

**PERMIT PROCEDURE FOR REQUESTING USE OF THE McCOOK PARK DISTRICT
BASEBALL FIELD. “KEN PLESHA FIELD”**

1. A letter of request should be directed to the Superintendent two months prior to anticipated use of the facility. The letter may be sent by mail, email or fax. This letter should include: general information about your organization; the number of teams you request includes for “home field” consideration; the age group of the participants; whether or not there is opportunity for participate for residents of McCook; approximate length of the season (mid April to mid August); anticipated days of the week practices and games will occur; and an acknowledgment that you understand that fees may be required for use of the facility and that you are willing to discuss this matter.
2. A certificate of liability insurance in the amount of \$1,000,000.00 naming the McCook Park District an additional insured on your policy. Policy must be dated effectively to cover the duration of the season.
3. You will be expected to meet with the Superintendent at a mutually convenient time to discuss particular conditions for use of the field.
4. Upon satisfactory compliance with these requirements the McCook Park District will issue a permit for use of the field to your organization.

Marcus Larson
Superintendent
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