

Village of Seneca Park & Recreation Athletic Facility Use Policy

Introduction

It is the policy of the Village of Seneca to support and encourage flexible and inclusive use of the athletic fields in a manner that preserves quality of life and protects the park resources. The Village values the healthy benefits of recreational pursuits and supports the development of young athletes. The policy for use of the Village of Seneca Athletic Fields is composed of procedures, regulations, and guidelines designed to ensure that all facilities are utilized in a safe and efficient manner.

Purpose

- Fairly distribute available fields
- Maximize playing time for local teams
- Incorporate time to maintain safe, quality fields
- To provide a variety of activities reflecting the athletic preferences of Seneca residents

Village of Seneca Field Options

(1) Graves Park

- Fran Kasten Baseball Field
- Peg Davis Softball Field
- Soccer Field

(2) Crotty Park

- Soccer Field
- T-Ball Field

Field Allocation

Fields will be permitted for the activities that the field(s) are intended and designed for.

The Village of Seneca reserves the right to host athletic leagues, special events, and programs at all public park facilities.

Groups or individuals seeking permitted use of Village of Seneca athletic fields may do so under the following conditions:

- Times and dates do not conflict with other scheduled events.
 - a) All team practices must be cleared completely from field 1 hour prior to any scheduled games.
- Reservations are subject to the approval of the Seneca Park Board and may be denied at any time.

- No person or business shall be permitted to use park facilities for financial gain or profit unless they have an agreement with the Seneca Park Board. These facilities are designed to serve the general public on a non-profit basis.
- No mass scheduling will be allowed. Meaning you are not allowed to block out a specific day all season long for practices/potential games. Practices will be allowed to be scheduled on a weekly basis. Please email park.president@mailseneca.org on Sunday to submit your practice schedule for the week.
- If 2 teams have a scheduling conflict and another field in town fits your age group and is not in use, you will be asked to use the field that is age appropriate if necessary.

Reservation Procedure

1. Contact Seneca Park Board at park.president@mailseneca.org to check availability
2. Complete Field Usage form. You can pick up form at Seneca Village Hall or email to request form.
3. Once request is approved Seneca Park Board will confirm reservation via email address provided.
4. Provide proof of liability insurance required (please see insurance section)

Insurance

Each group/organization/team will be required to provide proof of general liability coverage in an amount not less than \$1 million per occurrence/\$2 million aggregate naming the Village of Seneca additional insured by endorsement.

Tournaments/Special Events

All general rules and reservation procedures are applicable during tournaments/special events. Additional provisions for tournaments/special events are stated in this section.

Tournaments/Special events applicants must receive Village approval for food truck or outside vendor if applicable.

Tournaments canceled by the Village or Seneca Park Board due to inclement weather may be rescheduled as availability allows. For inclement weather guidelines please see the inclement weather section.

The Village of Seneca reserves the right to deny any tournament/special event based on general community welfare and the preservation of the facility.

Maintenance

The Seneca Park Board will provide a level of maintenance service to all Park facilities that ensures the safe and efficient use of the facility by the sports associations and general public. The Park Board will follow the determined park maintenance standards for each park.

The Village requests that individuals and groups refrain or limit their use of heavy traffic areas during practices, regardless of weather, to assist in providing the best field conditions possible, i.e., goal areas, pitching areas, etc.

Any user failing to comply with this policy, established guidelines, and notification to refrain from use requests for field closures are subject to pay for all damages or costs occurring to the facility and the termination of field use permit.

1. Field Preservation and Renovation

The Village of Seneca attempts to be flexible in accommodating user groups but ultimately, the health and safety of the user and condition and playability of the fields take priority. This may require the closure of fields or facilities, denial of use of a field, and/or asking the user to use an alternate location. No organization/team shall play on fields closed for renovation or repair.

Cooperation from user groups is needed for the preservation of the fields following these guidelines:

- No tarps or material which may damage the grass may be placed on the fields.
- Do not use fields during or after a heavy rain, or when fields are wet or muddy. (see inclement weather section)
- Soccer practices are NOT to be held on the infield area of a softball or baseball diamond.
- Remove all equipment at the conclusion of each day.
- Report any damage immediately to the Seneca Park Board via email to park.president@mailseneca.org
- No vehicles are allowed on fields or property other than gravel parking area without written permission issued by the Village of Seneca.

2. Athletic Field Lining/Marking

- Facilities will be reserved "as is". Other arrangements (chalking and lining, dragging fields, nets, flags, bases, etc.) will be made by the user and at their expense. Seneca Park Board will provide some equipment (i.e. field liner, field rakes, field machine, bases, base plugs)
- Chalk will need to be provided by user
- Burning lines on village property is prohibited

3. Field and Modifications

Associations shall not install, build, or perform any type of facility or property improvements without the express written consent of the Village of Seneca. Any permanent modifications or improvements shall become the property of the Village. Requests to modify, resize and add multiple-purpose fields, or make improvements to a Village field shall be submitted at the time you request usage. Seneca Park Board will review the request and make a recommendation to the Village. The Village decision is final.

4. Portable Mound

Portable mound is for game use only. You must provide a practice mound or practice without a mound if your team requires one. When in game use, pitchers must use turf shoes or tennis shoes when pitching.

Inclement Weather Guidelines

Park athletic facilities have been designed and are maintained for the enjoyment and use of Village of Seneca residents. The purpose of this section is to guide the use of athletic fields, to prevent injuries and damage to the playing surface brought upon by inclement weather and/or unsafe playing conditions. User groups are asked to

help by accepting and adhering to these rules. Groups who use the athletic facilities are expected to assist in protecting their participants and fields during periods of rain or inclement weather.

Criteria for Establishing Field Playability:

The following is the Seneca Park Board's policy regarding the use of fields in wet condition. These policies and procedures apply to all sports and activities conducted on a grass field or infield: Baseball and Softball In-Fields

Infield will be deemed unsafe and unplayable when any of the following conditions are present:

- You see standing water within the base paths.
- The depth of your footprint is greater than one inch.
- Your footprint fills with water in majority of playing position.
- Grass can be easily dislodged from fields during play.
- You see standing water within the majority of a single playing position (playing positions will be determined based on the user group)
- Any of the above conditions are present within the pitching area, soccer, baseball, and softball outfield.

Concession Stand

All organizations using fields or hosting an event utilizing a concession stand must have permission from the Seneca Park Board. Request for Concession stand usage may be made at the time of field request.

No barbeques using hot coals will be permitted.

Outside vendors or food trucks (other than user group) are not allowed to use concession stand unless approved by the Village of Seneca

All user groups are required to bring their own products to sell. Village of Seneca is not responsible for stolen products from concession stand if left there by previous user. Seneca Park Board will provide the following equipment:

- Refrigerator
- Electric Roaster
- Microwave
- Popcorn Machine

All equipment must be cleaned before leaving the concession stand. Floor must be swept and garbage taken to can located outside the concession stand. Please leave the concession stand in the same condition you found it in.

Litter Control

Individual requesting reservation is responsible for the actions of the individuals participating in the permitted activity and should provide reasonable clean-up of the facility and parking lot. All associations and individuals should make every effort to police the facilities, buildings, parking areas, and common areas for trash, debris and litter with their activities. All trash, debris, and litter can be deposited in trash receptacles on the park grounds.

Users are responsible for coordinating additional litter control needed during their use.

Noise

No amplified music allowed before 9a.m. or after 10p.m. unless previously authorized by Village of Seneca. In all parks care should be taken so that speakers are not directed at residences.

Restroom Facilities

The cleaning of restrooms during usage is the responsibility of the user group. The Village will clean the restrooms once a week. The Village expects assistance in meeting the health and safety needs of our park patrons during requested usage. In some instances, cleaning the restrooms and provision of necessary supplies may be the sole responsibility of the user group. Restrooms should be checked on a regular basis.

No portable toilets are allowed without consent from the Village of Seneca.

End of Day Check List

An end of day check list will be located inside the concession stand area. Individual requesting reservation must make sure list is completed. **YOU MUST SIGN OFF NEXT TO YOUR RESERVATION DATE WHEN LIST IS COMPLETED.** We need have everyone's help in maintaining our facilities.

Penalties

Any group or person violating any provision of the Athletic Facility Use Policy may be penalized in the following manner:

- Any group or person may be notified of the violation in a written notice from the Seneca Park Board.
- Any group or person, upon written notification, may be provided the opportunity to resolve the violation determined by the Seneca Park Board.
- Any group or person violating any of the policies and procedures may be refused the scheduled usage of athletic facilities if such action is deemed necessary by the Seneca Park Board upon review of violation.