



BUFFALO  
GROVE  
PARK  
DISTRICT

# Sports Field Rental Application

Please complete this rental application and sign the rental agreement on page 4. Return the application to the Alcott Center located at 530 Bernard Drive, Buffalo Grove. You may also fax the form to 847.459.5741. The person requesting the permit should acquaint themselves with all rules and regulations as well as all Buffalo Grove Park District ordinances.

Today's Date \_\_\_\_\_

Organization \_\_\_\_\_ Work Phone \_\_\_\_\_

Contact Person/Responsible Party \_\_\_\_\_ Home Phone \_\_\_\_\_

Address \_\_\_\_\_ Cell Phone \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_ E-mail (required) \_\_\_\_\_

Purpose/Event \_\_\_\_\_ Number of Participants \_\_\_\_\_

Date	Start Time		End Time	
	_____	_____	_____	_____
1. _____	_____	am pm	_____	am pm
2. _____	_____	am pm	_____	am pm
3. _____	_____	am pm	_____	am pm
4. _____	_____	am pm	_____	am pm
5. _____	_____	am pm	_____	am pm
6. _____	_____	am pm	_____	am pm
7. _____	_____	am pm	_____	am pm
8. _____	_____	am pm	_____	am pm
9. _____	_____	am pm	_____	am pm
10. _____	_____	am pm	_____	am pm

# Sports Field Rental Fees

Rental fees must be paid in full and submitted with this application. Persons submitting an application should not consider that the request has been approved until you receive confirmation. Requests for fields and parks are subject to availability.

## All Sports Field Rentals

A Certificate of Insurance naming the Buffalo Grove Park District as "additional insured" is required from all organizations with minimum liability coverage of \$1,000,000.

## Basic Rental Fees (2 hour minimum for baseball/softball fields)

Resident Organizations: \$50/hr/field + \$250 damage deposit

Nonresident Organizations: \$65/hr/field + \$350 damage deposit

Your rental fees cover basic maintenance by the Buffalo Grove Park District.

Team/Organization must consist of at least 70% or more Buffalo Grove Park District residents in order to qualify for the resident rates. Applicants' full roster with complete addresses must be provided 21 days prior to the first rental date.

## Multiple Date Use Rental Fees

Organizations renting 10 fields or more at a time will be eligible for a \$10 discount off the Basic hourly rental rate. All dates must be requested at the same time to be eligible for this discount.

## Fee Schedule

Portable Toilet: \$85/unit/day - Basic

Portable Toilet: \$135/unit/day - Handicap

Sports Fields:	One Time Setup Fee	Weekly Painting Fee (multiple rental dates)
<b>Baseball/Softball Field</b> Outfield foul lines painted.	\$100	\$100
<b>Flag Football Field</b> Field lines painted.	\$150	\$100
<b>Football Field</b> Due to restrictions and current usage, football fields will be designated to specific sites. Field lines painted. No goal posts will be provided.	\$550	\$225
<b>Soccer Field</b> Goals will be provided (if available). Soccer nets are not included. Field lines painted.	\$200	\$100

- Emmerich Park, Mike Rylko Community Park, Willow Stream Park fields are not available for rental.
- Playgrounds, Basketball and Volleyball courts are not available for rental.

# Rules Governing the Use of Fields

## Advertising

The posting of advertisements for any products or services is not permitted.

## Alcohol & Smoking

Alcohol and Smoking are not permitted on Buffalo Grove Park District property.

## Application Processing

Submitting an application should not be considered an approved permit. All permits must be processed and signed by an authorized Buffalo Grove Park District representative and are valid only on the dates and times shown.

**Certificate of Insurance:** A Certificate of Insurance naming the Buffalo Grove Park District as "additional insured" is required from all organizations with minimum liability coverage of \$1,000,000. Applications will not be accepted without this certificate.

## Damage Deposit

Groups renting a field must pay a separate damage deposit (refundable) as follows: \$250 for resident groups and \$350 for nonresident groups. Loss of or damage to Buffalo Grove Park District equipment provided will be charged against deposits. The Buffalo Grove Park District reserves the right to make adjustments to these fees as necessary. Damages over and above your deposit fee will be charged to the group and/or contact person named on this application.

## Equipment

Groups and individuals renting sports field may bring their own equipment for use on the fields. The Buffalo Grove Park District does not supply items including but not limited to: soccer nets, baseball/softball bases and football goal posts. Any injuries sustained by individuals at the time of the rental using their own, or other participants equipment, will be the responsibility of the renter (see Certificate of Insurance).

## Fields

Renters of athletic fields are not allowed to apply any paint, chalk or similar material with the intention of installing lines, boundaries or logos.

## Ordinances

Renters are expected to follow all rule and regulations. Park District Ordinances can be found at:  
<http://bgparks.org/information/ordinances.aspx>

## Public Address Systems / Sound Amplification

As per the Buffalo Grove Park district Noise Ordinance Section 1.26, a special use permit must be issued in order to operate any sound amplification device on Park District property.

## Permits

Will be issued by Park District staff, must be available to inspect on-site and may be cancelled and future permits denied and deposits lost if:

- The individuals are in violation of any ordinances, rules or regulations of the Buffalo Grove Park District.
- User group have caused damage to Buffalo Grove Park District or private property or found to be littering.
- Participants engage in disorderly conduct.
- Applicants fail to use the scheduled facility without notification to the Buffalo Grove Park District.
- User groups are found to be driving vehicles on bike paths.

## Refunds

User groups will not be issued refunds for cancellations. Credit towards another date will be given if cancellations are done with at least 72 hours notice. No refunds for unused credit. Weather related cancellations and credits can only be authorized by the Buffalo Grove Park District.

## Residency

Team/Organization must consist of at least 70% or more Buffalo Grove Park District residents in order to qualify for the resident rates. Applicants' full roster with complete addresses must be provided 21 days prior to the first rental date.

**Vehicles**

Absolutely no vehicles are allowed on paths. Violators are subject to being ticketed by the Buffalo Grove Police Department and will lose their deposit and permit. No exceptions.

**Vendors**

All outside vendors hired by your group must be issued a special use permit by the Buffalo Grove Park District and Certificates of Insurance from such vendors must also be provided. Otherwise, the sale of any products is not permitted as stated in the Buffalo Grove Park District Commercial Activities Ordinance Section 1.10.

**Weather Conditions**

The Park District reserves the right to cancel any rental or restrict access to fields due to severe weather, poor playing conditions or poor field conditions due to weather.

**Wavier for Field Rentals**

I/We, the undersigned, hereby certify that I am/we are the sponsor(s) or appointed representatives of the organization requesting use of the field. I/we will be responsible for the conduct and personal injury of all persons in attendance at the field stated above. I/We hereby assume liability for any injuries, damages, or loss to the field, equipment, and/or Buffalo Grove Park District personnel or representatives during this time and place. It is fully understood and agreed to by all parties that the sponsoring organization guarantees to indemnify and hold harmless the Buffalo Grove Park District, its public officials, employees, volunteers and agents against any and all suits of any manner which might arise as a result of the covered activities and that the sponsoring organization agrees to defend said Park District, its public officials, employees, volunteers and agents and indemnify same against any and all expenses incurred in the defense of any suit of any type arising out of the covered activity or any damages, judgments or decree which might be awarded against said District in the event that the suit should be brought as the result of the covered activity(ies), including transportation services as identified above. I have read the general rules and regulations and I understand that failure to comply with any or all rules will result in revocation of use request and damage deposit, and may also result in refusal of future use. I have read the rules governing the use of Buffalo Grove Park District facilities and agree that the organization using the requested sports field on the above dates and times will abide by them.

Printed Name of Rental Contact \_\_\_\_\_

Signature of Rental Contact \_\_\_\_\_

Date \_\_\_\_\_

**Application Submission Checklist:**

Signed Application Form

Rental Fee

Damage Deposit Fee

Certificate of Insurance

Portable Toilet Unit Fee (if requested)

Proof of Residency (if applicable)

Sports and Athletic Field Fee

Payment in full, plus the damage deposit. Due to internet security precautions, this payment from is only accepted via fax, mail or in-person. Credit card information is not accepted via email.

Hourly Field Rental Fee \$\_\_\_\_\_ x \_\_\_\_\_ # of Hours = \$\_\_\_\_\_

Weekly Painting Fee \$\_\_\_\_\_ x \_\_\_\_\_ # of Fields = \$\_\_\_\_\_

Basic Portable Toilet Fee \$\_\_\_\_\_ x \_\_\_\_\_ # of days = \$\_\_\_\_\_

Handicap Portable Toilet Fee \$\_\_\_\_\_ x \_\_\_\_\_ # of days = \$\_\_\_\_\_

Sports and Athletic Field Set-up Fee \$\_\_\_\_\_ Damage Deposit \$\_\_\_\_\_

**Rental Fee Total \$\_\_\_\_\_**

Cash\_\_\_\_\_ Check#\_\_\_\_\_ Visa/MC/Disc/AMEX\_\_\_\_\_ Exp\_\_\_\_\_

Signature\_\_\_\_\_ Date\_\_\_\_\_

**Office Use Only**

Rental#\_\_\_\_\_ Receipt#\_\_\_\_\_ Field Assigned\_\_\_\_\_ Approved by\_\_\_\_\_ Date\_\_\_\_\_