



Belleville Parks & Recreation Department
510 West Main Street
Belleville, IL 62220

Phone: 233-1416 Fax: 233-1449
www.belleville.net

ATHLETIC FACILITY USE PERMIT

Please Print

Organization/Group Making Request: _____

Name of Contact Person: _____

Address: _____
(Street) (City) (Zip)

Home Phone: _____ Work Phone: _____

Facility Requested: _____ Location: _____

Date Requested: _____ Rain Date: _____

Hours From: _____ To: _____

Lights Requested: No: _____ Yes: _____

Lights From: _____ To: _____

Signature of Applicant: _____ Date: _____

APPLICANT AGREES TO READ AND ADHERE TO ALL REGULATIONS LISTED ON THE REVERSE SIDE OF THIS APPLICATION. THE DEPARTMENT IS NOT RESPONSIBLE FOR PROVIDING EQUIPMENT AND/OR SERVICES NOT REQUESTED

FEE INFORMATION				
	#	Hours	Rate	
Diamond	_____	x _____	x _____	= _____
Soccer Field(s)	_____	x _____	x _____	= _____
Lights	_____	x _____	x _____	= _____

Date Recorded:
____/____/____

Date Mailed:
____/____/____

By: _____

**Parks and Recreation Department
City of Belleville
Athletic Facility Use Regulations**

1. The person(s) wishing to reserve the facility agrees to indemnify the City against a liability arising out of the reserved use and to indemnify the City against any costs associated with such indemnification proceeding (e.g. attorney's fees)
2. The user agrees to repair or pay for the cost of repairs, or replace any premises and/or equipment which may be damaged by the user.
3. Organizations, groups or individuals who fail to comply with Department rules or who do not leave the facility or area in an orderly condition will lose their reservation privileges.
4. Any organization, group or individual who has scheduled a facility or an area on a predetermined number of occasions and has not used the facility or area will lose reservation privileges. Reservation privileges may be reinstated by the Director.
5. The Department reserves the right to refuse reservation privileges to any organization, group or individual at any time. The Department also reserves the right to cancel or stop any activity that might damage the facility or area to be used or if unsafe conditions exist due to damaged equipment or inclement weather.
6. Possession of alcoholic beverages at Bellevue Park, John Laderman Park and on the property of School Districts #118 or #201 is strictly prohibited. Violations will result in severe penalties.
7. Restrooms are closed from October 15 through April 15 to prevent freezing of underground pipes at all parks with the exception of Bellevue Park and John Laderman Park. Availability of restrooms cannot be guaranteed.
8. In the event a facility is reserved between 10:00 p.m. and 5:00 a.m., special permission from the Director of Parks and Recreation is required.
9. Teams/Organizations that reserve diamonds for league play must submit a league schedule before the reservation request will be given final approval.
10. There will be a two (2) hour time limit on diamond reservations for practices.
11. Reservations will not be approved for meeting or parties of minors unless chaperoned by a person eighteen years or older. The reservation form must be signed by the chaperon responsible for the conduct of the group.
12. When a reservation involves a high risk activity, the use of special equipment not conforming to a recreation setting, and/or very large numbers of people, the Department may require liability insurance. The insurance shall include the City and the Department as additional named insured. When required, such insurance must be approved by the Director and deposited with the office one (1) week before the use of the facility or area.
13. A fee may be charged for permits issued to reserve a special facility or area. All fees must be paid at the time the permit is submitted. Waivers may be granted by the Director for long term reservations (e.g. leagues, tournaments, classes). Any organization, group or individual who fails to comply with Department rules or who does not leave the facility and/or area in an orderly condition will be subject to additional charges.
14. All reservation rental fee refunds are subject to a service charge if the reservation is canceled by reserving party a minimum of seventy-two (72) hours in advance. If an event is cancelled due to inclement weather, reserving party must contact the Parks Department the next business day for refund. Full refunds will be given if the reservation is canceled by the Department
15. The person signing the permit, or the person's designee, must be present. The permit must be available for inspection by authorized law enforcement and/or parks and recreation personnel.
reservations are subject to cancellation if the facility is needed for Department program or activity.