



Palatine Park District
Turf Field/Gym Rental Request Form

Contact Information:

Today's Date: _____

(Please list the contact name and address you would like on the contract)

League/Group _____

Contact Person: _____

Address: _____

City/State/Zip: _____

Primary Phone: _____ Work Phone: _____ Cell Phone: _____

Email address: _____

Event Information:

Age Group of Participants: 12 & under _____ 13-17 yrs. _____ 18yrs+ _____ **# of participants:** _____

Type of Use: Game _____ Practice _____ Tournament _____ Special Event _____

Turf Usage: Soccer _____ **circle one:** Goal size: Net size 7' x 21' Net size 6' x 18' LaCrosse _____ Football _____ Field Hockey _____ Softball/Baseball _____

Batting Cages Usage: One cage _____ Two cages _____ Softball _____ Baseball _____

Gym Usage: Basketball _____ Volleyball _____

Basketball: (place number of courts on the line) Full court _____ 1/2 court _____ 1/4 court _____

Volleyball: One court _____ Two courts _____ Three courts _____

Are you selling concessions: Yes _____ No _____ (concessions \$75 flat fee) **Are you charging an entry fee:** Yes _____ How much? _____ No _____

<u>Turf Field</u>	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	<u>Saturday</u>	<u>Sunday</u>
Side A -Date(s)							
-Time(s)							
Side B -Date(s)							
-Time(s)							
Full Turf -Date(s)							
-Time(s)							
<u>Gym</u>	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	<u>Saturday</u>	<u>Sunday</u>
Side A -Date(s)							
-Time(s)							
Side B -Date(s)							
-Time(s)							
Full Gym -Date(s)							
-Time(s)							

Please place an asterisk (*) on the dates if lacrosse goals are needed and a check(✓) if the scoreboards will be utilized.

Facility Rental Request Stipulations:

Filing this request form does not automatically constitute approval of the request, facility, nor time requested. All requests will be reviewed and acceptance will be based on Park District policy, facility and staff availability.

Filing this request form does not automatically constitute a rental agreement. Upon approval of this request, a facility rental agreement must be signed and the proper security deposit and rental fees paid.

Renters must be 21 years old or older. Renters must be 25 years old or older for rentals with a bar package. ID's will be required for proof of age.

The Palatine Park District reserves the right to reject any rental which if feels is not appropriate.

Facility Rental Procedures:

The potential renter must fill out this form completely and return it to the Palatine Park District. When filling out the request form, write the exact time you plan to enter the building and the exact time of departure. No deposit is due at this time.

The Falcon Park Facility Manager will review the request. If it is approved, you will receive a Rental Confirmation and Rental Agreement within 5-7 working days. If it is denied, we will contact you as soon as possible.

The renter will be required to read and sign the Facility Rental Agreement and return it, along with the proper security deposit within 7 business days of receiving the agreement.

Rentals will not be reserved without full payment, Security/Damage deposit, and renter's signature on the application.

Affiliate: Non-profit groups and/or civic organizations affiliated through agreement with Palatine Park District, whose usage is not for the purpose of making a profit or charging a donation.

Resident: Individuals residing within the Palatine Park District boundaries.

Non-Resident: Individuals not residing within the Palatine Park District boundaries.



Palatine Park District
Rental Rules and Procedures

Rules and Regulations

Turf

When using the artificial turf field, the Palatine Park District requires all users to abide by the following rules. PLEASE INFORM ALL PLAYERS/USERS PRIOR TO USING THE FIELD. Not following these rules will reduce the life of the turf.

- 1 Food is prohibited
- 2 Water ONLY! Sports drinks, soda, alcohol, coffee, energy drinks or juice are prohibited.
- 3 **Sunflower seeds are prohibited.**
- 4 **Chewing gum is prohibited.**
- 5 Tobacco products are prohibited.
- 6 Metal cleats, driving stakes, blades, or heels are prohibited. Footwear and chairs that have studs, or heels can put puncture holes in the turf and causes unnecessary wear and tear.
- 7 Glass is prohibited.
- 8 Spitting or swearing is prohibited. Fighting will not be tolerated.
- 9 Climbing on or moving of soccer goals and netting is prohibited.
- 10 Kicking or throwing balls at the glass or into the gym is prohibited.
- 11 Children under 7 years old must be supervised.
- 12 Please clean up after yourselves.
- 13 Palatine Park District is not responsible for lost or stolen items.
- 14 All rules and regulations are subject to change at the discretion of the Staff with out notice. This will only be done to increase the quality of service provided and to insure all participants are safe.

Batting Cage Rules

MUST FOLLOW ALL THE RULES FOR THE TURF FIELD AND THE FOLLOWING:

- 1 All batters must wear bating helmets with face mask protection at all times.
- 2 Only one batter in batting cage at a time.
- 3 Batters must wear gym shoes, or rubber cleats.
- 4 An adult, 18 years or older must operate pitching machine
- 5 No one under the age of 5 years old is permitted to use the batting cages.
- 6 No practice swimming outside batting cages, unless designated supervised area.
- 7 No hanging, climbing on batting cage netting.
- 8 Close the cage zipper upon entry and exit.
- 9 **Rental time includes set-up and clean up of equipment and balls, bats, helmets, etc.**
- 10 Report any equipment malfunction to Staff immediately
- 11 Equipment set-up, removal, and moving to only be done by Staff.
- 12 CAUTION – Injuries could result from use of this device. User should assume the inherent risk of batting baseballs and softballs.
If users have any questions about the use of this device or the inherent risks associated with the use of this device ask staff before using the batting cages.

Gym

When using the gym, the Palatine Park District requires all users to abide by the following rules. PLEASE INFORM ALL PLAYERS/USERS PRIOR TO USING THE GYM. Not following these rules will reduce the life of the gym.

- 1 Food is prohibited.
- 2 Water ONLY! Sports drinks, soda, alcohol, energy drinks or juice are prohibited.
- 3 Dunking or grabbing of the nets is prohibited.
- 4 Chewing gum is prohibited.
- 5 Tobacco products are prohibited.
- 6 Spitting or swearing is prohibited. Fighting will not be tolerated.
- 7 Glass is prohibited.
- 8 Kicking or throwing balls at the glass or into the gym is prohibited.
- 9 Children under 7 years old must be supervised.
- 10 Please clean up after yourselves.
- 11 Palatine Park District is not responsible for lost or stolen items.
- 12 All rules and regulations are subject to change at the discretion of the Staff with out notice. This will only be done to increase the quality of service provided and to insure all participants are safe.

Each user group needs to designate a Responsible Party for all field rentals. That Responsible Party is directly responsible for informing team coaches, representatives, participants and spectators of Palatine Park District policies regarding field/gym rentals and usage.

The Park District reserves the right to modify the deposit and/or rental fees if deemed necessary based on the size or scope of the rental request.

A Security/Damage deposit of 50% not to exceed more than \$150 and is due upon receipt of your application. In the event that the user group doesn't commit to the rental with a deposit, the time slot(s) may be distributed to other groups.

Abusive language or conduct to other park users or Park District staff will not be tolerated and will result in person or persons involved being asked to leave the Park grounds.

The Palatine Park District shall not be liable for damages or its failures to perform due to contingencies beyond its reasonable control, including, but not limited to, fire, storm, earthquake, explosions, public disorders, sabotage, lockouts, labor disputes, labor shortages, strikes, riots, equipment failures, building failures, or acts of God/nature. The Park District will make every attempt to contact you immediately if the facility is unusable due to uncontrollable circumstances.

The security deposit will be returned as long as there is no damage to the rented area, excessive clean up required, and you used the area rented within your request hours.

Cancellation and Refund Policy:

Rental times must be turned back 10 business days or more prior to your rental date(s) to receive a refund. Less than 10 days before your rental, rental fees and security deposit will be forfeited unless the rental time is filled by another renter. Business days will be considered Monday-Friday, 9:00 am-5:00 pm.

Note: A full refund (minus a \$10.00 service fee) will be given if the renter changes his/her mind with in the first four days of signing this agreement.

Any payments made 14 or fewer days prior to the rental date MUST be paid by cash or credit card.

Security Deposit refund is processed in 10 business days after the rental or cancellation, as long as the policies and procedures were adhered too. There are NO cash refunds. Only check or credit card refunds are issued.

Any custodial service required over and above the group's normal clean-up will be charged at the rate of \$35 per hour and subtracted from the security deposit.

Insurance

The Park District provides no health/accident insurance for groups using its facilities. Groups will provide a Certificate of Insurance, signifying that they have sufficient insurance coverage and naming the Palatine Park District as additionally insured.

Remote Control

If the remote control is lost, stolen, or broken during your rental period, renter will be responsible for replacement cost.

Equipment

Balls and/or equipment borrowed from Falcon Park Recreation Center must be returned/put back by the end of your rental. An ID will be required to be left at the front desk and will be returned upon the return of balls/equipment.

Tournament Setup- Renter must meet with Falcon Park Recreation staff a minimum 5 days prior to rental to review set up needs.

Conduct and Supervision

Renter must stay until their entire party has departed. Renter is responsible for the conduct of their invited guests and for any damage and negligent breakage that occurs during the rental to the building, grounds and equipment.

Youth activities require 1 adult chaperone (18 years and older) to every 10 youths (under the age of 18). All children in attendance must remain in the rented area. Children are not allowed to remain unsupervised in any area of the building.

It is understood that all renters and their guests will comply with the rules, regulations and ordinances of the Palatine Park District, Village of Palatine and the State of Illinois in use of the facility.

The applicant, his/her organization and members agree to release the Park District from all liability in connection with the use of Park District property and/or facilities.

All rentals will be overseen by a Building/Park District Staff. They are empowered to restrict the group's misuse of the facility and protect the Park District property from the renters and their guests due to conduct before, during, and after the rental time has expired. Renters and their guests should cooperate with all Park District staff. Should guests become unruly, the renter must assist the park staff in performing his/her duties.

All events will be monitored by Park District personnel and, if necessary, the Palatine Police Department. If, in the sole discretion of the Park District Director or agent a determination is made to terminate the event, the renter will abide by the decision and the renter and the renter's guests will leave the Park District premises immediately. Under such circumstances, the renter will be due no refund and the Park District reserves the right to refuse future rentals to the renter.

Concessions/Vendors

The kitchen is available for an extra charge for warming and serving only. Cooking is not permitted by renters.

Any user group wanting to sell concessions/merchandise of any type must note this on their field request form. This form will be reviewed on an individual basis. There are additional fees for the right to conduct sales.

The Palatine Park District is not responsible for loss, theft or damage of personal property or equipment.

General Policies

Smoking or any use of a tobacco product is prohibited within 50 feet of all entrances to Park District buildings.

The renter gives the Park District the right to pursue collection methods for bad checks, damages, or additional time used, and agrees to pay for such methods.

The renter and/or organization using this facility agrees to comply with the intent of the Americans with Disabilities Act and will not discriminate in any way.

Dependent of the type of function using the facility, Palatine Park District reserves the right to hire security personnel and to add these costs onto the rental fee.

Not complying with these facility usage stipulations will result in cancellation of the usage, even if the rental time has not expired, and forfeiture of all monies paid.

Rates and policies are subject to change.

The applicant, his/her organization and members are bound by policy of the permit/application, it's terms and conditions, regulations and ordinances pertaining to the use of Park District property.