

VILLAGE OF HARTLAND PARK BOARD POLICY FOR FACILITY RESERVATIONS

- All groups/individuals must make application to reserve athletic facilities, shelters and the Nixon Park Fine Arts Center for specific dates and times at the Clerk's Office, Village Hall, 210 Cottonwood Avenue, Monday-Friday, 7:30 a.m. – 4:30 p.m.
- Applications for shelters and the Nixon Park Fine Arts Center will be accepted beginning on the first working day in January. Reservations will be available on a first-come, first-serve basis.
- Athletic Field Reservations will be accepted starting the first working day in January and will be considered on a priority basis until February 15 each year. After February 15, reservations are accepted on a first-come, first-serve basis.
- Priority of Field Usage will be the following:
 1. Village sponsored programs
 2. Land O'Lakes, Lake Country Youth Baseball, Hartland Athletic Advancement Association, private schools, public schools, associations, businesses, resident-based leagues and residents
 3. Non-resident based leagues and non-residents
- During scheduling, game use will have top priority with practices being secondary.
- In order to reserve a field all of the following must be submitted at the time of application;
 - ✓ Exact dates of games and practices
 - ✓ Field preparations that are needed
 - ✓ A fully completed application
 - ✓ Completed field restoration agreement
 - ✓ All fees and deposits
 - ✓ Hartland Athletic Advancement Association is also responsible for turning in the Canteen Agreement for Bark River and Nixon Park
- Groups may cancel up to 20% of their field reservations by **March 30** and receive a full refund. If field reservations are cancelled after **March 30**, or more than 20% of field reservations are cancelled, there will be no refund.
- The Village of Hartland Park and Recreation Board reserves the right to select which athletic field and/or shelter may be reserved in order to accommodate a regular maintenance schedule for the parks.
- The master applications schedule is kept and updated at the Village office. Specific dates and times of use, including games and practices, must be provided on the application so that Village facilities are also made available to the general public.

- The Village of Hartland Park and Recreation Board reserves the right to refuse or to cancel an application to any individual or group in the event that a Village sponsored event conflicts with the requested date/time. Notification of cancellation will be provided at least 10 days in advance.
- Applications must be submitted to the Village Hall no later than 10 days prior to the requested date.
- Applicant is responsible for general clean up of facilities reserved/used. If clean up is not done, the Village Department of Public Works will clean the area and the charges will be deducted from the required deposit.
- Any organized group desiring to reserve park open space green area, parking lots, picnic areas without shelter reservation shall pay fees equivalent to the shelter reservation fee.
- Certificates of insurance naming the Village of Hartland as additional insured must be provided where required.
- Individuals or groups reserving fields, shelters, general open space and the Nixon Park Fine Arts Center are required to adhere to Village ordinances and park regulations. Regulations are provided on the back of application forms and are also posted in some parks.
- Organizations engaging in recreational activities on Village park land will be required to maintain, throughout the period of recreational activities, insurance with coverage as provided below:
 - A. Comprehensive General Liability Insurance in an amount of at least \$500,000. The policy must include the Village and its agents, officers and employees as “additional insured”.
 - B. Comprehensive Professional Liability Insurance in an amount of a least \$500,000 for coverage to insure the activities of the coaches, manager, administrators and officers of the organizations engaging in recreational activities on Village park land is recommended, but not required. The policy should include the Village and its agents, officers and employees as “additional insureds”.
- Organizations engaging in the sale of alcoholic beverages on Village park land will be required to maintain, throughout the period of sale of alcoholic beverages, the appropriate alcohol licensing and insurance with coverage as provided below:
 - A. Comprehensive Liquor Liability Insurance in an amount of at least \$500,000. The policy must include the Village and its agents, officers and employees as “additional insureds”. A Certificate of Insurance evidencing the issuance of a policy covering this insurance requirement must be provided to the Village prior to this activity.
- Park users shall furnish to the Village, Certificates of Insurance evidencing the issuance of policies covering the above insurance requirements. No organized recreational activities, including practices and games, on Village park land may begin until a proper Certificate of Insurance is received. A minimum of 20 day Notice of Cancellation shall be provided.
- Separate reservations must be made for athletic fields and park shelters/general open space.

- Shelters and general open space cannot be reserved prior to January 2 of each year and the Nixon Park Fine Arts Center prior to April 1. Organized groups shall make application to reserve athletic fields prior to April 1 of each year. After April 1, Nixon Park Fine Arts Center and athletic facility reservations will be open to the general public.
- Refunds: In the case of cancellation of an event, the permit fee can be refunded ONLY IF at least TWO WEEKS prior request is received by the Village in writing along with the original permit. A \$10.00 processing fee will be retained.
- Reservation Changes: A \$10.00 processing fee will also be charged for changing dates or times for an event.

**VILLAGE OF HARTLAND
PARK USAGE FEE SCHEDULE**

A. Shelter and General Park Open Space Reservation (add 5% sales tax):

Resident:	0-50	\$75.00	51-100	\$90.00	100-200	\$105.00*	201+	\$120.00*
Non-resident	0-50	\$85.00	51-100	\$103.00	100-200	\$121.00*	201+	\$139.00*

B. Athletic Field Reservation (add 5% sales tax):

Baseball Fields

Fee Per Use**

Large

Nixon	\$35.00
Centennial	\$25.00
Hartbrook	\$25.00
Penbrook	\$25.00

Small

Hartbrook	\$25.00
Joliet	\$25.00
Nixon	\$25.00

Softball Field

Bark River	\$35.00***
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Soccer Fields

Large

Centennial	\$30.00
Hartbrook	\$30.00
Penbrook	\$30.00

Small

Hartbrook	\$30.00
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Football Field

Centennial	\$100.00
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Tennis Courts

Nixon	\$11 per court every 2 hours
Penbrook	\$11 per court every 2 hours

*Plus Security Deposit

**Includes Games & Practices

***Field Reservation Includes Shelter at Bark River Park Only

C. Nixon Park Fine Arts Center Reservation (add 5% sales tax):

Resident	0 – 50 \$80.00	51 – 100 \$100.00	100 – 200 \$125.00	201+ \$150.50
Non-Resident	0 – 50 \$100.00	51 – 100 \$130.00	100 – 200 \$170.00	201+ \$200.00

D. Security Deposit (Refundable)

0-50	\$50.00
51-100	\$100.00
101-200	\$200.00
201-300	\$300.00
300+	\$400.00

E. Athletic Field Prep Fees

Group	Cost Per Prep
Large fields: Bark River, Nixon, Hartbrook, Centennial & Penbrook	\$50.00
Joliet, Hartbrook (small). Nixon T-baill	\$15
Soccer Fields	\$60
Football Field	\$60