

Procedure for Requesting use of fields/facilities Roscoe Township

2026

Sport Contracts will **NOT** be accepted until March 1st. If you turn in sport contracts before March 1st they will not be kept. Teams from past years have priority but must have the contract in, no later than March 15th, if **NOT** presented by March 15th it will be determined that you are not coming back.

1. Any organized sports activity must have an authorized permit for use of Township's athletic fields.
2. Requests for use of Township fields must be made in writing using the Field/Facility Use Application.
3. All applications must be signed by the applicant. If the applicant is a sports organization, the application shall be signed by an officer of the organization indicating his/her title or position within the organization. Complete the application and return to:

Roscoe Township Office, 5792 Elevator Road, Roscoe, IL 61073
or Email to: events@roscoetownship.org
Phone: 815-623-7323 ext 2
4. The Application must be accompanied by the following before it will be reviewed:
 - a) Proof of liability insurance
 - b) requested schedule
 - c) Name and phone number of a contact person who maintains all registration information for the organization.
5. Upon receipt of Field/Facility Use Application and accompanying documentation, the Roscoe Township Board will review information provided and notify organization of availability.
6. Roscoe Township will issue contract to organization. These contracts are non-transferrable and may not be passed on to other user groups.
7. Contracts for Field/Facility use are issued subject to and may be adjusted by the Board where in its discretion, such adjustment is reasonably appropriate to serve the public good, including but not limited to public safety, traffic congestion and/or parking and refuse issues.

Roscoe Township Parks Field/Facility Use Application

2026

Name of Organization: _____

Address: _____

Phone: _____ Email: _____

Main Contact Name: _____

Phone: _____ Email: _____

Secondary Contact Name: _____

Phone: _____ Email: _____

Describe your organization (those you serve, ages, geographical area):

Is your organization a Non for Profit YES _____ NO _____

If yes, please provide the Non for Profit except number

Number of Players on each team: _____

Number of teams: _____

Number of fields you are requesting and type of fields you are requesting (i.e., Baseball, Softball, Soccer, Football): _____

Signed _____

Date _____

8. _____ is required to obtain approval of the time, manner, length, number of players, and location, of its use of the facilities in the Parks ("Scheduling Approval") and such use shall be subject to such approval and any other reasonable terms, conditions, and restrictions set forth by the Board. _____ shall make any request(s) for Scheduling Approval to the Board at least 30 days prior to the date of the desired use of the facilities and such requests shall be made to the Board of Trustees at Roscoe Township Offices. The playable season shall also be determined by the Board. Changes to the schedule that arise during the season may be approved by the Township Supervisor or his designee.

9. The parties to this Cooperation Agreement agree that there shall be no lights or illumination equipment nor shall there be any sound amplification equipment or system used in the Parks unless prior approval has been obtained from the Board.

10. The Board shall use its best efforts to provide the Sport Team with access to the Sports fields in the parks. Access to the sports fields, however, are subject to and be adjusted by the Board where in its discretion such adjustment is reasonably appropriate to serve the public good, including but not limited to public safety, traffic congestion, and/or parking and refuse issues.

11. Any organized activities executed by said Sport Team in the Parks not authorized by this Agreement or the written approval of Roscoe shall be considered a breach of this Agreement and will be grounds for termination of the same.

12. The Board shall be responsible for the care and maintenance of the Sport Fields including mowing, watering, fertilizing, etc. of the grass. Said Sport Team will be responsible for any play preparation needed.

13. Said Sport Team shall provide liability insurance covering its players and staff when such players and staff are participating in sponsored activities and programs in the Parks. Roscoe shall be named as an additional insured on any insurance policies. Sport Teams shall provide Roscoe with certificate(s) of insurance setting forth current coverage and liability limits. These certificate(s) of insurance shall be submitted to the Board each year of use before their season shall start. Said Sport Team shall further indemnify and defend Roscoe from any claims, causes of action, or liability caused by or arising out of the Sport Team use of the sport fields.

14. This Agreement has been duly approved and properly adopted by resolutions of the Board of Directors of each of the respective parties hereto.

IN WITNESS WHEREOF, the parties have entered into this Cooperation Agreement at Roscoe, Illinois, as of the day and year first above written.

Roscoe Township, a body politic

Attested:

By: _____

By: _____

(Sport Team Name)

Attested:

By: _____

By: _____