



Reservations of Athletic Fields for Extended Use:

Athletic organizations wishing to reserve Township athletic fields for extended use (such as for an entire sporting event season) must submit a [field request form](#) by the deadlines established by the Township each year. Although the Township will give some consideration to which organizations submit their requests first in time, field reservations will not necessarily be awarded on a first-come, first-served basis. The Township will approve field requests in a manner which provides the most efficient use of its fields by as many athletic organizations as possible and may assign several organizations to share the same fields during one season. Athletic organizations permitted to reserve Township fields must execute a written agreement with the Township and must agree to provide their own maintenance/lining of the fields reserved. The specific maintenance responsibilities of each organization will be outlined in the written agreement and will vary, and may be waived entirely by the Township, depending on the length of the reservation, the fields involved, and whether, and to what extent, the fields reserved are shared with other athletic organizations. Athletic organizations reserving the fields will be required to carry liability insurance in the amounts determined by the Township. Unless otherwise determined by the Township on a case-by-case basis, athletic organizations reserving the fields will be charged an hourly fee as established in the Springfield Township field rental fee schedule. **(See fee schedule at the bottom of this page)**

Reservations for Shorter Durations:

Persons or organizations wishing to reserve Township athletic fields by the day or week (such as camps) must submit a [field request form](#) and be approved by the Township. If approved, the person or organization reserving the fields must execute a written agreement with the Township and must agree to provide their own maintenance/lining of the fields reserved. The specific maintenance responsibilities will be outlined in the written agreement and will vary, and may be waived entirely by the Township, depending on the length of the reservation, the fields involved, and whether, and to what extent, the fields reserved are shared with others. Persons or organizations reserving the fields will be required to carry liability insurance in the amounts and types determined by the Township. Unless otherwise determined by the Township on a case-by-case basis, persons or organizations reserving the fields will be charged an hourly fee as established in the Springfield township field rental fee schedule. **(See fee schedule at the bottom of this page)**

Athletic Tournaments:

All requests to reserve Township fields for athletic tournaments will be subject to the approval of the Township. Unless otherwise determined by the township on a case-by-case basis, athletic organizations reserving township fields for tournaments will be charged an hourly fee as established in the Springfield township field rental fee schedule and will be required to sign a tournament agreement. The fee charged will be based upon the hosting organization's field usage during the season in which the tournament is scheduled. If the hosting organization can demonstrate that at least 50% of its players are township residents, the field rental fee will be charged at the resident rate. Athletic organizations reserving the township fields for athletic tournaments will be required to provide a current certificate of liability insurance in amounts and types required by the township in order to be approved for a tournament reservation. **(See fee schedule at the bottom of this page)**

PARK AND SHELTER RESERVATIONS



Park Reservations:

With the limited exception of public events and community outreach events specifically authorized by Springfield Township, the township will not reserve its parks for exclusive use. All requests for exclusive use of Township parks and/or facilities for public or community outreach events will be taken on a first-come, first-served basis for the current year only. The reservation fee for Township parks is \$125 per day and includes the use of designated shelters, if any. Persons or organizations wishing to reserve Township parks/facilities must execute a written agreement with the Township and will generally be required to carry liability insurance in the amounts and types determined by the Township. Reservations will not be made until the executed agreement is returned and full payment of the reservation fee is made. Once a reservation is made, no refunds will be given. The reservation of Township parks/facilities entitles the person reserving the park/facilities to the exclusive use of the facilities reserved during the reservation period, but does not provide exclusive use of the remainder of the park, its parking facilities, playground equipment, grills, or other facilities. Township parks are public facilities and members of the public may utilize the park and facilities contemporaneously with organizations reserving a portion of the park/facilities.

Public Events:

Requests for special events such as concerts, festivals, religious services, yard sales, and holiday programs that are not sponsored by Springfield Township are generally prohibited unless otherwise approved by the township. If approved, a reservation fee of \$125 will apply. A current certificate of liability insurance in amounts and types required by the township must be provided. In addition, the township reserves the right to charge additional fees, such as set-up and cleaning fees, if deemed necessary by the township.

Community Outreach Events:

Events held for the sole purpose of assisting township residents are subject to the approval of the Township. A current certificate of liability insurance in amounts and types required by the township must be provided. In addition, the township reserves the right to charge additional fees, such as set-up and cleaning fees, if deemed necessary by the township. For purposes of this Policy, "Community Outreach Events" are defined as those events which are sponsored and held by established charitable organizations, such as 501(c)(3) organizations, which involve charitable activities, and which have, in the Township's view, limited liability concerns. Community Outreach Events will not typically involve fundraising activities.

Waiver of Park Reservation Fee and/or Liability Insurance

Requirements: Springfield Township may, at its sole discretion, waive the Park Reservation fee and/or the liability insurance requirement for public and/or Community Outreach Events. All other fees will apply to such events. Springfield Township may also, at its sole discretion, waive the Park Reservation fee and/or the liability insurance requirements for events which are partially sponsored or jointly held by Springfield Township.



Permitted Duration of Park Reservations: Unless specific, written, prior approval is given by Springfield Township, all events for which a reservation has been received must end no later than the established closing time for the park in which the event is held. The use of Township park facilities and property overnight is specifically prohibited.

Shelter Reservations: Shelter use in Township parks will be first come, first served. Except in limited circumstances involving public or community outreach events. The township will not reserve shelters for exclusive use.

ADDITIONAL SERVICES/FEES:

Outside Services/Equipment Rental. Persons or organizations authorized to reserve Township parks/facilities for public events, community outreach events, camps, or athletic events/tournaments who wish to provide inflatable, games, tents or other such items must obtain approval from the Township. If approved, all outside services and rented items and equipment must be contracted through and by Springfield Township. Springfield Township will utilize the vendor of its choosing for all such rentals and will require ride/inflatable insurance and a minimum of one (1) attendant per ride/inflatable rented. All fees associated with the outside services and rentals shall be passed directly on to the person requesting the rental and invoiced by Springfield Township to the person/organization prior to the reservation period. Payment of all rental fees must be received by Springfield Township prior to Springfield Township executing the rental agreement with its vendor. An administrative fee of \$100 will be charged for each vendor contract required.

Security Requirements. Springfield Township reserves the right to require persons/organizations authorized to reserve Township parks/facilities for public events, community outreach events, camps, or athletic events/tournaments to provide independent security personnel or off-duty police officers during the reservation period if Springfield Township determines that such security is necessary given the nature or extent of the event scheduled. If additional security is required, Springfield Township and the person/organization reserving the park/facilities will agree on the security company or off-duty police officer(s) retained, and the person/organization shall be solely responsible for all costs associated with the security services. All security costs must be paid at least one (1) week prior to the reservation period.

Sanitary Toilets. Springfield Township reserves the right to require persons/organizations authorized to reserve Township parks/facilities for public events, community outreach events, camps, or athletic events/tournaments to provide sanitary toilets or other facilities during the rental period if the Township determines that such facilities are necessary given the nature or extent of the event scheduled. If such facilities are required, Springfield Township and the person/organization will agree on the company retained, and the person/organization shall be solely responsible for all costs associated with the sanitary toilets or other facilities. All sanitary toilet/facility costs must be paid at least one (1) week prior to the reservation period.

Clean-Up. Persons/organizations authorized to reserve Township parks/facilities for public events, community outreach events, camps, or athletic events/tournaments are responsible for general clean-up, taking down all decorations, and assuring that all trash is bagged and placed in the designated receptacles. If persons/organizations fail to comply with the clean-up requirements, the Township may invoice them all costs associated with the clean-up.



The Township may offer the services of its employees, for a fee, to provide cleaning services prior to, or during, the reservation period if to do so is practical for the Township and contracted and paid for by the person/organization reserving the park/facilities at least one (1) week prior to the reservation period.

Springfield Township 2013 Field Rental Fee Schedule

FEES & CHARGES FOR EXCLUSIVE USE OF FIELDS

Session Rate For Fields: Baseball/Softball, Soccer, Football

- Field permits are required for any organized team to play or practice on Township fields. Organizations MUST request dates to use the field in advance and provide copies of insurance, listing Springfield Township as additional insured. Teams should carry their permit while on Township fields and be able to show the permit if requested by a Springfield Township police officer or staff person. A [citation](#) with a fine may be issued if the proper permit has not been obtained.
- Request form completion required [DOWNLOAD FORM HERE](#)
- Township is NOT responsible for lining *and* dragging of baseball fields. Teams/ leagues enter into a field maintenance agreement to line and drag their own fields using approved equipment.

REGULAR FIELDS FOR SOCCER & FOOTBALL:

Crutchfield Park (1 football field), The Grove (1 soccer field, 1 pee-wee field), Helwig (1 football field), Hillside (2 soccer fields), Lexington Heights (1 football field), McKelvey (2 soccer fields), Schottelkotte (1 football field (1&2), 2 soccer fields (3&4))

Teams/Leagues with 50% or greater residents	Under 250 HRS per season \$10.50 per field, per hour	Over 250 HRS per season \$7.50 per field, per hour
Teams/Leagues with FEWER THAN 50% residents	Under 250 HRS per season \$12.50per field, per hour	Over 250 HRS per season \$9.50 per field, per hour



REGULAR PARKS FOR BASEBALL ONLY:

Infields maintained by athletic

organizations

Crutchfield Park (2), The Grove (1 T-ball), Helwig (4), Hillside (2), Lexington Heights (2), McKelvey (2), Schottelkotte (4)

Teams/Leagues with 50% or greater residents	Under 250 HRS per season \$4.25 per field, per hour	Over 250 HRS per season \$2.75 per field, per hour
Teams/Leagues with FEWER THAN 50% residents	Under 250 HRS per season \$5.25 per field, per hour	Over 250 HRS per season \$3.75 per field, per hour

PREMIUM GAME CONDITION PARKS:

Infields maintained by athletic organizations

Stephanie Hummer Memorial Park: 3 Premium grade soccer fields Games only, no practices. Soccer only. Fields by reservation only.

Teams/Leagues with 50% or greater residents	Under 250 HRS per season \$14 per field, per hour	Over 250 HRS per season \$11 per field, per hour
Teams/Leagues with FEWER THAN 50% residents	Under 250 HRS per season \$16 per field, per hour	Over 250 HRS per season \$13 per field, per hour

TOURNAMENT FEES:

The Field Rental Fee charged for tournaments will be based upon the hosting organization’s field usage during the season in which the tournament is scheduled. If the hosting organization can demonstrate that at least 50% of its players are Township residents, the field rental fee will be charged at the resident rate.