



Parks & Recreation Department

Romeoville Recreation Department • 900 W. Romeo Rd., Romeoville, IL 60446 • (815) 886-6222 • www.romeoville.org

ATHLETIC FIELD USAGE REQUEST FORM FOR ATHLETIC TOURNAMENTS

ALL TOURNAMENT REQUESTS MUST BE MADE (2) WEEKS PRIOR TO TOURNAMENT DATE

ONE TOURNAMENT REQUEST FORM IS REQUIRED PER TOURNAMENT

Organization: _____ Primary Phone: _____

Main Contact Person: _____ Email: _____

Address: _____ City, State, Zip: _____

FIELD REQUESTED	DATE(S)	TIME	DIMENSIONS	PORTABLE FENCE?	LIGHTS?
VOLUNTEER 1					
VOLUNTEER 2					
VOLUNTEER 3					
VILLAGE 3					
VILLAGE 4					
VILLAGE 5					
CENTURY 1					
CENTURY 2					

Portable Fence Fee: \$140 per field, per tournament

Equipment Fee (if requested in advance): \$65 per location, per day (chalk, chalker, rake)

Field Prep Fee: If warranted, 3 bags of Dura Play will be used by the Romeoville Recreation Parks Department to prep each reserved field, each day. Any additional bags of Dura Play that are used to make fields playable, will be \$30/bag and added on to the reservation fee. Dura Play may only be added to fields by the Romeoville Recreation Parks Department. The use of Dura Play does not guarantee that fields will be playable and will be up to the discretion of the Romeoville Recreation Parks Department.

FIELD USAGE POLICIES

Additional information can be sent to the Athletic Supervisor, Vinnie Hughes, at vhughes@romeoville.org

- The requested date(s) and time(s) are considered pending until confirmation is received from the Athletic Supervisor.
- Cancellations made within 2-6 days prior to the event will be charged a fee per day, per field (see the cancellation policy on the fee structure page).
- Organizations with a past due balance cannot reserve athletic fields until full balance is paid.
- In the event the field rented is needed for Recreation Department activities and facility maintenance, renters may be asked to forfeit their reservation for a full refund.
- Organizations and tournament must end when stated on this form. Additional fees will be charged if the event runs longer than expected (staff, lights, field time). Final tournament schedules must be provided to Athletic Supervisor one week in advance.
- A copy of this form or confirmation from the Athletic Supervisor must be present on site.
- Fires, Drugs, and Alcohol are PROHIBITED on all Recreation Department fields, Village Property and surrounding areas.
- 8. All organizations requesting field or facility usage must complete the attached indemnification and provide the Village with a certificate of insurance prior to using Recreation Department fields/facilities. The Recreation Department reserves the right to review and approve all limits and coverages of such insurance. Organization must list the Village of Romeoville as additionally insured per tournament.**
- Organization is responsible for any and all costs associated with any and all intentional damages to the fields/site.
- I understand that the Romeoville Recreation Parks Department will prep fields in the morning. If warranted, 3 bags of Dura Play will be used by the Romeoville Recreation Parks Department to prep each reserved field, each day. Any additional bags of Dura Play that are used to make fields playable, will be \$30/bag and added on to the reservation fee. Dura Play may only be added to fields by the Romeoville Recreation Parks Department. The use of Dura Play does not guarantee that fields will be playable and will be up to the discretion of the Romeoville Recreation Parks Department.

Signature of Lessee: _____ Date: _____

OFFICE USE ONLY

☐ Approved

☐ COI

☐ Cartagraph

☐ RecTrac

Total \$: _____

Supervisor's Signature: _____ Date: _____

ROMEOVILLE RECREATION DEPARTMENT FIELD/FACILITY USE INDEMNIFICATION

ROMEOVILLE RECREATION DEPARTMENT -- ORGANIZATION PARTICIPANT AGREEMENT

NOTE: THIS AGREEMENT MUST ALSO BE SIGNED BY ALL ADULT PARTICIPANTS AND MUST ALSO BE SIGNED BY A PARENT OR GUARDIAN OF ANY MINOR SEEKING TO PARTICIPATE IN ANY RECREATION DEPARTMENT PROGRAMS OR ACTIVITIES.

WARNING OF RISK

Despite the implementation of all reasonable precautions by the Department, an unavoidable risk of serious injury will always exist when participating in any recreational activity. Not all hazards and dangers can be foreseen. Participants and parents/guardians of minor participants must understand that certain risks and hazards will be inherent to participation in that activity, including but not limited to risks and hazards associated with inclement weather, slip and falls, overexertion and fatigue, disregarding safety rules and instructions, collision with stationary objects or other participants, poor skill level or conditioning, carelessness, horseplay, unsportsmanlike conduct, premises defects, inadequate or defective equipment, inadequate supervision, instruction or officiating. Additionally, participants and parents/guardians of minor participants are further expressly informed that any program or activity involving the presence of or interaction with other persons can carry the risk of the transmission of disease between such persons. Accordingly, the Department hereby informs all participants and parents/guardians of minor participants that it is impossible for the Romeoville Recreation Department to guarantee absolute safety for all program and activity participants, or to guarantee that programs and activities are free from the risk of the transmission of disease.

WAIVER AND RELEASE OF ALL CLAIMS AND ASSUMPTION OF RISK

I acknowledge and assume the risks of property damage, accidents, injuries (including death), loss of bodily functions, transmission of disease, disabilities, medical disorders, pain and suffering, lost income and medical expenses that arise from participation in any program or activity offered by the Department, and my use of facilities, transportation services, premises and equipment provided by the Department. I further acknowledge that the foregoing risks may arise from my own action or inaction, the actions or inaction of other program or activity participants, the conditions under which a program or activity is conducted, or from the negligent actions or inaction (including any failure to warn) of Department personnel, contractors or service providers. I also acknowledge that from time to time, the Village of Romeoville and/or the Department may take photographs or videos with or without sound of me participating in programs or activities offered by the Department for use and publication and/or broadcast in various publications or media, including but not limited to the Village's website, Facebook account or other social media sites or accounts, live internet video streams, the Village's public access cable channel, Department program brochures or materials, and Village or Department informational, promotional or marketing materials, and I hereby expressly grant to the Village of Romeoville and the Department the right to use and publish and broadcast such photographs and videos as contemplated herein, all without compensation or payment for such use and publication or broadcast. In the event that a trip registrant is unable to continue participating in the trip, whether for medical or other reasons, the trip registrant will be responsible to arrange for return travel back to their residence. The Village of Romeoville Parks and Recreation Department and its cooperating agencies are not responsible for arranging registrant return travel due to a registrant's decision to return home early or due to a registrant's inability to continue the scheduled trip. In consideration of being allowed to participate in programs or activities offered by the Department, or to use facilities, transportation services, premises and equipment provided by the Department, I hereby release, waive and discharge the Village of Romeoville and its officers, officials, employees, agents, volunteers and contractors (collectively, the "Releasees") from any and all liability and all claims of any kind whether for personal injury, transmission of disease, property damage or death, arising from participation in any activity or program offered by the Department, arising from my use of facilities, transportation services, premises and equipment provided by the Department, or arising from the use or publication or broadcast by Releasees of photographs or videos of me participating in programs or activities offered by the Department, whether or not caused by the negligence of the Releasees or any of them and further covenant that I shall not sue any of the Releasees with respect to any such liability or claims. In the event that I or anyone else nonetheless makes a claim or files suit against Releasees arising out of any of the above-described matters, I will indemnify and hold Releasees harmless of and from any and all damages or judgments and costs of litigation, including attorney fees. The provisions hereof are to be construed as broadly as possible in favor of Releasees, and this Agreement as a whole shall be governed by the laws of the State of Illinois (without reference to the conflicts of laws rules thereof). If any part of this Agreement shall be ruled invalid by a court having jurisdiction, the balance shall be enforced to the maximum possible extent. I am signing this Agreement freely and voluntarily, having read and understood it and with a full opportunity to consider its substance and with the intention of fully and unconditionally assuming the risks and releasing the liabilities as described above in this Agreement.

STATE HEALTH REQUIREMENT

All renters, parents/guardians, registrants and participants are advised that all Romeoville Recreation Department facilities, rentals, activities and uses are required by the State of Illinois to be used or conducted in accordance with State-issued guidelines, as revised or modified from time to time. All participants will be required to comply with the applicable State guidelines in force at any given time as a condition of their continued attendance at or participation in any Romeoville Recreation Department facility, rental, activity or use. All renters/registered participants of the Romeoville Recreation Department for any rental, facility, activity, use or purpose shall be responsible for being aware and informed of the then-current State and/or Village guidelines related to Romeoville Recreation Department rentals, facilities, activities and uses, and for ensuring that all participants comply with the same.

Initial: _____

ORGANIZATION NAME: _____

BY: _____

DATE: _____

ATTEST: _____

DATE: _____

Authorized Officer/Agent



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ATHLETIC FIELD USAGE REQUEST FORM FOR ATHLETIC TOURNAMENTS

2026 FEE STRUCTURE

BASEBALL/SOFTBALL FIELD USAGE

Tournament Options	Number of Games	Fee	Lighting Fees
Option A	3 games, per day, per field	\$180	\$50 per field, per night
Option B	4+ games, per day, per field	\$265	\$50 per field, per night

Portable Fence Fee: \$140 per field, per tournament

Equipment Fee (if requested in advance): \$65 per location, per day (chalk, chalker, rake)

Field Prep Fee: If warranted, 3 bags of Dura Play will be used by the Romeoville Recreation Parks Department to prep each reserved field, each day. Any additional bags of Dura Play that are used to make fields playable, will be \$30/bag and added on to the reservation fee. Dura Play may only be added to fields by the Romeoville Recreation Parks Department. The use of Dura Play does not guarantee that fields will be playable and will be up to the discretion of the Romeoville Recreation Parks Department.

SOCCER FIELD USAGE

Tournament Options	Number of Games	Fee	Lighting Fees
Tournament Resident (4+ Games)	4+ games, per day, per field	\$265	\$50 per field, per night
Tournament Non-Resident (4+ Games)	4+ games, per day, per field	\$380	\$50 per field, per night

TACKLE FOOTBALL FIELD USAGE

Tournament Options	Number of Games	Fee	Lighting Fees
Dale Blum: Tournament Resident (4+ Games)	4+ games, per day	\$530	\$50 per field, per night
Dale Blum: Tournament Non-Resident (4+ Games)	4+ games, per day	\$780	\$50 per field, per night

CANCELLATION POLICY:

If a tournament is cancelled within 2-6 days of the reserved/confirmed start date, the following cancellation fees will be charged:

Option A Tournaments: \$25 fee per field, per day reserved will be charged

Option B Tournaments: \$50 fee per field, per day reserved will be charged

Dale Blum Field (Tackle): \$75 fee per day reserved, will be charged

Weather Cancellation: If the fields are deemed unplayable and unsafe by our Parks Department or onsite supervisor, no fee will be charged for that field or day.

48 Hour Cancellation Policy: If your confirmed tournament is cancelled by your organization within 48 hours of your tournament start date and time, your organization will be charged for 100% of your reserved tournament (non-weather related)

These fees are only applicable for 2026. All fees will increase in 2027 per the yearly increase structure put in place in 2022.

Tournament start time cannot start before 9:00am and must end by 10:00pm.

No field lights available after 10:00pm on all athletic fields.