

Village of Lake in the Hills

Facility Use



Policies, Fees, and Applications

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Village of Lake in the Hills
Facility Use Policy

A. Reservations Certain Village facilities may be utilized for public or private assembly on terms and conditions set forth in this policy. Approval for facility use will require that the event or activity meet the following standards:

- That the primary purpose of any gathering provides for an activity or program that would be in the best interest of the community and provides a positive benefit.
- That the activity or event does not discriminate, degrade or portray disrespect toward any individual or organization and/or creates a negative impact to the community.
- That the soliciting or collection of money for the purpose of sales, promotion or negotiating for sales within said facilities is prohibited without prior authorization from the Village Board of Trustees.
- Requested time of facility use will be considered and approved by the Village’s Director of Parks and Recreation, or designee.

Those interested in reserving a Village Facility are required to complete the Village of Lake in the Hills Facility Use Permit Form. The Facility Use Permit Form must be submitted to the Parks and Recreation Department along with all applicable security deposits, fees or insurance documentation in order for approval to be considered.

Available Facilities:

LaBahn-Hain House – Year Round

Village Hall Rooms – Year Round

- Community Room
- Multi-Purpose Room (Lower Level)

Athletic Fields – Year Round

- Plote Field – May 1 through Labor Day Weekend

Picnic Shelters – Registrations taken as of the first Monday in February of each calendar year

Splash Pad – Open Memorial Day through Labor Day Weekend

B. Scheduling

Village facilities are available for use by the general public on a first come, first serve basis. Scheduling for all facilities and all athletic fields are subject to the discretion of the Director of Parks & Recreation, or designee. Priority in scheduling shall be as follows:

Facilities

1. Village of Lake in the Hills related use for sponsored events, meetings and / or scheduled programs.
2. Lake in the Hills Parks & Recreation Affiliate Organizations or other Lake in the Hills community organizations which would include: Not-for-profit Corporations, Lake in the Hills Historical Society, Senior Citizens Club, Boy Scouts and Girl Scouts. Community organizations must be based in the Village of Lake in the Hills.
3. Residents of Lake in the Hills
4. Non- Residents

Athletic Fields

1. Village related use
2. Residents
3. Recreation Leagues
4. Travel teams designated as having priority in accordance with the Reservation Policy
5. Other affiliate or community organizations
6. Non-Residents

Plote Field

1. Village related use
2. American Legion
3. Recreation Leagues
4. Travel Teams
5. Residents
6. Non-Residents

Eligibility

Residents/Non Residents making a reservation for a Lake in the Hills facility must be at least 21 years of age and be present at the activity or event.

D. Maintenance

- Facilities are to be left in an acceptable, clean, and orderly condition. The facility user bears the responsibility of removing all personal items and materials from the facility.
- All accumulated trash in bathrooms, kitchen, rental room(s), outside shelters, and perimeter park areas is to be disposed of in available trash receptacles or dumpster.
- Tables and chairs are to be properly cleaned, stacked, and stowed at the conclusion of the gathering. Picnic tables must be returned within the shelter.
- Removal of Village property from a facility is absolutely prohibited and will be prosecuted to the fullest extent of the law.
- Prior to exiting a facility, ensure that all interior lights are turned off and check ALL exit doors to ensure that they are locked.
- Renters must comply with all regulations and ordinances of the Village of Lake in the Hills including the Noise Ordinance, the park, or facility use hours, etc.

E. Rules and Regulations

- The Village has the authority to deny or restrict use of a requested facility for any reason.
- *No* smoking is permitted in enclosed Village facilities. At athletic fields, smoking allowed in designated areas only.
- *No* alcoholic beverages are allowed in Village facilities or on any park grounds. (Exception: the Liquor Commissioner may grant a daily permit for the serving of beer and wine.) The cost of the daily permit is \$25. Applicants who are not acting on behalf of an organization or club may request that the Village accept a general liability insurance policy covering the event in lieu of the insurance required under Chapter 33. The Village may accept such alternative coverage where the policy includes social host liquor liability insurance and names the Village as an additional insured for the duration of the event for which the Facility and Park Use Permit and daily or event permit has been requested. The policy shall maintain limits no less than \$1,000,000 per occurrence. The cost for this policy would be in addition to the cost of the daily permit.

- If special arrangements are required, the Parks and Recreation Department needs to be notified at the time the reservation is made, i.e. additional tables, trash cans, etc.
- Facility phones are to be used for emergencies only.
- Additional fees may apply if arrangements require contracted services or outside manpower (porta johns).
- Any abnormal incidents (i.e. property damage, injury to user, conflict/argument between users, etc.) should be immediately reported to the Parks & Recreation Department or the Police Department.
- Facility Use Permit will be issued upon approval of request.
- A copy of the approved reservation must be on site during your rental.
- Pets are prohibited in Village indoor facilities (exception: Service dogs or other approved service animals)
- The Village of Lake in the Hills will not be liable for any claims for injury, illness or damages resulting from or arising out of the use of the Village's facilities or premise adjacent thereto. The renter agrees to indemnify the Village and hold it harmless against any and all such claims, damages, losses, and expenses, including incidents arising out of the consumption, preparation or disposal of food at the facility. If requested by the Village, the renter shall carry insurance against such claims and furnish the Village with a certificate of insurance evidencing same.

Village Indoor Facilities:

(Village Hall Community and Multi-Purpose Rooms, and Labahn Hain House):

- The facilities may not be utilized past midnight.
- Up to one hour beyond agreed exit time will be authorized for facility clean up

Picnic Shelters:

- Parks are open from sunrise to sunset.
- Shelter reservation is only for exclusive use of the shelter and not the rest of the park.
- Fishing in any lake or pond is authorized with the possession of a valid state fishing license. Fish caught must be returned to the pond/lake.
- Vehicles are not allowed on the bike paths to load and unload items for a shelter rental.
- Charcoal used for grills must be extinguished prior to the party leaving the premise.

Sunset Park Splash Pad

- Splash pad is open for rentals 9:30 a.m. – 11:00 a.m. daily from Memorial Day to Labor Day weekend.
- Parents or guardians must supervise their children at all times. Children under the age of 12 must be accompanied by an adult or guardian 18 years or older.
- If you have any contagious diseases or infectious conditions such as a cold, please do not enter the facility.
- No alcohol or smoking is allowed in or around the splash pad area.
- The water from splash pad features is not suitable for drinking.
- Glass containers are prohibited.
- No running, rough play, or foul language is permitted.
- No baby strollers or carriers are allowed near the play features.
- Only clean swim apparel may be worn at the splash pad.

- Children who are not toilet trained must wear tight-fitting plastic pants over a swim diaper.
- Use of the splash pad facility is prohibited when thunder is heard or lightening is seen, including a 30-minute period after the last lightening or thunder is detected.
- A Thor Guard - Early Detection Lightning System is installed at Sunset Park for the protection of all who play, spectate, and recreate in these areas. If the system warning goes off, please exit the facility and seek shelter until the system all clear is indicated. See Thor Guard sign for more information.
- The facility will not open if the air temperature is less than 65 degrees.
- Climbing on the equipment is not allowed.
- No bikes, scooters, skateboards, or roller blades allowed.

Athletic Fields –

(Athletic fields are designated as the following: Baseball, Softball, Football, Soccer, Lacrosse, Cricket, Basketball, Volleyball, and Tennis)

- Games shall be completed by 10:30pm.
- No hitting balls off of field fences.
- Smoking only in designated areas.
- Proper field maintenance and respect of the field/equipment is expected by all users.
- In addition to the notice requirements under section E, any property damage incurred during any play must be reported by the responsible party to the property owner.
- Alcohol is strictly prohibited anywhere on the grounds or park.

Reservations

Recreation/Affiliate Teams: Please see the Affiliate Organization Agreement

Travel Teams:

1. Rosters with completed names and addresses of all players must be submitted to the Village of Lake in the Hills, Director of Parks & Recreation or designee on or before **November 30 (for youth baseball) June 30 (for youth soccer)** of the year before the intended use. This shall include an affidavit from a team representative attesting that the information contained in the roster is true and correct to the best of their knowledge and belief.
2. On **January 15 (for youth baseball) July 30 (for youth soccer)** of the year of the intended use, or as soon thereafter as feasible, the Director of Parks & Recreation or designee will certify the priority of all travel teams seeking use of the Village Athletic Fields. Priority will be determined by the number of Lake in the Hills residents reported to be team members on each noted roster. The Director or designee will then notify each team of its priority and oversee the scheduling of the affiliate organizations. In the case of baseball (exception Plote Field) a proposed schedule will be prepared by the Lake in the Hills Youth Athletic Association. No fee shall be charged for the scheduling process.
3. By **March 15 (for youth baseball)** of the year of intended use, the proposed schedule prepared by the Lake in the Hills Youth Athletic Association, for games and practices shall be provided to the Director of Parks & Recreation, or designee for review and approval. No schedule shall be final unless approved in writing by the Director of Parks & Recreation, or designee.

4. A schedule of games and practices shall be posted on a laminated card at each athletic field by the first of each month by the Affiliate Organization in coordination with the Department.

Plote Baseball Field, 500 Grace Street

- All Athletic Field rules and regulations apply to Plote Field in addition to those listed in this section.
- Field keys may be picked up from the Police Department (1115 Crystal Lake Road, Lake in the Hills.) Only those names stated on the park permit form will be authorized to pick up the field keys. Proof of identification may be required, please be prepared.
- Teams will be expected to keep the storage room neat
- Teams will be responsible for chalking the field with chalk provided by the Village.

Availability

On weekdays, Monday through Friday, two teams will be scheduled to use the field per night. On weekends, Saturday and Sunday, there are openings for games to be played at 9am, 12pm, 3pm, and 6pm. No more than four games will be scheduled for one day (EXCEPTION: team tournament). In order to preserve the condition of Plote Field, the Parks & Recreation Department will attempt to allow one day per week of non-use.

Reservations

Scheduling for the season is done the last week in February. A facility use permit form, deposit check, certificate of insurance and a team roster must be received by mid-February. After authorized dates/times of field use have been issued to your team, you must provide a payment check for your season use. Payment is due by the first date of your permitted use. Requests for additional games or make up games due to rain-outs must be made in writing or by email and will be approved on an individual basis, based on the availability of the field. (For make up games please include the date and time of the originally scheduled game in the request).

Maintenance

All teams utilizing the field will be expected to attend the pre-season and post-season field days. If you are unable to collect rostered players, you may bring coaches, sponsors, or other volunteers associated with your team. The Parks & Recreation Department reserves the right to revise the field schedule should your team not provide assistance on this day. The dates of the field days will accompany your authorized game dates.

In addition to scheduled field days, teams are expected to do daily maintenance after each of their scheduled uses. This includes the following:

- Raking and light watering of skinned infield
- Cleaning out of dugouts
- Picking up trash
- Turning off field lights/locking light box (when applicable)
- Return bases and other field equipment to storage room
- Locking storage rooms

- Returning field keys to the Police Department Dispatch

A. Fees

Fees vary depending on the facility. Please refer to Exhibit A of this document for a complete list of fees by facility.

For additional information or to obtain a Facility Use Permit Form, contact the Parks and Recreation Department at 600 Harvest Gate, Lake in the Hills, IL 60156 or call (847) 960-7460, www.lith.org.

EXHIBIT A – FEES

Deposit:

A refundable cleaning/damage deposit for all facilities is \$150. Once the facility has been inspected for dirt, garbage and/or damage, the deposit will be returned in full. A minimum cleaning fee is \$25/quarter hour.

A deposit fee of \$1,000 is required for major events. These are defined as events which require more than one acre of park site and anticipate attendance over 250 people. Examples include: carnival, circus, festival or a tournament.

Plote Field Deposit

All teams are required to provide a maintenance deposit check of \$150, which will be cashed. In the event your team is not fulfilling their daily maintenance duties, a portion of the deposit will be deducted and you will be notified. At the end of the season, if a team has no deductions a check will be issued for the full amount of the deposit. However, if the team has incurred any charges, that amount will be taken out of the deposit and will be issued a check for the remaining balance.

Cancellation Fees:

- The refundable cleaning/damage deposits will be returned if a rental is cancelled.
- 14 days prior to the date of rental no refunds will be issued.
- 15 to 30 days prior to the date of rental a 25% rental fee refund would be issued.
- 31 to 60 days prior to the date of rental a 50% rental fee refund would be issued
- 61 days prior to the date of rental a full refund minus a \$5 service fee will be issued.

Tournament Fees:

Affiliate Organization tournament fees for any athletic complex are \$100 for up to 5 hours and \$200 for over 5 hours per complex per day. Tournaments by outside organizations will be charged the appropriate hourly or game rate.

Village Indoor Facilities:

Village Hall Community Room / LaBahn-Hain House

Resident	\$ 30 / hour
Non-Resident	\$ 60 / hour
Affiliate or Community Group	\$ 10 / use

Village Hall Multi-purpose Room

Resident	\$ 50 / hour
Non-Resident	\$100 / hour
Affiliate or Community Group	\$ 10 / use

Picnic Shelters:

Groups < 50 people

Resident	\$ 50 / use
Non-Resident	\$ 75 / use
Affiliate or Community Group	\$ 10 / use

Groups > 50 people

Resident	\$ 75 / use
Non-Resident	\$100 / use
Affiliate or Community Group	\$ 10 / use
*Barbara Key Park – Resident	\$100 / use
*Barbara Key Park – Non-resident	\$150 / use

Groups renting the shelter at Indian Trail Beach do not pay the daily admittance fee.

Splash Pad:

Resident	\$100 / use
Non-Resident	\$150 / use

Athletic Fields:

Affiliate Organizations

Please refer to the Affiliate Organization guidelines and agreements for fee structure.

Community Organizations (Non-for-profit / Civic Groups)

These groups are not required to pay a per use fee. However, they still must complete a Park Use Permit Form; submit a certificate of insurance, and pay the cleaning/damage deposit.

Non Affiliate Organization Field Use

Baseball/Softball/Soccer	Resident	\$ 15.00 / game
	Non/Resident	\$ 23.00 / game
Plote Field	Resident	\$ 20.00 / game
	Non/Resident	\$ 30.00 / game
	Resident Lights	\$ 25.00 / game
	Non/Resident Lights	\$ 40.00 / game
Basketball/Tennis/Volleyball	Resident	\$ 15.00 / hour
	Non/Resident	\$ 23.00 / hour
Football	Resident	\$ 50.00 / game
	Non/Resident	\$ 75.00 / game