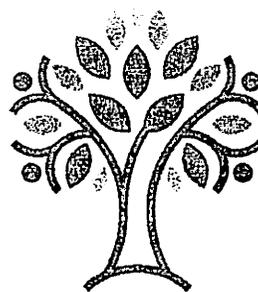


# 2022 USAGE GUIDELINES FOR SPORTS CLUBS USING VILLAGE FACILITIES



HOMER GLEN

To:  
From: Mayor George Yukich  
Date: March 14, 2022  
Priority Usage: May 1 – July 20, 2022-December 1<sup>st</sup> 2022  
Properties: Homer Glen Town Center

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## **REQUIRED TO START YOUR SEASON:**

To avoid delays in gaining site and facility access, please provide the following items to the Homer Glen Village Manager **no later than two (2) weeks prior to your first field usage date.**

- 1) Your organization's priority usage dates are July 20, 2022, to December 1<sup>st</sup> 2022 and are subject to change based on weather or other unforeseen conditions as Village of Homer Glen determines. Usage outside of these dates must be petitioned and approved by the Homer Glen Board of Trustees.
- 2) **Organizations must provide their current Certificate of Insurance** for general use of all Village of Homer Glen facilities throughout the year including, but not limited to the use of Village Hall for meetings, registrations, cheerleading fittings, etc. We cannot use last year's proof of coverage certificate even if your current certificate has not expired. **The additional insured must read "Village of Homer Glen" and listed in that manner only on the certificate.**
- 3) **Provide in print** a full and complete listing of all board members, directors, managers, and coaches including name, address, phone number, and email address.
- 4) **Provide in print** a full and complete listing of all participants including name and address and email address. This applies to **any organization** allowed to have regularly scheduled games, tournaments or who are granted priority/reserved use of the facilities.
- 5) **Each individual sport** must report coaches/managers, rosters, schedules, and insurance coverage when it differs from that of the umbrella organization, i.e., Travel Leagues /Cheerleading /Flag Football/Lacrosse, etc.  
**Please Note the current Policy for Field Use specifies that:** *"Village of Homer Glen requires that each organization maintain an average of 50% Homer Township residents."*
- 6) Instruct only authorized representatives of your clubs to make requests upon the Village. **Please provide in print** the names, contact information (cell phone & email address), position and/or title of person(s) who are authorized to act on behalf of your organization with Village of Homer Glen in the following capacity:
  - a. Point of contact in case of emergency and/or after business hours
  - b. Submission of all invoices and/or financial inquiries
  - c. Reporting of complaints and/or maintenance issues
- 7) **A written schedule/calendar** of games, tournaments, clinics, events, and other anticipated uses during your season must be provided prior to taking possession of the facilities. This includes providing a written schedule of the dates and hours (start & stop times) your organization will be using any Village properties and/or facilities for **practices**. These are the only times your club will be authorized to use the facilities. The Village requires advance notice if there is any deviation from this schedule. Requests for additional use must be submitted and authorized by the Village Manager **at least one week prior** or the event will not be allowed. **The clubs must pay expenses for any requests of extended amenities, i.e., portable restrooms, trash pick-up, etc.**

- 8) Any and all medical waivers, liability waivers, disclaimers and/or Hold Harmless documents distributed by the organizations should also include and name "Village of Homer Glen" as Additional Insured and waiving the Village from any liability.
- 9) Village of Homer Glen requires proof that your organization's **501C3 status** is active. An umbrella organization's 501C3 may be acceptable as well.
- 10) Any activities taking place on Village properties must comply with established policy, insurance requirements, fire codes, traffic regulations, Village Code and all regulatory laws.

### **SITE/INFRASTRUCTURE IMPROVEMENTS, REPAIRS & ALTERATIONS**

- 11) The Village of Homer Glen is the Owner and insurer of the park property and facilities your clubs use (with exception to any school or other properties you may also use). These facilities are managed by the Village Board of Trustees. The only person authorized to direct, make agreements or place orders with the Village maintenance employees and contractors is the Village Manager. Please put all requests for services in writing to the Village Manager. Verbal requests or agreements made with employees, contractors, and/or vendors are unenforceable and invalid.
- 12) All buildings and property including sheds, gates, announcers' booth, etc., must be accessible to the Village Manager and employees at all times—no exceptions. Locks and keys must not be changed without notifying the Village and providing a key or code access. All properties are subject to inspection by the Village, fire, health, and ordinance compliance inspectors at all times and without prior notice.
- 13) Village of Homer Glen delivers the facility amenities fully functional at the beginning of your priority use status. The facilities shall be returned to the Village in the same fully functional condition. Your organization should verify that everything is in working order and/or notify the Village immediately if you discover an issue, damage or malfunction. Throughout your priority use period, all concerns should be reported immediately. Any repair services will be ordered by the Village, through the Village's service account, and then invoiced to your organization for reimbursement should the Village determine damage were due to your organization's use or neglect of these facilities.
- 14) Repairs, alterations, improvements, additions, deletions and/or contractual agreements **CANNOT** be made on any Village property, including but not limited to the overall facilities, i.e., all park property, landscape, buildings, equipment, parking lots, storm water detention basins, wells, utilities, fencing, batting cages, garage doors, sheds, announcer booths, and storage units without prior written request and approval from the Village Manager or Village Board of Trustees. Village of Homer Glen is subject to all regulatory ordinances, regulations, and permit requirements.
- 15) Requests for site amenities, alterations and/or improvements must begin with a **"FORMAL WRITTEN PROPOSAL"** to the Village Manager, even when funding is to be paid by the clubs and/or organizations. All requests are subject to consideration of insurability, regulatory compliance, and associated maintenance expenditures.
- 16) Any work or services performed on Village property must be done by a licensed professional and proof of such shall accompany any proposals including a completed IRS W-9 form, insurance documents, registration, and permit applications (if required) in advance. Failure to comply will subject your organization to restoration fees, violation fines, and could result in the suspension or revocation of facility use.
- 17) Any organization, vendor, person, and/or contractor (this includes umpires/referees) directed by your club to perform work, sell goods, provide entertainment or use Village property must provide to the Village Manager in writing a copy of the Contractual Agreement, their insurance naming the Village of Homer Glen as an additional insured, date & time of event, number of people participating, and a description of the service or event prior to event and subject to approval. Again, compliance with all regulatory guidelines is required and verification of such must be provided to the Village of Homer Glen.
- 18) The Village of Homer Glen must be notified in advance for any and all times your organizations, directors, assigns, volunteers and/or contractors will be using our facilities. Without this information, use of the properties will be considered unauthorized and the Police will be contacted. This is a requirement of our insurers and also assists the police as they attempt to patrol and curb vandalism experienced at our facilities/properties.
- 19) Students hired by your organization must comply with all regulatory laws. **Minors shall be under direct adult supervision at all times and should not be given access keys to the buildings.**
- 20) Use of Village properties for conducting commercial purposes is strictly prohibited.

- 21) Use of golf carts and motorized equipment shall be limited to adults for maintenance purposes only.

#### **SITE UTILITIES & FACILITY AMENITIES**

- 22) The standard trash removal service supplied by the Village for its properties is once per week. Any special requests above the standard provisions should be submitted to the Village in writing. If you require additional services or extra dumpster pickups this extra service will be ordered through the Village's service account and invoiced to your organization for reimbursement.
- 23) **Storage Facilities:** A storage closet at Town Center will be provided for use. The Village of Homer Glen expects the club to maintain full insurance on any/all stored equipment or possessions. At the end of approved use season, all club equipment must be returned to storage units.
- 24) Please do not make ANY extra copies of Village keys.
- 25) The club must provide proof of insurance coverage on any equipment that will be used outside of league hours and schedule. This includes soccer goals that may be used by the general public outside of programmed use.
- 26) Village of Homer Glen's Parks and Recreation Department makes every effort to perform lawn maintenance, i.e., mowing grass, weed whacking, etc., at all parks, open space sites, and properties once per week (weather permitting). Please let us know if there is a preferred day for mowing the sports fields by submitting a written request to the Village and we will try to accommodate all requests to the best of our abilities.
- 27) Village staff's priority is the general maintenance of Village parks and preparing for Village special events. If your organization requires additional cutting, special grass height requirements, weed removal along fences, batting cages, flower beds installed by your clubs, etc., this is incumbent upon your club at your own expense. If an outside landscaping contractor is hired for these services, please remember to notify the Village and provide the additional insured and contractor requirements as outlined above.
- 28) Leave NO TRACE. Please help the Village maintain clean parks, buildings, and fields. Encourage your organization to clean up litter after each use. If necessary, a clean-up fee will be assessed to your organization for payment to Homer Glen.

#### **GENERAL ADMINISTRATIVE INFORMATION**

- 29) The Village has accounts with the utility companies that service our properties for electricity, gas, water, trash removal, etc. In turn, we invoice and are reimbursed by the various organizations for their specific use. The clubs are responsible for any late fees incurred by the Village of Homer Glen due to late payments received from the clubs. The organizations will be invoiced monthly. Payments are required no later than the due date indicated on the invoice received from Village of Homer Glen. Any unpaid monthly balances will be assessed a service/late fee of 10% of the unpaid balance due.
- 30) The Village is a governmental entity subject to laws and penalties governing the use of tax dollars and is strictly prohibited from loaning funds or extending credit. Please pay all invoices in full each month. Any balances, fees or invoices outstanding with the Village are subject to a late fee. Unpaid balances after 30 days will result in suspension of use at the facilities until paid in full. Repeated infractions will result in permanent revocation of all facility use by the organization.
- 31) Any fees associated with the enforcement or as a result of violations of these policies will be at the sole expense of your organization including, but not limited to legal and attorney fees incurred by the Village.
- 32) Consider acknowledging the residents of "Village of Homer Glen" as sponsors of your organization with signage, ads, and your websites. With their generous financial support (tax dollars) over countless years, they have funded the properties, maintenance, insurance, amenities, and facilities used by the organizations. Estimating the monetary value of these contributions would result in a dollar amount well above that of your top sponsor. Please keep in mind that the Village of Homer Glen does not charge rental fees or receive participation fees from the sports organizations for their use of these facilities.
- 33) Once all required paperwork is received and use is authorized, the Village will issue keys and key codes for the requested Village Park facility. Keys and key codes will be signed out only to the organization's authorized board member for use during their assigned season. At this time, the Village requests the organization's authorized board member to schedule an appointment for the issuance of keys, perform a site visit, and review basic infrastructure operations.
- 34) At the completion of the assigned season, the authorized board member will be responsible to schedule an appointment to return all keys and conduct a final site visit. Park facilities with key codes will be changed at the end of each assigned season.

If access is required after your season ends, advance notice with the Village will be required.

I, J.R. WHITE, as an authorized representative of Homer Stallion Football Club, acknowledge that I have received and read all information provided by Village of Homer Glen for facilities use and agree to and will abide by any and all regulations stipulated in these guidelines. Further, to the best of my knowledge, all of the information submitted to Village of Homer Glen by Homer Stallion Football Club is true and correct.

J.R. White

Homer Stallion Football & Cheerleading

7/19/22

Date

[Signature]

Homer Glen Village President

7/28/22

Date