

ST. CHARLES PARKS AND RECREATION BOARD
Permits For Use of Ballfields Policy

It is the policy of the St. Charles Park and Recreation Board that written "**Permits For Use Of Ballfields**" (issued by the department) are required.

Game permits for organized league/tournament play will be issued to league/tournament officials based on actual written schedules submitted from the league/tournament officials. Priority will be given (in the current year) to leagues/tournaments who used departmental facilities during the previous season.

Practice field permits will be issued to individual teams (beginning on a date established annually) subject to field availability.

Games take precedent over practice and permits issued for practice are subject to recall by Park Department.

The following is a listing of the procedure used by the St. Charles Park & Recreation Department in scheduling ballfields:

Games

1. Field use requests must be submitted in writing to the Park Department from league/tournament officials.
2. Written allocations for field usage will be submitted to league/tournament officials from the park department.
3. Once the actual league/tournament schedules are completed, they must be submitted to the park office from league/tournament officials.
4. Written permits for games will then be sent to league/tournament officials based on the actual schedule as required in #3 above.

Practice

1. Practice Field Permits will be issued to individuals representing a team during Normal Office Hours.
2. This representative must come to the park office (in person) to select the field/date/time for the practice on a weekly basis if routine practice times are wanted.
3. A permit for one hour of play in the current week and one hour in the subsequent week will be issued. Then during the next weekly period the representative may select an additional hour in the current week (which was the second week of the previous period) and one hour in the next. This process will be repeated throughout the season.

Board Approval: April 20, 1994