ATHLETIC FIELD USER RULES & REGULATIONS

1. The City of Collinsville Parks and Recreation Department will give rental groups a permit to show authorization to use the field(s). The permit is not valid if games are cancelled due to bad weather or field conditions.

2. Field use is limited to the specified times as noted on the permit, if warm-up time is needed then that must be included in the rental.

3. Permits may be revoked if there is failure to follow the City of Collinsville Parks and Recreation Department regulations.

4. Rental groups shall take sincere steps to encourage participants, coaches, officials and spectators to demonstrate respect for the facilities. This includes emphasis on sportsmanship, proper conduct and language, proper use of equipment, care for facilities, and trash pick-up.

5. Rental groups must collect and deposit all trash from their fields into appropriate containers immediately following each game or practice. Please help keep our parks clean and do not litter.

6. The City of Collinsville Parks and Recreation Department will mow all of the grass areas, service restrooms daily, and regularly collect trash for removal.

7. Alcohol is not permitted on the fields.

8. No glass containers are allowed.

9. Rental groups are required to have an identifiable representative, who is over the age of 21, on site for the duration of the rental that the THE CITY OF COLLINSVILLE PARKS AND RECREATION DEPARTMENT representative can talk to with any problems or concerns.

10. If additional dates or times are needed to reschedule make-up games, preapproval by the City of Collinsville Parks and Recreation Department is required.

11. No tournaments shall be run without a Tournament Agreement signed by an authorized representative of the City of Collinsville Parks and Recreation Department and the rental group.

12. To avoid damage, the following are not allowed on any turf surface: long cleats, studs and heels on footwear or chairs, stakes in tents, goals or other structures.

13. Park hours begin at 6:00 am and end at 10:00 pm.
14. The speed limit in all of the parks is 15 MPH. The posted speed limit must be observed.

15. All vehicles within the parks should only be driven and parked on designated roadways and parking lots. No parking on the grass.

16. Driveways and entrances must be clear at all times. Violators may be ticketed or towed at the owner’s expense.

17. All pets must be kept on a leash at all times. In accordance with city ordinances, owners must properly clean up after their pet.

18. No activity will be permitted which is in violation of local, state, and federal statutes. Rental groups must adhere to all City of Collinsville police and fire codes during the use of the facilities and parks. Any participants violating any of these rules may be asked to vacate premises.

19. Rental groups are responsible for any contractors (photographer, sports equipment, airbrush artist, etc.) hired. It is the responsibility of the rental group to insure their contractors and vendors comply with all facility policies and regulations. All items needed for the event must be delivered and removed from the facility during the hours designated on the agreement.

20. The City of Collinsville Parks and Recreation Department is not responsible for any personal property loss or damage to vehicles. The City reserves the right to terminate its permit if regulations and/or rules are not followed.

21. Any rental group at the City of Collinsville Jaycee Sport Complex who plans to cater food for staff, players or officials must purchase food through the concession stands. No outside catering is allowed (e.g. pizza, etc.).

22. Rental groups who are given keys to facilities and are responsible for opening and closing the facility must ensure the facility is locked and secured prior to vacating the facility which can include securing gates, doors, locks, and turning off field lights. Failure to do so may result in non-refundable cancellation of field use for the remainder of the season. User groups may be responsible for the cost of additional lighting or vandalism repairs. Groups may also be subject to fees associated with lost keys.

23. Vending/Selling is prohibited in all parks including the fields and parking lots, unless written authorization is provided by the City of Collinsville.

24. Each rental group needs to designate a Responsible Party for all field rentals, to inform team coaches, representatives and players about City procedures and rules. The Responsible Party is asked to report any problems with field conditions, equipment or lights.

25. Rental groups should leave the field and suspend ALL outdoor activities if lightning is observed or thunder is audible. Everyone should immediately seek shelter in a building or automobile and remain in shelter until thirty (30) minutes following the last sign of thunder or lightning.

26. The City reserves the right to cancel any event or to restrict access to the fields due to an emergency, severe weather, vandalism, poor playing conditions or damage that could cause safety concerns.

27. All rules and regulations listed here and posted at the site shall be adhered to.