



BUFFALO
GROVE
PARK
DISTRICT

Sports Field Rental Request

Today's Date _____

Name (Person requesting Permit) Organization

Purpose/Event Number of Expected Participants

Address City Zip Code

Home Phone Work Phone Cell Phone

E-mail (required) Field Requested

Basic Rental Fees

Resident Groups \$100 per date, plus a \$250 Security Deposit

Nonresident Groups \$135 per date, plus a \$350 Security Deposit

Date(s) and Times Requested

2½ hour timeslots, limited to 4 hours per day

| Date | Times | Date | Times |
|-------|-------|-------|-------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

Visa/Mastercard/Discover # _____ Expiration Date _____ CVV# _____

Signature for Credit Card _____

For Office Use Only

Certificate of Insurance: Received by _____ Date Received _____

Fee Paid _____ Cash/Check # _____ Date _____ Received by _____

Deposit Paid _____ Cash/Check # _____ Date _____ Received by _____

Sports Field Rental Fees

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

For All Sports Field Applications

A Certificate of Insurance naming the Buffalo Grove Park District as "additional insured" is required from all user groups. Minimum liability of \$1,000,000.

Basic Rental Fees (single use requests – four hour limit)

Resident Groups \$100 per date + \$250 damage deposit
 Nonresident Groups \$135 per date + \$250 damage deposit
 Your permit fees cover basic maintenance by the Buffalo Grove Park District.

Premium Pricing (multiple or extended date/time use requests)

Premium pricing plans for extended use, such as tournaments and special events at selected sites, are available. Lighted fields are also premium priced. Call for details. Subject to availability.

Sports Field Rental Fee Schedule

| | One Time Set-up Fee | Event/Weekly Fee |
|---|---------------------|------------------|
| Baseball/Softball Outfield foul lines painted | \$110 | \$90 |
| Soccer Goals will be provided (if available). Soccer nets are not included. Field lines painted. Call for details. | \$175 | \$90 |
| Football* 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 |
| Flag Football*: Field lines painted. | \$110 | \$90 |

*Emmerich Park is not available for rental.

Additional Services

Additional services are available for a fee, and include personnel, equipment and materials. These will be added to the basic rental fee.

Temporary Structures

A \$150 (non-refundable) fee will be charged per event for all temporary structures erected, such as tents (larger than 10' X 10'), dunk tanks and inflatables. A Certificate of Insurance is also required from these vendors. Staff will assist with transportation, set-up and removal.

Portable Toilets are \$85 per unit. Call for details.

Playgrounds, basketball and volleyball courts are not available for rentals.

Sports Field Rental Agreement

Advertising

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

Alcohol and Smoking

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

Application Processing

Submitting an application should not be considered a approved permit. All permits must be made and signed by an authorized Buffalo Grove Park District representative and are valid only on the dates and times shown. No application for sports or athletic field will be accepted without a Certificate of Insurance submitted at the time of application.

Certificate Of Insurance

Some events may require a Certificate of Insurance when a group or organization uses the Buffalo Grove Park District facilities for their event. These include, but are not limited to, large parties or meetings, group dinners, business or organizational meetings, and some recreational activities. Requirements vary for each rental and details will be forwarded as required. The Buffalo Grove Park District is required to obtain a copy of your Certificate of Insurance (COI) by our Risk Group carrier, Park District Risk Management Agency (PDRMA) for all outside organizations. The minimum required coverage is \$1,000,000 per occurrence for general liability. The Buffalo Park District must also be named as "Additionally Insured", and accompanied by a properly executed additional insured endorsement using CG 2011 or equivalent.

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 in 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 fields 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

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

PA Systems/Amplification

As per Buffalo Grove Park district Ordinance 93-3-2 Section 21, a special use permit must be issued in order to operate any sound amplification device on Park District property.

Permits

Permits may be canceled 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 groups 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

Teams must consist of at least 60% or more Buffalo Grove Park District residents in order to qualify for the resident rates. A copy of a current drivers license of each resident must be supplied also with the application.

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. The sale of any products is not permitted as stated in the Buffalo Grove Park District Ordinance book.

Waiver for 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 facility. I/we will be responsible for the conduct and personal injury of all persons in attendance at the facility stated above. I/We hereby assume liability for any injuries, damages, or loss to the facility, 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 on the reverse side 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. Photo Disclaimer: Registrants and participants of program(s) and special events permits the Park District to take photos and videos of themselves and their child/ward for publication in the program brochure, website and additional uses as the Park District deems necessary unless the registrant or participant expressly files with the Park District a written objection as to photos or videos of themselves and/or their child/ward.

I have read and agree to all the above conditions for a Buffalo Grove Park District Room Rental.

Printed Name _____

Signature _____

Date _____

Please return completed forms to

Buffalo Grove Park District – Sports Field Permit Application
530 Bernard Drive
Buffalo Grove, IL 60089
Or, fax to 847.459.5741

Application Checklist

- | | |
|--|--|
| <input type="checkbox"/> Rental Request (include dates and times) | <input type="checkbox"/> Certificate of Insurance (required) |
| <input type="checkbox"/> Damage Deposit | <input type="checkbox"/> Basic Rental Fee |
| <input type="checkbox"/> Sports and Athletic Field Fee (if required) | <input type="checkbox"/> Proof of Residency (if required) |
| <input type="checkbox"/> Temporary Structure Fee (if required) | <input type="checkbox"/> Portable Toilet Fee (if required) |