited number of Village athletic fields and facilities in a fair and equitable manner.

### B. Definitions and Priority Type

**Priority Types** –Priority types will determine scheduling and user fees.

- I. Programs and activities of the OCRC and other Village sponsored events will receive priority use of any and all facilities.
- II. Village - based, non-profit organizations, including but not limited to youth and /or adult athletic leagues, girl scouts and boy scouts, church groups, service clubs, civic associations, etc.\*
- III. Village residents for private use.\*
- IV. Village - based businesses and their employees.
- V. Non resident groups as described in Type II.
- VI. Non - Residents

\* Proof of residency shall be required. Township based groups (roster providing a list of names, addresses and Township of participants must be provided.)

**\* Fields may be available on a limited basis based upon maintenance and field conditions.**

Onsted Village President, Public Works manager, OCRC President and Park Committee Chair reserves the right to suspend field availability during periods of inclement weather, poor playing conditions due to damage (which would cause hazardous conditions) and opportunities for necessary field maintenance. It is the organization's responsibility to obtain field closure via the village website. Fees will be waived for games cancelled by the Village of Onsted or OCRC.

### C. Scheduling Procedure and Requirements (league, games & practices)

1. The Village of Onsted reserves the right to limit the amount of play permitted on Park fields.
2. **Use Availability** – The Village will determine the days of availability for league play. Sundays and Holidays will be open for public use; unless an organization or individual receives permission from the Onsted Park Committee.
3. All organizations requesting field allocation will submit a Field Use Application, Certificate of Insurance and game/practice schedule request to the Parks Committee by March 1<sup>st</sup> of each calendar year or upon receipt of this policy.

4. All organizations and leagues shall secure and maintain, at no expense to the Village of Onsted comprehensive general liability insurance policy. Policies shall:
  - a.) Provide for the Village of Onsted, it's officials, agents and employees as identified as an additional named insured;
  - b.) Provide liability limits with per occurrence and aggregate limits of not less than \$1,000,000.
  - c.) The organization league coordinator or president shall, at the time of application submittal, file with the Village of Onsted certificate(s) of insurance showing insurance coverage in force prior to start of field usage or activities.
  - d.) The policy shall be endorsed to require 30 days written notice of cancellation to the Village of Onsted
5. Scheduled league games shall have priority for use of the facility over practice.
6. The Village of Onsted will not assign game and practice dates and times, it will rely upon the organization or coach to request their field on their requested date and time. Users must meet requirements as outlined within this document. Allocations for games and practices are based on the total number of requests received, availability and priority outlines. A schedule including assigned game dates and times will be available in the Village of Onsted's Office and on the Village of Onsted's website. The league is required to notify the Village Office of unwanted assigned dates/ times and return a list of deletions as soon as humanly possible. Any group found neglectful of this procedure's use of fields of will be suspended until a hearing with the full Park Committee. Assignments accepted will be charged to the league, used or not. Trading between leagues is not allowed. When possible, openings may be offered to other leagues on a priority basis as defined within the Priority definitions earlier stated.
7. Team or organization schedulers are required to give notice when requesting in-season changes in a request for field usage time. Requests for deletion of scheduled games/events must be made within a time frame of 10 days allowing for others to have an opportunity to book the field. If the cancelled slot(s) cannot be filled, the original league assigned to the slot is responsible.
8. The Village of Onsted reserves the right to limit the amount of scheduled and non-scheduled play on fields during any given season to prevent excessive damage to turf.

#### **D. Reservation Fees and Charges for Village Ball Fields**

Baseball/Softball facility reservation fees are outlined on the Filed Agreement Form. Activities requiring additional field preparation may be assessed a maintenance fee. The Public Works Manager will specify fees if the need arises.

#### **E. Responsibilities of Organizations Using Facilities**

1. Observe all park rules as outlined in Section G. When driving through the park parking lots, please be especially watchful for children.
2. Payment of any appropriate Village fees.
3. Pre-game preparation of field, including lining, raking, etc..
4. Clean up all trash in and around field and parking lot areas after use (including under bleachers) and place in appropriate trash receptacles or remove entirely from the park. Please do not leave broken bats in the trash, remove from the site. Maintenance fees will be assessed if deemed necessary.
5. Maintain and set appropriate expectations of behavior from participants, spectators and League representatives. The designated League representative on the Field Use Permit will be responsible to communicate the terms of this policy and the attached Parks Rules. (see section G).

6. Be a good neighbor. Keep sound levels to a minimum. No bullhorns, sound amplification.
7. Applicants/Users are responsible for any damage done to the field.
8. No sales are permitted on park property without the authorization of the Village Council.

#### **F. Village Services**

1. Basic field maintenance (mowing, weed control, fence repair)
2. Coordinate special maintenance and facility use needs.
3. Facilitate Field Sign Up.
4. Empty trash receptacles.

#### **G. PARKS AND OPEN SPACE RULES**

1. Hours - The parks shall be open between the hours of sunrise and sunset. At 10 pm, all activities in the parks shall cease and all persons in the parks shall leave as soon as possible (except for those activities specially permitted by the Village). Ordinance #1993-2
2. Facilities - The reserved use of Village parks such as recreation fields and other facilities by organized groups or individuals shall be scheduled at the discretion of the Village, a request form shall be issued specifying the date, time and location of the use and such use shall be subject to any conditions that may be imposed there under.
3. Alcoholic Beverages - No individual or group shall possess or consume any alcoholic and/or intoxicating beverages. Ordinance #44, Section 5.
4. Personal Conduct – No individual or group shall engage in improper conduct within the parks so as to annoy or risk injury to any other person using the parks or occupying adjacent property. Refer to Ordinance #41 as a whole.
5. Disposal of Waste - All waste and garbage shall be disposed of in receptacles designated for this purpose. The burning of trash or garbage is prohibited. It is unlawful to transport trash, garbage or any other matter to any park for the purpose of disposal. Ordinance #44, Section 2.
6. Village Property - No person shall damage, deface, destroy or remove any park property, including but not limited to: signs, structures, equipment, natural growth or other material. Ordinance #44, Section 1.
7. Motor Vehicles – No person shall operate, stop or park any motor vehicle except on park roads, parking areas or other areas so designated for such use. Nor shall any person operate any motor vehicle in a reckless or negligent manner, in excess of the posted speed limit, or in such a manner as to become a nuisance to other park users or persons occupying adjacent property. Ordinance #44, Section 3.
8. Firearms - No person other than an officer of the law shall carry any firearm within the limits of the parks.
9. Building of Fires – Upon the authority of the Village. Refer to ordinance 1992-4.
10. Notices - No person shall deface or destroy any notice, or sign posted at any place within the parks or open space areas by authority of the Village, nor shall any person post any notice or placard at any place within the parks other than by authority of the Village. Ordinance #41, Section 3,(1).

11. Sound Equipment - No person shall use any sound amplification equipment in the Village park without prior approval from the Village Council. Ordinance #41, Section 4, (3).
12. Explosives and Fireworks - No person shall have in his/her possession or ignite any fireworks, unless approved by the Onsted Village Council (fireworks shall be defined by the National Fire Protection Association standards). Ordinance #41, Section 2, (4).

*\*The Village of Onsted reserves the right to report any person found to be in non-compliance of these rules to the appropriate authorities and/or to remove such person from Village Park Property.*