


POLICY ID: PW-012		TITLE: Athletic Field Reservation Policy	
<input checked="" type="checkbox"/> ORIGINAL <input type="checkbox"/> REVISION	APPROVED BY VILLAGE BOARD:		DATE:
EFFECTIVE DATE: Immediate			2/9/2021
APPLIES TO:	<input checked="" type="checkbox"/> FLSA EXEMPT	<input checked="" type="checkbox"/> FLSA NON-EXEMPT	
	<input checked="" type="checkbox"/> REPRESENTED EMPLOYEES	<input checked="" type="checkbox"/> Non-REPRESENTED EMPLOYEES	
<i>This policy applies to all Village of Kronenwetter employees in the categories checked in this section. Provisions within individual personal contracts or a collective bargaining agreement may supersede certain parts of this policy.</i>			

Purpose – The Village of Kronenwetter is interested in providing public places for citizens to utilize for organized athletic play. The Village welcomes both residents and non-residents to use the athletic fields, as usage of the Village’s athletic fields is a display of the quality of life within the Village and brings people into the Village that can enjoy our local businesses. The Village also acknowledges that the athletic fields of the Village are a limited shared resource. Hence this policy is hereby adopted to make allowances for multiple organizations to utilize the limited resources of the Village.

Procedure –

Starting in 2022, reservations on any athletic field for that year, shall be submitted to the Village by the last Wednesday in January. Submitted reservations will be sent to the Community Lift Infrastructure and Public Property Committee (CLIPP) at their February meeting. The CLIPP will designate which group gets which fields and for which dates and make that recommendation to the Village Board. The Village Board at their first regular meeting in February will approve the reservation calendar for all of the reservations that have been submitted to the Village as of the last Wednesday in January.

Any reservations received by the Village after the first Village Board meeting in January for dates of the same year, will be on a first come first serve basis.

For 2021, reservations for athletic fields will be accepted until the February 24th 2021. These reservations will be submitted to the CLIPP at their March meeting. The CLIPP will designate which group gets which fields and for which dates and make that recommendation to the Village Board. The Village Board at their first regular meeting in March will approve the reservation calendar for all of the reservations that have been submitted to the Village as of February 24th. Any reservations for any fields received after February 24th will be taken on a first come first serve basis, as long as they do not conflict with fields designated by the CLIPP and the Village Board.