



Downers Grove Park District

Outdoor Tournament Permit Guidelines

Purpose:

An athletic field permit is required for any structured Group/Organization conducting a game or event. Due to the impact of large group athletics on park property, a completed tournament application is required for all tournaments or similar athletic events prior to the issuance of a permit. General drop-in use of Downers Grove Park District athletic fields do not require a permit, however, a group or organization with an approved permit shall have priority use of any park district facility.

Scheduling Priority:

- A) Downers Grove Park District programs.
- B) District 99 & District 58.
- C) Recognized affiliates.
- D) Charitable not-for-profit organizations based within Downers Grove Park District boundaries.
- E) Private groups consisting of 60% Downers Grove Park District residents.
- F) Groups outside the district with less than 60% residency.

The Downers Grove Park District will attempt to accommodate all requests made. However, due to high demand of facility/athletic field use, requested date(s) may not be available.

Requirements:

1. **Insurance Requirements:** Certificate of insurance for \$1 million naming the Downers Grove Park District as 'additionally insured', or a level as otherwise determined by the Director of Recreation or her designee. Insurance must be maintained through the season for which it is filed.
2. **Registration Rosters:** All teams participating in an athletic tournament are assumed to be non-resident teams for billing purposes. Groups/Organizations wishing to be billed at resident rates are required to submit rosters with names and addresses consisting of 60% or greater Downers Grove resident representation. Each individual roster will constitute a team regardless of number of players.
3. **Deposit:** A non-refundable deposit of \$200 must be received by the Downers Grove Park District before permits are issued, this deposit will applied to the balance due on the final invoice.

Criminal Background Checks: The Downers Grove Park District recommends the Community Group/Affiliate conduct criminal background checks for all employees and volunteers age eighteen (18) and older who directly supervise individuals under the age of eighteen (18) years of age and to cross reference such persons with the Illinois State Police Sexual Offender listing in accordance with Board policy. The Community Group/Affiliate is solely responsible for determining if any conviction should preclude employment or volunteer services.

Insurance:

The Downers Grove Park District requires all applicants provide a certificate of liability insurance.

- A. Provide General Liability Insurance with limits of not less than \$1 million (unless determined otherwise) CGL insurance shall be written on Insurance Services Office (ISO) occurrence form CG 00 01 10 93, or a substitute form providing equivalent coverage, and shall cover liability arising from premises, operations, independent contractors, products- completed operations, personal injury and advertising injury, liability assumed under an insured contract (including the tort liability of another assumed in a business contract), and shall not be endorsed to exclude claims arising from athletic participation.
- B. The Downers Grove Park District must be named as an additional insured using ISO additional insured endorsement CG2026 or a substitute. The insurance policy shall not be suspended, voided, canceled, reduced in coverage, or in limit except after 30 days written notice has been given to the District by certified mail and a return receipt requested. Insurance forms must be submitted to the District prior to use of fields.

Cancelations:

A full refund is issued when a “refund request form” is submitted to the Park District at least 24 hours prior to the rental date. If inclement weather conditions result in a cancellation of an athletic field permit, request for a refund must be made in person and a “refund request form” submitted within five working days after the permit date. Failure to show on rental date shall constitute a forfeiture of the rental fee and may result in loss of future permitted dates.

Athletic Field Use/Modifications:

Field dimensions and layouts must be submitted to the Downers Grove Park District a minimum of 30 days prior to start of games. Requests to modify or improve Downers Grove Park District’s fields shall be submitted (in writing) to the Director of Recreation or her designee.

No temporary or permanent structures and/or equipment shall be erected on Downers Grove Park District property unless approved by the Director or Recreation or her designee.

All Park District fields will be mowed and maintained by staff according to park district schedule. Groups/Organizations are not authorized to mow or line park district fields without prior consent from Park District Administration.

Fees:

Please see attached Tournament Fee Structure. (based on group designation). **In addition, athletic field hourly rental fees will be charged in accordance with Park District Operating Guidelines.**

Concessions:

The Downers Grove Park District reserves exclusive rights to sell concessions at Park District owned facilities. Groups/Organizations interested in providing their own concessions via in-house or outside vendor must seek approval from the Director of Recreation or her designee and meet all requirements set forth by the DuPage County Health Department. A full inspection must be scheduled and completed by the group/organization at the group/organization's cost. After successful completion, a 'Temporary Food Permit' will be issued by the Health Department. A copy shall then be submitted to the Downers Grove Park District at least five (5) days prior to use. A vendor/concessionaire fee of \$100 will be assessed per provider per day.

Lighted Fields:

Lighted field use will only be available by permit. In general, lights are not to be turned on before dusk unless otherwise approved by the Downers Grove Park District. All games are to be completed with lights turned off by 11:00 pm. Field lights will be charged at a rate of \$30 or \$45 per hour per field depending on group/organization classification (see attached Fee Structure).

Litter/Trash Removal & Property Damages:

All Groups/Organizations are responsible for the orderly condition of the field and adjacent areas affected by the group's permit upon their departure. Groups/Organizations are required to police permitted property for litter/trash/property damages after athletic field use. The deposit will be retained to cover excessive clean-up cost and damage to property or equipment. If the cost of repairs exceeds the amount of the security deposit, the individual signing the application shall be responsible for the balance and will be billed accordingly.

Charged Admission Fees and Product Sales:

Permits are not issued to individuals or groups charging admission or fees for the purpose of private monetary gain unless written permission is granted by the Administrator or his designee. No person shall sell, offer to sell or exchange property, or buy, or exchange any property, or take up any collections of any money or property of value in or on Park District facilities. A request must be made (in writing) at least thirty (30) days in advance to approve any group/organization to charge a fee to spectators at any facility or to conduct onsite merchandise sales or promotions. A vendor/sponsor fee of \$100 will be assessed per provider per day.

Inflatables/Attractions

Groups/Organizations interested in providing an inflatable structure as a part of an event such as a bounce house, must seek approval from the Director of Recreation or her designee. Inflatables must be rented from a company that has a certificate of insurance for \$1 million naming the Downers Grove Park District as 'additionally insured.' The Downers Grove Park District reserves the right to limit the number and size of inflatable being used. Inflatables are to be set up only by the rental company in compliance with manufacturer specifications. The rental company may be responsible for providing a generator if electricity is not available at the park location. The generator shall be placed at a safe distance from the inflatable and electrical cords covered to prevent tripping hazards. **Additional gasoline cans MUST NOT be stored next to the generator. The rental company must provide a fire extinguisher that is equipped to extinguish any fire that may occur.** Inflatables must be under supervision by an adult at all times and

reflect safe levels of operation in accordance with manufacturer's recommendations. Any fees/admission for inflatable(s) must be approved by the Director of Recreation or her designee.

Liability:

The Downers Grove Park District is not responsible for any accident or loss of property with any approved permit.

Support Services:

Upon approval by the Park District Director of Recreation or her designee, all Groups/Organizations shall arrange and pay for support services deemed necessary such as temporary utilities, portable restrooms, security personnel, medical personnel, officials and technical sound/lighting.

Park District personnel required for any special set-up/strike, maintenance or cleaning will be billed at the established Overtime rate of \$25 per man hour.

Downers Grove Park District Field Locations 2011

Baseball/Softball

Memorial Park - 1500 Maple Ave.

Fields	Type	Baselines	Dates Available	Lights	Bleachers
Field #1 - N	Baseball	60'/70'	April-October	No	Metal
Field #2 - S	Softball/Baseball	90'	April-October	Yes	Concrete

McCollum Park - 6801 S. Main St.

Fields	Type	Baselines	Dates Available	Lights	Bleachers
Field #1 - NW	Softball/Baseball	60'/65'	April-October	Yes	Metal
Field #2 - NE	Softball/Baseball	60'/65'/70'	April-October	Yes	Metal
Field #3 - SE	Softball/Baseball	60'/65'	April-October	Yes	Metal
Field #4 - SW	Softball/Baseball	60'/65'	April-October	Yes	Metal

Washington Park - 835 Prairie

Fields	Type	Baselines	Dates Available	Lights	Bleachers
Washington Ballfield	Softball	55'/60'	May-October	No	Metal

Whitlock Park - 40th & Fairview

Fields	Type	Baselines	Dates Available	Lights	Bleachers
Field #1 - West	Baseball	80'/90'	April-October	No	Metal
Field #2 - Central	Softball	50'	April-October	No	No
Field #3 - East	Baseball (Grass infield)	90'	April-October	No	Metal

Gilbert Park (1500 Gilbert)

Fields	Type	Baselines	Dates Available	Lights	Bleachers
Gilbert Ballfield	Baseball	70'/80'	April-October	Yes	Concrete

Doerhoefer Park (41st & Saratoga)

Fields	Type	Baselines	Dates Available	Lights	Bleachers
Field #1 - North	Softball/Baseball	60'/70'	April-October	Yes	Metal
Field #2 - Central	Softball/Baseball	60'/65'/70'	April-October	Yes	Metal
Field #3 - South	Softball/Baseball	60'/65'/70'	April-October	Yes	Metal

Randall Park (Randall & Park)

Fields	Type	Baselines	Dates Available	Lights	Bleachers
Randall Ballfield	Softball/Baseball	60'	April-October	No	No

Ruth K. Powers Park (Norfolk & Springside)

Fields	Type	Baselines	Dates Available	Lights	Bleachers
Powers Ballfield #1 North	Softball/Baseball	60'	April-October	No	No
Powers Ballfield #2 South	Softball/Baseball	60'	April-October	No	No

Football

Doerhoefer Park (41st & Saratoga)

Field	Dimensions	Dates Available	Lights	Bleachers
Doerhoefer Football/Soccer (Turf)	100 yds. (Regulation)	April-November	Yes	Yes

Soccer

O'Brien Park (6909 S. Dunham)

Field	Dimensions	Dates Available	Lights
O'Brien Field #1	50 yds. X 80 yds.	April-November	No
O'Brien Field #2	35 yds. X 40 yds.	August-November	No

Whitlock Park - 40th & Fairview

Field	Dimensions	Dates Available	Lights
Whitlock #1 (Cumnor 1)	35 yds. X 40 yds.	August-November	No
Whitlock #2 (Cumnor 2)	35 yds. X 40 yds.	August-November	No
Whitlock #3	45 yds. X 60 yds.	April-November	No
Whitlock #5	35 yds. X 50 yds.	April-November	No

McCollum Park - 6801 S. Main St.

Field	Dimensions	Dates Available	Lights
McCollum #1	35 yds. X 50 yds.	August-November	No
McCollum #2	45 yds. X 60 yds.	April-November	No
McCollum #3	65 yds. X 120 yds.	April-November	No

Concord Square - Springside & Concord

Field	Dimensions	Dates Available	Lights
Concord Field #1	60 yds. X 110 yds.	April-November	No
Concord Field #2	20 yds. X 40 yds.	August-November	No

Ruth K. Powers Park (Norfolk & Springside)

Field	Dimensions	Dates Available	Lights
Powers Soccer Field #1	35 yds. X 50 yds.	August-November	No
Powers Soccer Field #2	45 yds. X 60 yds.	August-November	No

Doerhoefer Park (41st & Saratoga)

Field	Dimensions	Dates Available	Lights
Doerhoefer Football/Soccer (Turf)	65 yds. X 120 yds.	April-November	Yes

63rd & Brookbank Park (63rd St. & Brookbank)

Field	Dimensions	Dates Available	Lights
63rd & Brookbank Field #1	50 yds. X 80 yds.	April-November	No

Ebersold Park (59th & Main St.)

Field	Dimensions	Dates Available	Lights
Ebersold Field #1	60 yds. X 110 yds.	April-November	No

Downers Grove Park District Tournament Fee Structure

Facility	Group A	Group B	Group C	Groups D & E	Group F
Softball & Baseball Fields/Tennis Courts	\$0	\$0	\$25/NR	\$10/R - \$25/NR	\$45
Soccer Fields (except Doerhoefer)	\$0	\$0	\$25/NR	\$10/R - \$25/NR	\$45
Doerhoefer (Soccer/Football)	\$0	\$0	\$25/NR	\$10/R - \$25/NR	\$45
Lighting	\$0	\$30	\$30	\$30	\$45
					*Additional field rental fees apply

Group Definitions:

- A) Downers Grove Park District Programs
- B) District 99 & District 58
- C) Recognized affiliates (including SEASPAR)
- D) Charitable not-for-profit organizations based within Downers Grove Park District boundaries
- E) Private groups consisting of 60% Downers Grove Park District residents
- F) Groups outside the district with less than 60% residency

Additional Fees

- Fees are for a per TEAM basis
- Field chalk/field dry available at \$8 per game
- Field paint available at \$10/gallon
- Lighting fees are for a per hour basis

***Athletic field hourly rental fees will be charged in accordance with Park District Operating Guidelines.**

	Groups D & E	Group F
Doerhoefer Synthetic Turf	\$100	\$150
Soccer/Softball/Baseball Field	\$20	\$30
Volleyball/Tennis Courts	\$6	\$9



Downers Grove Park District Outdoor Tournament Permit Application

Permit requests must be received 21 days prior to rental date. No deposit or payment is due with this form. A security deposit of \$200 must be submitted upon permit approval. Submitting a request is NOT a guarantee of availability or approval. Requests will be reviewed based on DGPD policy, facility and staff availability. DGPD reserves the right to deny any rental which is deemed inappropriate. Renter completing application must be 21 years of age and remain on premise for duration of the rental.

Today's Date: ___/___/___

Organization Name: _____

Organization Contact Name: _____

Contact Address: _____

City: _____ State: _____ Zip: _____

Organization Phone Number: (____) _____ - _____ 501c3: Yes No # _____

Contact Phone Number: (____) _____ - _____ Contact E-Mail Address: _____

Tournament Sport (please circle)

- | | | | |
|------------|------------|----------|-------------|
| Baseball | Softball | Football | Soccer |
| Basketball | Volleyball | Tennis | Other _____ |

Please specify

Field/Court Requested (please mark with X):

Baseball/Softball

- | | | |
|---|---|---|
| <input type="checkbox"/> Memorial Park Ball Field 1 | <input type="checkbox"/> Memorial Park Ball Field 2 | <input type="checkbox"/> McCollum Park Ball Field 1 |
| <input type="checkbox"/> McCollum Park Ball Field 2 | <input type="checkbox"/> McCollum Park Ball Field 3 | <input type="checkbox"/> McCollum Park Ball Field 4 |
| <input type="checkbox"/> Washington Park Ball Field | <input type="checkbox"/> Whitlock Park Ball Field 1 | <input type="checkbox"/> Whitlock Park Ball Field 2 |
| <input type="checkbox"/> Whitlock Park Ball Field 3 | <input type="checkbox"/> Gilbert Park Ball Field | <input type="checkbox"/> Doerhoefer Park Ball Field 1 |
| <input type="checkbox"/> Doerhoefer Park Ball Field 2 | <input type="checkbox"/> Doerhoefer Park Ball Field 3 | <input type="checkbox"/> O'Brien Park Ball Field |
| <input type="checkbox"/> Randall Park Ball Field | <input type="checkbox"/> Powers Park Ball Field 1 | <input type="checkbox"/> Powers Park Ball Field 2 |

Soccer

- | | | | |
|---|--|---|---|
| <input type="checkbox"/> O'Brien Field 1 | <input type="checkbox"/> O'Brien Field 2 | <input type="checkbox"/> Whitlock Field 1 | <input type="checkbox"/> Whitlock Field 2 |
| <input type="checkbox"/> Whitlock Field 3 | <input type="checkbox"/> Whitlock Field 4 | <input type="checkbox"/> Whitlock Field 5 | <input type="checkbox"/> McCollum Field 1 |
| <input type="checkbox"/> McCollum Field 2 | <input type="checkbox"/> McCollum Field 3 | <input type="checkbox"/> McCollum Field 4 | <input type="checkbox"/> Concord Field 1 |
| <input type="checkbox"/> Concord Field 2 | <input type="checkbox"/> Concord Field 3 | <input type="checkbox"/> Powers Field 1 | <input type="checkbox"/> Powers Field 2 |
| <input type="checkbox"/> Doerhoefer Soccer (Turf) | <input type="checkbox"/> & Brookbank Field 1 | <input type="checkbox"/> Ebersold Field 1 | <input type="checkbox"/> Washington Field 1 |
| <input type="checkbox"/> Washington Field 2 | | | |

Tennis

- | | | | |
|---|---|---|---|
| <input type="checkbox"/> Doerhoefer Court 1 | <input type="checkbox"/> Doerhoefer Court 2 | <input type="checkbox"/> Doerhoefer Court 3 | <input type="checkbox"/> Doerhoefer Court 4 |
| <input type="checkbox"/> Doerhoefer Court 5 | <input type="checkbox"/> Randall Court 1 | <input type="checkbox"/> Randall Court 2 | <input type="checkbox"/> McCollum Court 1 |
| <input type="checkbox"/> McCollum Court 2 | <input type="checkbox"/> McCollum Court 3 | <input type="checkbox"/> McCollum Court 4 | <input type="checkbox"/> McCollum Court 5 |
| <input type="checkbox"/> McCollum Court 6 | <input type="checkbox"/> Concord Court 7 | <input type="checkbox"/> McCollum Court 8 | <input type="checkbox"/> McCollum Court 9 |
| <input type="checkbox"/> McCollum Court 10 | | | |

Football

- Doerhoefer Football (Turf)

Number of Teams: _____ Number of Spectators: _____ Date(s)

Requested: _____

Times Requested: _____

Lights Requested: YES _____ NO _____

Is your event supported by sponsors? YES _____ NO _____ If yes, please list: _____

Will there be on-site vendors/attractions at your event? YES _____ NO _____

If yes, please list: _____

Will a fee be charged to teams participating in this event: YES _____ NO _____ Fee: _____

Will there be an Admission fee or tickets sold for event: YES _____ NO _____ Fee: _____

I have attached a diagram of my desired field/court layout.

Requestor Signature: X _____ Date: ____/____/____

My signature indicates that I am at least 21 years old and fully understand and will abide by the regulations and policies set forth by the Downers Grove Park District. I understand that this is only a request and there is no guarantee of permit until I receive approval, pay the required fees and submit appropriate proof of insurance.

Office Use Only:

Resident Team Fee: \$____/team X #____ of teams = \$_____

Non-Resident Team Fee: \$____/team X #____ of teams = \$_____

Field Rental: \$____/hr X #____ of hrs X #____ of fields = \$_____

Lights: \$____/hr X #____ of hrs X #____ of fields = \$_____

Portable Restrooms: \$____/day X #____ of units = \$_____

Police Fee \$____ X ____ hrs = \$_____

Miscellaneous Equipment/Supplies: _____ = \$_____

Additional Fees: _____ = \$_____

Approved or Denied On: ____/____/____ Deposit paid on: ____/____/____ = \$200

Total = \$_____ Due Date: ____/____/____ Final Balance: = \$_____

Certificate of Insurance must be furnished by: ____/____/____

Other: _____

Supervisor Approving Rental:

X _____ Date: _____

Director Approving Rental:

X _____ Date: _____