



**From:** Joshua Ludolph  
Facilities Coordinator  
Palatine Park District  
**Re:** Request for Palatine Park District Athletic Field Use  
**Date:** December 10, 2009  
**Subject:** 2010 Athletic Field Request

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This packet contains field request forms for both individual group usage as well as the request form to request fields for entire leagues. If requesting a field for an individual group you only need to complete the Athletic Field Permit Request form. If requesting a field for an entire league you will need to complete the 2010 Athletic League Field Request Form in addition to the Athletic Field Permit Request. The 2010 Athletic League Field Request Form must be completed for each league you are requesting fields. Request forms must be completed and submitted along with a non-refundable processing fee of \$20.00.

Before a field will be permitted the following additional requirements must be met:

1. Groups requesting resident rates must submit a roster of players names and address. If requesting a field for an entire league a roster with players names and address for each team in the league must be submitted.
2. Supply a certificate of insurance naming the Palatine Park District as additionally insured (See Terms and Conditions # 7 for requirements)
3. Leagues must submit complete practice and games schedules to the Park District in an electronic Excel file (See page 6 for an example of the format a schedule must be submitted). Schedules must be sent to the Park District two weeks prior to the first scheduled use.
4. All fees must be paid in full to: Palatine Park District, 250 E. Wood Street, Palatine IL. 60067.

Requests for Spring and Summer Park District Field use will be accepted beginning January 4, 2010. Request for Fall Fields use will be accepted beginning June 1, 2010. For information on priority for field use see the attached Palatine Park District Statement of Policy for Athletic Field Rental/Usage.

Field availability for Non-Park District or Non-Park District Affiliate use will not be determined until after accommodating Park District and Park District Affiliate programs. The approximate date availability will be determined for a spring and summer request will be March 15, 2010. The approximate date availability will be determined for fall requests is August 15, 2010.

If you have any questions feel free to contact Joshua Ludolph at 847-705-5123 X242.



PALATINE PARK DISTRICT

Statement of Policy  
for  
Athletic Field Rental/Usage

Written applications for field use must include team and league information including a team roster. Athletic Leagues are required to complete the Athletic League Field Request Form and provide evidence that each team is comprised of a minimum of 75% Palatine Park District residents before the request will be considered for review. Requests received from groups other than Palatine Park District Affiliate groups are required to provide a completed Athletic Field Permit Request, Processing Fee, and if applicable a Athletic League Field Rental Agreement and Team Roster.

Before a field permit is issued, groups and organizations are required to provide a season game schedule, team roster, pay any rental fees, and provide a certificate of insurance listing the Palatine Park District as additionally insured and as the certificate holder. The certificated must include the following in the description section: "Elected and appointed officials, employees, and agents of the Palatine Park District as additional insured". The amount of general liability coverage must be at least \$1,000,000 per occurrence, and \$2,000,000 aggregate coverage.

Scheduling Priority

The number of Park District athletic fields is limited, as a result, request for use of all fields will be prioritized as follows.

1. Park District sponsored programs or events
2. Park District Affiliate programs or events
3. Local Governmental Units/Civic Groups
4. Resident Groups/Resident Teams (75% must reside within the Palatine Park District boundary)
5. Non-Resident and Commercial groups or individuals.

Permit Processing Fees \$20.00 per request

Rental fees due before usage is to begin as follows:

Local Governmental Units/Civic Groups (Travel Teams are not considered civic groups)	\$25 per hr.
Residents/Resident Teams (75% must reside within the Palatine Park District boundary)	\$30 per hr.
Non-Resident	\$55 per hr.
Commercial	\$65 per hr.

There is a 2 hour minimum for Park District Field Rentals.

**PALATINE PARK DISTRICT**

**ATHLETIC FIELD PERMIT REQUEST**

Pick up and drop off or mail to: Palatine Park District, Attention: Joshua Ludolph, 250 E. Wood Street, Palatine, IL 60067. If questions telephone Josh at (847) 705-5123x242.

The Athletic Field Permit Request and Athletic League Field Request Form (when applicable) must be completed,

signed, and paid before the Palatine Park District will issue a permit.

1. Name of Organization \_\_\_\_\_  
(Circle) Profit / Non-profit
2. Authorized Representative \_\_\_\_\_ Phone (h) \_\_\_\_\_  
Work (w) \_\_\_\_\_ Email \_\_\_\_\_
3. Address \_\_\_\_\_ City/Zip \_\_\_\_\_
4. Activity \_\_\_\_\_ 6. Field Requested \_\_\_\_\_ 7. Size \_\_\_\_\_
8. Dates \_\_\_\_\_
9. Start Time \_\_\_\_\_ End Time \_\_\_\_\_ Attendance Expected \_\_\_\_\_
10. List additional equipment that will be brought onto the Park District property  
\_\_\_\_\_  
\_\_\_\_\_
11. Percentage of expected attendance by residents of the Park District \_\_\_\_\_ %
12. Please turn page and complete the "Facility Rental Agreement", (following Palatine Park District Statement of Policy Regarding Use of Parks.

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**Office Use Only**

Rental Category: 1 2 3 4 5 Date Received \_\_\_\_\_

Permit # \_\_\_\_\_ Invoice # \_\_\_\_\_

Site \_\_\_\_\_ Dates \_\_\_\_\_

Date Paid \_\_\_\_\_ Total Rental Fee \_\_\_\_\_

PALATINE PARK DISTRICT  
2010 ATHLETIC LEAGUE FIELD REQUEST FORM

Leagues must submit complete practice and games schedules to the Park District in an electronic Excel file (See page 6 for an example of the format a schedule must be submitted). Schedules must be sent to the Park District two weeks prior to the first scheduled use.

ORGANIZATION: \_\_\_\_\_

ORGANIZATION PRESIDENT: \_\_\_\_\_

(PRINT)

ORGANIZATION PRESIDENT: \_\_\_\_\_

(SIGNATURE)

ADDRESS: \_\_\_\_\_

PHONE NUMBER-DAY: \_\_\_\_\_ NIGHT: \_\_\_\_\_

ORGANIZATION REPRESENTATIVE RESPONSIBLE FOR SCHEDULING FIELD USAGES:

\_\_\_\_\_

PHONE NUMBER-DAY: \_\_\_\_\_ NIGHT: \_\_\_\_\_

AGE DIVISION: \_\_\_\_\_ STARTING DATE: \_\_\_\_\_ ENDING DATE: \_\_\_\_\_

NUMBER OF TEAMS IN 2009: \_\_\_\_\_ NUMBER OF PARTICIPANTS IN 2009: \_\_\_\_\_

NUMBER OF TEAMS IN 2010: \_\_\_\_\_ PROJECTED NUMBER OF PARTICIPANTS IN 2010: \_\_\_\_\_

# OF PRACTICES PER WEEK \_\_\_\_\_ # OF GAMES PER WEEK \_\_\_\_\_

FIELD REQUESTED	FIELD SIZE NEEDED	START DATE	END DATE	DAYS OF WEEK	TIME
_____	_____	___/___/___	___/___/___	_____	_____
_____	_____	___/___/___	___/___/___	_____	_____
_____	_____	___/___/___	___/___/___	_____	_____
_____	_____	___/___/___	___/___/___	_____	_____
_____	_____	___/___/___	___/___/___	_____	_____

**Palatine Park District Permit – Rental Terms and Conditions**

1. The applicant, his/her organization and members are required to follow the policies set forth in the "permit", its terms and conditions, regulations and ordinances pertaining to the use of the Park District property.
2. The applicant submitting a request, listed as the authorized representative, must be a minimum of 18 years of age and present during the entire rental.
3. Any permit may be revoked for misrepresentation in the application or violation of terms and conditions of this athletic field permit request, athletic field request form, or any Park District or Village policy, ordinance, rules or regulations or laws of the State of Illinois.
4. Adequate adult supervision, as determined by the Director of the Parks and Recreation, must be provided at all times. Rental groups may be required to employ officers of the Palatine Police Department.
5. Alcoholic beverages are NOT permitted on Park District property, except when authorized by the Park Board and when specified on the permit.

6. The applicant, his/her organization and members agree to release the Park District from liability for injury caused through said use.
7. Groups and organizations shall provide a certificate of insurance that names Elected and appointed officials, employees, and agents of the Palatine Park District as additional insured. The amount of the general liability coverage must be at least \$1,000,000 per occurrence plus a \$2,000,000 aggregate coverage limit.
8. The Park District will not assume responsibility for lost or damaged property.
9. Permits for rental groups, which expect more than 100 participants shall be issued only with the specific approval of the Director of Parks and Recreation.
10. Permits include the use of the field and the amenities associated with that specific field. Soccer fields include goals. It is the rental group's responsibility to supply nets, flags, and any other equipment. Baseball and softball fields include the infield being dragged and the outfield lined. It is the rental group's responsibility to supply bases, bats, balls, and any other equipment. Field lines are maintained by the Palatine Park District, and should not be altered. No other equipment or services are provided by the Palatine Park District unless specifically mentioned in this section.
11. Cancellations due to weather. The Palatine Park District updates both the Park District website and telephone hotline with field cancellations. It is the rental group's responsibility to check to see if a field has been closed. Rainouts will be rescheduled whenever possible. If a rainout can not be rescheduled a refund for that game will be issued. Rental groups must contact the Palatine Park District, Facilities Coordinator within 48 hours of a rainout to request the event to be rescheduled or refunded. Credits will not be issued, or applied to future requests.
12. Use of a sound amplification system is prohibited, except when specifically authorized on the permit.
13. Only Park District Affiliate programs may use the park building as a mailing address.
14. When publicizing meetings or events, the exact locations should be listed not the Palatine Park District.
15. Any electrical, motorized equipment or temporary structures brought onto Park District property must be authorized on the permit.
16. All user groups of the Palatine Park District must comply with the Americans With Disabilities Act and all other applicable statutes, and must not discriminate in any way.

**PALATINE PARK DISTRICT STATEMENT OF POLICY REGARDING USE OF PARKS**

The Board of Commissioners of the Palatine Park District is ever mindful that: The public parks of the community are held in trust by the Board for the use and enjoyment by the general public; This use and enjoyment is a valuable right; The First and Fourteenth Amendments to the United States Constitution guarantee to individuals and groups of individuals an inalienable right of public assembly and expression; Historically, public parks have been a forum for such expression;

For these reasons, the Board intends to make the parks available for various uses, including public assembly, and expression of opinion. Lest this statement be misconstrued, it must be understood that: The Board will not delegate to any group its duty of administering the parks; Permission to use the parks will be granted only where the function can be reasonably accommodated by the park system, and such use will not unduly interfere with the rights of the general public, other permitted users, or park programs, and will not present a clear and present danger to the public health and safety of the community; Permission to use the parks by groups for a function not sponsored by the Park District or a Park District Affiliate, must be obtained through permit application and issuance of a permit. Any permit issued may contain conditions that will protect park property and assure orderly and proper use of the parks; The granting of a permit is not to be construed as an endorsement by the Board of the subject matters discussed, the opinion expressed, nor the organization sponsoring the function; Any permit granted may be revoked for misrepresentation in the application or violations of the terms and conditions of the permit, the ordinances, rules and regulations of the Park District and the laws of the State of Illinois.

***ATHLETIC FIELD RENTAL AGREEMENT***

We/I \_\_\_\_\_(Name of Organization):  
 Agree to hold harmless the Palatine Park District, Cook County, Illinois, and all elected and appointed officials, employees, and agents, of the Palatine Park District and to assume responsibility for, and defend at our/my own expense, all claims for damage to property and injury to persons, including medical expense, incurred or arising incidental to the use of the facility involved. I/We understand and agree that the Palatine Park District assumes no obligation or to supervise said use of facility. We/I further agree to assume all cost of damage to the parks/buildings/pools and/or contents during the period of use authorized and the cost of all results of said use of facility and/or contents. We/I further agree to adhere to the statement of policy, rental procedures and the attached permit terms and conditions.

CANCELLATION CLAUSE: Applicant cancellations must be received in writing at least ten (10) days prior to the reserved time. Failure to comply with this requirement will result in loss of the rental fee. The Palatine Park District reserves the right to cancel this permit within 48 hours of scheduled use when deemed necessary.

\_\_\_\_\_  
 DATE AUTHORIZED SIGNATURE DATE AUTHORIZED (Park District)

**Example Schedule**

- **Must be submitted as an electronic Excel file in the format below.**
- **Must be sent to the Park District two weeks prior to the first scheduled event.**

Event	Type	Location	Date	StartTime	EndTime	HomeTeam	AwayTeam
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Practice	Doug Lindberg Baseball	04/04/09	12:30	14:00 Cardinals	
Game	Doug Lindberg Baseball	04/04/09	14:00	15:30 White Sox	Red Sox
Practice	Doug Lindberg Baseball	04/04/09	15:30	17:00 Red Sox	
Game	Doug Lindberg Baseball	04/09/09	18:00	19:30 Cardinals	Mets
Game	Doug Lindberg Baseball	04/11/09	12:30	14:00 Mets	Yankees
Practice	Doug Lindberg Baseball	04/11/09	14:00	15:30 Yankees	
Practice	Doug Lindberg Baseball	04/11/09	15:30	17:00 Cardinals	
Game	Doug Lindberg Baseball	04/13/09	18:00	19:30 White Sox	Yankees
Practice	Doug Lindberg Baseball	04/14/09	18:00	19:30 Cardinals	
Game	Doug Lindberg Baseball	04/15/09	18:00	19:30 Red Sox	Mets
Game	Doug Lindberg Baseball	04/16/09	18:00	19:30 Mets	White Sox
Practice	Doug Lindberg Baseball	04/18/09	12:30	14:00 Yankees	
Game	Doug Lindberg Baseball	04/18/09	14:00	15:30 Red Sox	Cardinals