



BUFFALO
GROVE
PARK
DISTRICT

Athletic 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 _____ Field Type Requested _____

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

Office Use Only

Rental# _____ Receipt# _____ Field Assigned _____ Approved by _____ Date _____

Athletic 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 softball fields)

Resident Organizations: \$40/hr/field + \$250 cleaning/damage deposit

Nonresident Organizations: \$50/hr/field + \$350 cleaning/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 dates/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.

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.

Cleaning/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. Groups are responsible for cleaning the area prior to departure. If the area is not left in clean condition, you will lose your cleaning/damage deposit and must pay that amount again prior to the next rental if multiple dates are scheduled.

Rules Governing the Use of Fields

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 and softball bases. 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 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 group has 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 form is only accepted via fax, mail or in-person. Credit card information is not accepted via email or phone.

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 _____ CVV _____

Signature _____ Date _____



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Facility & Park Rental Guidelines COVID-19 Addendum

Due to the public health concern surrounding COVID-19, the Buffalo Grove Park District has created the following addendum for facility and park rentals. Renters and their guests must adhere to the following guidelines in addition to the policies and procedures laid out in the pertinent rental packet.

COVID-19 Guidelines for Buffalo Grove Park District Rentals

- All guests must wear a face covering over their mouth and nose at all times while indoors, and if unable to maintain social distancing (6-ft. or greater) while outdoors.
- All guests must adhere to social distancing guidelines of 6-ft.
- Maximum number of persons allowed at the rental will be subject to the most up-to-date state guidelines at the time of rental. District staff will inform the renter of maximums at the time of rental request and processing. Renter will be responsible for ensuring current guidelines are being followed.
- Water fountains with bottle fillers will be available (when applicable); push bars have been deactivated.
- Rental will have limited contact with District staff during the entirety of the visit.
- All guests (including instructors, entertainers, contractors, etc.) must be able to answer "NO" to all items on the District's Wellness Screening Questionnaire before entering the facility. This questionnaire can also be found at the end of this document.
- Anyone who is exhibiting symptoms of COVID-19 will be prohibited or asked to leave the facility.
- For indoor rentals, the District will disinfect the tables, chairs, and equipment prior to the rental.
- For outdoor rentals, the District recommends renters bring their own disinfectant wipes to disinfect equipment and tables.
- All guests are encouraged to bring their own hand sanitizer.

Wellness Screening Questionnaire

All renters and guests are required to review the questions in the Wellness Screening Questionnaire prior to the rental. By entering a Park District facility, park or program, the renter(s) and guest(s) acknowledge that this questionnaire has been completed properly, that each person has said "no" to each item, and is symptom-free.



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Facility & Park Rental Guidelines COVID-19 Addendum Agreement

Wellness Screening Questionnaire

Yes No

- Have you felt feverish?
- Do you have a cough?
- Do you have a sore throat?
- Have you been experiencing difficulty breathing or a shortness of breath?
- Do you have muscle aches?
- Do you have congestion or a runny nose (e.g., not related to allergies)?
- Have you been experiencing fatigue?
Have you had a new or unusual headache (e.g., not related to caffeine, diet, or hunger, not related to a history of migraines, clusters, or tension, not typical to the individual)?
- Have you noticed a new loss of taste or loss of smell?
- Have you been experiencing chills or rigors¹?
- Do you have any gastrointestinal concerns (e.g., abdominal, pain, vomiting, diarrhea)?
- Is anyone in your household displaying any symptoms of COVID-19?
- To the best of your knowledge, have you or anyone in your household come into close contact² with anyone who has tested positive for COVID-19?

¹ Rigors: a sudden feeling of cold with shivering accompanied by a rise in temperature

² Close contacts include household contacts, intimate contacts, or contacts within 6-ft. for 15 minutes or longer unless wearing N95 mask during period of contact.

COVID-19 Addendum Acknowledgement

I have read and agree to all the above conditions for a Buffalo Grove Park District facility and/or park rental. I understand as the renter that it is my responsibility to ensure all guests of my rental will adhere to these conditions. I further understand that all permits and rental agreements are subject to any additional state and/or local guidelines and mitigations that may be in place at the time of the rental. The Buffalo Grove Park District reserves the right to postpone, reschedule, cancel, or refuse any rental if deemed necessary due to COVID-19, federal, state, and local guidance, and/or the renter's inability to follow the Park District's guidelines.

Signature of Rental Contact _____ Date _____

Signature of Recreation Supervisor/Manager _____ Date _____