

# Town of LaGrange Field Usage Policy

- A. Rules/Regulations... All users must comply with the following:
- No play or practice is to happen on any field until the park is officially open for the season by the Director of Parks & Recreation and/or Parks Foreman.
  - No practice or games will be scheduled or played without the proper insurance paperwork which should be current and on file in recreation office.
  - Parks maintenance/grounds department reserves the right to cancel games due to field conditions or unforeseen circumstances.
  - The Town of LaGrange is not responsible for notifying participants of cancellation. The league will be notified. It is then the responsibility of organizers or coaches to contact participants.
  - Once games have started, patched umpire/referee in charge and/or coaches will determine cancellations due to rain, storms, darkness.
  - Any assistance with field grooming or preparations must be in cooperation with and with approval of the Town of LaGrange Parks and Recreation Department.
  - No alcoholic beverages. No smoking in dugouts or on fields.
  - All areas are to be left clean of debris. Please follow a carry in/carry out policy at all field locations.
  - Coaches/managers are responsible for policing fields, dugouts, player bench areas and any other part of the park facility which is in use.
  - Only emergency response or maintenance vehicles allowed beyond parking facilities.
  - Requesting organization is responsible for the safety of its participants.
  - There is zero tolerance for disrespectful behavior, damaging actions or vandalism of any kind.
  - All park rules must be followed.
  - The Town of LaGrange and its employees are not responsible for injury, loss or damage to players or property resulting from field usage.
  - The Town of LaGrange Parks and Recreation Director and/or Town Board reserves the right to terminate field usage at any time.
- B. Registration and Usage Request Forms
- All requests must be made in writing to the LaGrange Parks & Recreation Department.
  - All users must submit insurance naming the Town of LaGrange as additionally insured.
  - All forms/paperwork must be approved by the Parks & Recreation Department before usage begins.
  - Request for Arlington Central School District facilities are to be submitted to the Parks & Recreation office in writing in order for the requested dates to be submitted.
  - All town leagues are required to provide a schedule to the Parks & Recreation office one week prior to game play. The only exception is during the all-star tournament for baseball/softball when that amount of notice is not an option.

- Field layout requests are to be made at least one week prior to need, with exception of all-star tournament.
- No competing league will be given field usage.
- When requests from non- competing leagues or travel teams are received, the requested time will be checked against the provided schedule. If no conflict is apparent, the person in charge of that league will be contacted and given a 48hr window to confirm availability. If no reply, the field/facility usage will be granted and the league notified that the time has been scheduled to the requested user.
- In case of rainout or cancellation of a LaGrange youth league game, that game will take priority in rescheduling. Other leagues may get bumped from field for this reason.
- Leagues must notify the Parks & Recreation department of all cancellations.

C. Evaluation for Approval of Use

- Upon receipt of usage request, the requestor's organization will be ranked by the Town of LaGrange Parks & Recreation Department. Priorities include:
  - Department programs
  - Programs for Town of LaGrange residents
  - Programs offering a more diverse selection
  - Youth programs
  - Non-profit status
- Additional considerations:
  - previous history with requesting program/organization
  - incidents of vandalism, damage to town, park or school facilities
  - insufficient clean up by group - having left garbage, debris, etc.
  - uncooperative with town or school staff

D. Closure or Resting of fields

- The Town of LaGrange Parks & Recreation Department reserves the right to close facilities or fields as deemed necessary, including but not limited to dangerous conditions, weather damage, resting of fields, new field or facility under construction or being rehabilitated. Safety situations will take top priority.

E. Insurance

- A copy of the group's liability insurance policy listing the Town of LaGrange as additionally insured is required prior to granting approval to use facilities. The policy must be current and in effect for the duration of use. Each certificate of insurance shall be for a minimum of \$1,000,000 per occurrence/\$3,000,000 aggregate for bodily injury. Higher limits may be required for special events.

F. Law Enforcement

- Parks and Recreation staff are instructed to request law enforcement for immediate assistance and intervention with any individuals or organizations that do not comply with their instructions.