



**WHEATON PARK DISTRICT**  
 Administration Office  
 102 E. Wesley St.  
 Wheaton, IL. 60187  
 (630) 665-4710

**WHEATON PARK DISTRICT**  
 Community Center  
 1777 S. Blanchard  
 Wheaton, IL. 60189  
 (630) 690-4880

Adopted: April 2002  
 Amended: June 2011  
 Amended: October 2015  
 Amended: July 2019

## **POLICY STATEMENT** **REGARDING USE OF OUTDOOR ATHLETIC AREAS**

### **WHEATON PARK DISTRICT OUTDOOR ATHLETIC AREAS FEE SCHEDULE AND USAGE POLICY**

GROUP CATEGORY	BALL FIELD/ NATURAL GRASS AREAS WEEK DAY DAYTIME USAGE MONDAY - FRIDAY	BALL FIELD/ NATURAL GRASS AREAS EVENING/WEEKEND USAGE – NO LIGHTS	BALL FIELD/ NATURAL GRASS AREAS EVENING/WEEKEND USAGE – WITH LIGHTS	GRAF PARK SYNTHETIC TURF FIELD	GRAF PARK SYNTHETIC TURF FIELD – WITH LIGHTS
A	\$25/hour	\$30/hour	\$60/hour	\$80/hour	\$110/hour
B	\$40/hour	\$45/hour	\$80/hour	\$95/hour	\$130/hour
C	\$45/hour	\$55/hour	\$90/hour	\$110/hour	\$145/hour

Reservations are for one (1) hour time periods.

### **POLICY STATEMENT** **REGARDING USE OF OUTDOOR ATHLETIC AREAS**

#### **I. RENTAL CATEGORIES**

- A. Resident: Youth/Adult Serving Groups who reside within park district boundaries. (Boy Scout, Girl Scout, Church Groups)
- B. Nonresident: Youth/Adult serving groups/individuals who reside outside park district boundaries. Organizations that have formal non-for-profit status in the state of Illinois.
- C. Commercial: Individuals, groups and organizations within the park district as well as out of district, for the purpose of monetary gain. Nonresident organizations that are unable to prove formal non-for-profit status in the state of Illinois

\*Additional Fees may be applied for maintenance cost and or supplies. Fee would include but not limited to chalk and turf surface material. Additional fees may be applied for maintenance to layout and stripe a field that is not normally used by a Wheaton Park District program.

A group or organization from within the park district is defined as having 70% of its members residing in Wheaton Park District.

A group or organization is charged the Non-Resident or Commercial rate. In order for a group or organization to be charged the resident rate, the group or organization must provide a list/ roster of participants with addresses that proves that the group has a majority of its members residing in Wheaton Park District boundaries.

## II. SCHEDULING

- A. Park District programs and activities have priority over all others, and, if necessary, will supersede a group's activity.
- B. Any regular extended use of a particular athletic area(s) may be scheduled three (3) months in advance in writing. These will be approved **only after** regular Park District seasonal programs have been scheduled.
- C. Once presented and approved, any changes may be made only with approval of the Park District.
- D. Approval and scheduling will be based on the availability of an outdoor athletic area and consistent with the Wheaton Park District Statement of Objectives by Priorities. (See #IV)
- E. Baseball and Softball fields will open no earlier than April 1<sup>st</sup>, weather permitting.
- F. Athletic Turf Grass fields will open no earlier than April 10<sup>th</sup> for practices.
- G. Athletic Turf Grass fields will open no earlier than the third weekend of April for games.
- H. No tournament should be scheduled before May 15.

## III. Key Usage

- A. No groups shall duplicate any Park District key without prior permission from the Park District.
- B. Each group shall submit in writing the name of those people in the group who will have keys, along with their home phone numbers. The Park District shall be notified of any changes, additions or deletions in the list as they occur.
- C. Keys may not be lent out to another organization at any time once a group has permission to use them.

## IV. STATEMENT OF OBJECTIVES BY PRIORITIES

After the Wheaton Park District programs, leagues and teams have been scheduled and field needs have been determined for each season, available time slots will be opened for rentals based on the priority list.

Field availability is based on the user priority list, field conditions, weather and resting schedule.

Priority List:

1. To provide athletic opportunities and facilities for Wheaton Park District sponsored athletic programs, leagues and tournaments.
2. To provide athletic facilities for School District #200, and other schools residing in Wheaton, sponsored athletics-programs.
3. To provide athletic facilities for adults and families who are residents of Wheaton Park District.
4. To provide athletic facilities for youth serving organizations with a minimum of 70% residency within their roster/program list.
5. To provide athletic facilities for other organizations and non-resident groups.

## **V. RESERVATION PROCEDURE**

- A. Application for use of outdoor athletic areas may be made in person at the Wheaton Park District Administration Office, 102 E. Wesley St., Monday through Friday from 8:30 am to 4:30 pm, or the Community Center, 1777 S. Blanchard, Monday through Friday 5 am to 10 pm, Saturday, 7 am to 7 pm and Sunday 8 am to 6 pm.
- B. Written application must be made on the form provided by the Park District and signed by the adult assuming responsibility for the group.
- C. Applications may be made up to six (6) months in advance but should not be made less than eight (8) days in advance of requested date.
- D. Full payment of rental fee is due no less than eight (8) days prior to use of the facility. (Late payment will result in a late fee of \$20).
- E. The supplying of inaccurate information on the permit or violation of park rules will be cause for revocation of permit. No refund will be granted.
- F. Permits must be approved by the Director of Athletics, Assistant Director of Athletics, or by one of the Athletic Managers. One copy of the approved permit is given to email or mailed to the person making the reservation and one copy is kept on file.
- G. Reservations are for one (1) hour time periods. Additional time may be reserved at one (1) hour time blocks.
- H. Rental charges are subject for periodic change.
- I. Permits are mandatory for all athletic grass turf game fields and athletic grass turf fields at American Legion, Atten Park, Briar Patch Park, Graf Park, Northside Park and Seven Gables Park. Permits are not mandatory for non-game fields in parks other than American Legion, Atten Park, Briar Patch Park, Graf Park, Northside Park and Seven Gables Park but do guarantee a designated athletic area. An athletic grass turf game field is one that lined for a particular sport.
- J. Permits are not mandatory for groups under 20 people for non-game fields that are not located in American Legion, Atten Park, Briar Patch Park, Graf Park, Northside Park or Seven Gables Park, but do guarantee a designated athletic area.
- L. No permits are issued for holidays or holiday weekends.
- M. Cancellation of a reservation must be received at least five (5) days prior to the reserved time. Failure to comply with this requirement will result in loss of the rental fee. In case of inclement weather, the rental fee will be returned, or an alternate date may be scheduled.

- N. The park district reserves the right to terminate or reschedule any and all permits for any reason deemed to be in the best interest of the District. Disorder amongst patrons may be grounds for cancellation of a permit and subsequent denial of future permits.
- O. Organizations obtaining permits must provide a certificate of insurance naming the Wheaton Park District and DuPage County Forest Preserve District\* as the certificate holder and as additionally insured for public liability insurance. The insurance shall be commercial general liability insurance with “occurrence” based covered protecting the Wheaton Park District and DuPage County Forest Preserve District\* against all liability claims which may arise during the course of using the outdoor athletic area. The limits of liability shall not be less than One Million Dollars (\$1,000,000.00) each occurrence/bodily injury/property damage combined single limit and Three Million (\$3,000,000.00) aggregate bodily injury/property damage combined limit. All such policies shall be primary and not require contribution from the Wheaton Park District or Forest Preserve District’s\* insurance. This must be given to the Athletic Department at least eight (8) days prior to the field/court usage.

**VI. RULES GOVERNING USE OF ATHLETIC AREAS**

- A. Adequate adult supervision, as determined by the Executive Director of the Wheaton Park District, must be provided at all times. Renting organizations may be required to employ officers of the Wheaton Park District.
- B. All groups or individuals using outdoor athletic facilities will be responsible for any set-up they may require and for the clean and orderly condition of the facility after their scheduled use.
- C. Set-up service may be arranged by indicating so on application under special arrangements. An additional charge will be assessed for set-up/clean-up service.
- D. Any use of loud speakers or public address instruments is prohibited except by special written permission from the Park District.
- E. The posting of advertisements is not permitted except in designated areas and upon approval of the Park District.
- F. No permit will be issued to an individual or group who will be charging admissions or fees on a regularly scheduled basis with the purpose of private monetary gain except by special written permission from the Park District. If an organization, group or individuals choose to run a concession stand requiring cooked food items must obtain a Health Department permit.
- G. Alcoholic beverages are prohibited by law on Park District property.
- H. Smoking and Vaping is prohibited at/by athletic areas.
- I. Gambling, lotteries or raffles are not permitted.
- J. If the area is left in such a condition as to require additional maintenance by the Park District or Forest Preserve District\*, the individual signing the permit shall be billed for this expense.
- K. The Park District and DuPage County Forest Preserve District\* will assume no responsibility for any accident or losses of property.
- L. All applicants agree to abide by all Wheaton Park District, and applicable DuPage County Forest Preserve District\* Ordinances and rules, athletic field guidelines, regulations or procedures pertaining to the use of Park District facilities.
- M. Any organization, group or individual wishing to use motorized vehicles within designated

- park boundaries must obtain written permission from the Park District and Forest Preserve District\* eight (8) days prior to rental date and provide additional insurance coverage.
- N. At time of reservation, a permit will be issued. Bring the permit with you to the athletic area in order to eliminate any conflicts. Those individuals with permits will have priority over facility usage.
  - O. All Wheaton Park District parks close at dusk unless otherwise posted.
  - P. Requests for the lighted outdoor athletic areas must be made at the time of the field application.
  - Q. Organizations obtaining permits must provide a certificate of insurance naming the Wheaton Park District and DuPage Forest Preserve District\* as the certificate holder and as additionally insured for public liability insurance. This must be given to the Athletic Department at least eight (8) days prior to the field/court usage.
  - R. Please be aware that the signer of the application is waiving and releasing all claims for injury for themselves and to the others of his/her group that might arise out of the rental. The Wheaton Park District and DuPage County Forest Preserve District\* shall assume no responsibility for any accident, theft or loss of property. The renter shall hold the Wheaton Park District and DuPage County Forest Preserve District\* Board and staff members harmless for any costs or liability resulting from activities or programs of the renter. Applications must be completed in full and signed by an adult (21 years or older) who must assume responsibility for the group and be present during the entire rental period. Inaccurate information will result in cancellation of the permit with the loss of rental charges and/or deposits.
  - S. Individuals, groups, and organizations must agree not to discriminate on the basis of disability, in accordance with the American with Disabilities Act, while utilizing any park district facility.
  - T. Athletic usage policies are subject to change without prior notice.

*\* Applicable only to athletic field rentals at Danada South.*



## **Graf Park Synthetic Turf Field Rules**

**Please help to protect this community asset by observing the following rules.**

- Field use requires a permit. See field rental information.
- Water only. No other food or drinks, including but not limited to soda, sport drinks, sunflower seeds, gum, or chewing tobacco is allowed on the synthetic turf. Glass containers are prohibited.
- Smoking is prohibited.
- Metal spiked shoes are not allowed on the synthetic turf. Clean athletic shoes (free of mud) and plastic cleats are permissible.
- Only freestanding field markers and sports equipment may be used on the synthetic turf. No stakes, posts, poles or markers of any kind may be driven into the field.
- Tables and chairs are not allowed on the synthetic turf.
- Portable soccer goals may be moved by Park District personnel only.
- Golfing, shot putting, javelin or discus throwing is prohibited on the synthetic turf.
- During athletic competitions all spectators shall remain in designated spectator areas.
- Whenever you hear thunder or see lightning, all activity must be suspended, and all persons should move to a place of safety until 30 minutes after the last time you see lightning or hear thunder.
- Wheeled devices, including but not limited to motorized vehicles, bicycles, wagons, inline skates, scooters and skateboards are not allowed on the synthetic turf.
- Pets are not allowed on the turf field.

**Report any damage or vandalism to the Wheaton Park District by calling the Community Center at (630) 690-4880.**

### **Synthetic Turf Field Rentals**

The synthetic turf field and the field lighting are available for rental. A permit is required for organized team activities. Individuals/ Groups wishing to use the synthetic turf field must obtain a permit to use the field. Please contact the Wheaton Park District at (630) 668-3371 for fees and availability.

**Thank you for your cooperation!**



**Wheaton Park District**  
**Athletic Field Use Guidelines**

We are all committed to provide high quality, safe playing surfaces for our multi-use athletic facilities, but we need the help and consideration of all user groups in protecting the turf from excessive damage due to game and practice activities. The turf grass is the safety surface for the athletic fields. During the spring before soil temperatures are warm the roots of grass are shallow and the blades are still dormant, any twisting or turning on the turf can cause damage. Therefore, the turf can be easily damaged with heavy play and little moisture due to the shallowness of roots.

The following athletic areas open for the season for practice, weather permitting, on:

1. Baseball/Softball: April 1<sup>st</sup>
2. All Athletic Turf Grass Fields: April 10<sup>th</sup>

All Athletic Turf Grass fields will open for the season for games the Third Weekend in April.

If any of the following conditions occur, scheduled games and practices must be canceled or postponed.

1. Standing water on the field of play.
2. Soil Saturation:
  - Walking on turf causes water to surface
  - Walking on turf on heels causes indentations
  - One inch or more of rain 48 hours prior to scheduled game or practices accompanied by steady rain on game or practice day.
  - Steady downpour of rain on game or practice day which could cause damage to turf or injury to participants.
3. Extreme drought conditions where 50% of the playing surface has turned dormant.
4. Audible thunder or visible lightning.
5. Visibility (darkness)

All coaches, referees, and umpires are responsible for insuring the safety of field playing conditions at all times during the scheduled play. *Safety implies protection of the resource, as well as the participants.* No tournament should be scheduled before May 15.

Wheaton Park District  
Board of Commissioners

