

## ANNUAL LEAGUE INFORMATION

- *City of Ottawa, Parks and Field Allocations:*

***The Rec Board meets on the second Thursday of the month at City Hall 6:00***

Please fill out the “Sports Program & Park Use Permit” form and return it with all proper paper work, **before** the fields can be used for the season.

The Ottawa Parks and Recreation Board has established the following policies and procedures to ensure the safe efficient use and equitable availability of all athletic fields managed by the Rec. Board.

The Rec. Board reserves the right to modify these policies and procedures and to develop and enforce additional rules as may be required for the protection of the parks, the athletic fields, and the users and patrons of the parks.

The **dedicated** use of the any athletic field or area shall be considered priority use for that athletic field or area, unless written permission for an alternate use has been obtained from the Recreation Director.

The “dedicated user” assumes responsibility for all cutting, trimming, and garbage responsibilities **inside** the fields.

Fields will be allocated to leagues in accordance with the following priorities:

- |     |                                |
|-----|--------------------------------|
| 1st | dedicated user / “Partners”    |
| 2nd | Resident leagues               |
| 3rd | Returning non-resident leagues |
| 4th | New non- resident leagues      |

[2024] Standard charge will be a \$100 fee to use the field for single game. If diamond usage is requested to host a tournament, the applicable fee will be determined by the Rec. Board and the Host league.

Ottawa High School, Marquette Academy High School, Marquette Academy Grade School, Ottawa Grade Schools, Wolf Pack, and Wallace Grade School are “Partners” with the City of Ottawa.

***All Illinois Department of Public Health Regulations and Guidelines are to be followed.***

- ***Field upkeep, Field use***

- ***The City Public Works employees will cut the grass outside of the fields.***

- As the organizations are making plans for spring, summer and fall use of the City of Ottawa's baseball and softball fields. Remember, the City of Ottawa, Public Works Department is solely and completely responsible for fertilization and application of all chemicals to all City owned property.

If your organization needs your fields to be fertilized or sprayed for weeds, contact City Hall 815 433 0161. Arrangements can then be made for work on your field to be completed. A licensed parks employee will be instructed to do the work.

All organized athletic field use, will be allowed by Park Use Permit only. Park Use Permits are not required for pickup games, practices, and neighborhood use.

Park Use Permits are approved contingent on adherence to all Rec. Board policies and procedures.

The Recreation Board requires all gates, to all fields remain unlocked. We know why you would like to lock them, but people just jump the fences, so keep the gates open!

- ***Annual Maintenance Money, Proper Paperwork***

Each year ***prior*** to practice or games, all organizations ***shall*** submit the following paper work before receiving their maintenance money.

- e-mail address
- Final annual financial bank statements for the year.
- Copy of all accounts, December's bank statements.
- Annual budget for upcoming year.
- Copy of insurance [naming the "City of Ottawa" as additional insured]
- "Park Use Permit" application completed.
- LaSalle County Health Department Certificate, for concession use.
- List of all board members with phone numbers.
- Current mailing address for league. [PO Box].

Permission to use the fields, and field maintenance money will not be given until these materials are received. The Rec. Board's intent is that the money will be used towards field maintenance expenses. Non-safety related maintenance expenditures should be budgeted out of the maintenance money.

safety issues, of course, should be brought to the rec. board's attention.

**THE PLAYGROUND AND RECREATION BOARD SHALL APPROVE ALL RENOVATIONS.**

**In order to maintain their *status* as a "dedicated user" each league must meet the following requirements:**

- Maintain a "*positive working relationship*" with the Rec. Board and other partners.
- Field maintenance for the full year, including weed control late summer and fall.
- An established League Board.
- Financially solvent
- Timely paper work, turned in to the Rec. Board
- Share expenses on field improvements.
- Follow LaSalle County Health Dept. regulations for concession stands. If your Concession Stand is serving hot food, your Concession stand personal, **MUST** have the training to satisfy the Illinois Department of Public Health, Food Service Sanitation Code. Be sure your organization is current with the LaSalle County Health Dept. including your correct address.
- Maintain bathrooms.
- At the end of the season, have all tools and equipment stored away properly.
- Schedule a fall clean up before water is shut off, store all equipment properly.

- **Ottawa Parks and Field Conduct and Regulations:**

- All alcoholic beverages and illegal drugs are strictly prohibited in the parks.
- Property walls, buildings, signs and fences are not to be used as backstops at any time. No hitting or kicking balls into the backstops or fences. At no time shall balls be hit against any fence, no “flip drills” .
- Practices are not allowed on fields that have been prepped for games.
- The Rec. board has provided safety weather radios, and lightening detectors for all leagues. be sure weather radios and lightening detectors are working.
- All play shall cease at the sign of thunder or lightening and will not resume until 30 minutes after the last sighting of lightening or the sound of thunder. Umpires shall be informed of this weather policy.
- Weather safety signage are in all parks, please be safe at all times.
- Use of fields in inclement weather will not be permitted.
- (2019) AEDs have been installed at the parks, pulled in winter returned in the Spring, by OFD.
- CPR training will be made available for all leagues.

With the start of another season just around the corner the Rec. Board would like everyone to have another safe and successful season. We would also like to remind everyone to follow our field use guidelines for the use of the fields. The City of Ottawa and Public Works Department has keys to all of your buildings to winterize, the bathrooms and concession stands. All new locks and keys were issued, in the spring of 2013.

The baseball and softball fields in Ottawa’s City Parks are some of Ottawa’s greatest assets.

The upkeep and maintenance on these fields *is endless*, and requires a lot of elbow grease and good old fashion hard work. The Leagues in Ottawa do a great job! The league volunteers and board members perform a vital service. Keep up the tradition!

THANK YOU

THE CITY OF OTTAWA

PARKS AND RECREATION BOARD

THE CITY OF OTTAWA  
LEAGUE AND PARK USE PERMIT

Ottawa Parks and Recreation Board

301 West Madison St.

For the Year: \_\_\_\_\_

League Organization \_\_\_\_\_ Date: \_\_\_\_\_

Location: \_\_\_\_\_

League Official: \_\_\_\_\_ Phone \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Work Phone \_\_\_\_\_

Address: \_\_\_\_\_ E-mail \_\_\_\_\_

Other League Official \_\_\_\_\_ Phone \_\_\_\_\_

Type of Event  Baseball  Softball  Soccer  Football  
 Picnic  Tournaments  Other: \_\_\_\_\_

Number of Teams: \_\_\_\_\_ Number of Participants \_\_\_\_\_ Ages: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Number of weeks in season \_\_\_\_\_

Pre-Season Tournament Dates: \_\_\_\_\_ Post Season Tournaments Dates: \_\_\_\_\_

Fields / Parks or Courts required: \_\_\_\_\_

Needs:  Scoreboard  Field Lights  Portable Toilets  
 Bathrooms  Grounds Keeper  
 Announcers Booth  Other

All users are reminded to repair fields and remove garbage when finished.

Permit Applications shall be turned in to the Rec Board annually, prior to any practices or games

**Rec Board use only:** Approved  Denied  Permit Fee: Y \_\_\_\_\_ N \_\_\_\_\_

Date: \_\_\_\_\_ Meeting Date: \_\_\_\_\_ Fee amounts: \_\_\_\_\_

Proof of Insurance:  Dedicated User:  New League  Other : \_\_\_\_\_

Notes

