



## Field Rental Request Form

Date \_\_\_\_\_

Salt Creek Park District  
 530 S. Williams Ave., Palatine, IL 60074  
 Phone: (847) 259-6890 Fax: (847) 259-9975

Contact Person: \_\_\_\_\_ Organization/Team: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_(\_\_\_\_)\_\_\_\_\_ Fax: \_(\_\_\_\_)\_\_\_\_\_ Email: \_\_\_\_\_

Name of Organization/Team: \_\_\_\_\_

Organization address: \_\_\_\_\_

On-Site Contact Person: \_\_\_\_\_ Cell Phone: \_(\_\_\_\_)\_\_\_\_\_

**Name & Phone of two additional people that the Park District may contact regarding the rental:**

Name/Phone: \_\_\_\_\_ Name/Phone: \_\_\_\_\_

FIELD REQUESTED (please list 1 <sup>st</sup> & 2 <sup>nd</sup> & 3 <sup>rd</sup> choice)		
Salt Creek Lane _____	Twin Lakes _____	Rose Park _____
(Lot 12-14) behind the Arlington One building in AH, IL 60005	1200 E. Twin Lakes Dr. Palatine, IL 60074	530 S. Williams Ave. Palatine, IL 60074
<b>(2) 100 x 60 yd fields</b> <b>(1) 80 x 50 yd field</b>	<b>(2) 80 x 50 yd fields</b>	<b>(1) 30 x 20 yd field</b>

Type of Event: \_\_\_\_\_ # of people attending/per hour \_\_\_\_\_

Sport being played: \_\_\_\_\_ # of fields needed: \_\_\_\_\_

Size of the field/s needed: \_\_\_\_\_ 80 x 50 (yds) \_\_\_\_\_ 100 x 60 (yds) \_\_\_\_\_ Other \_\_\_\_\_

Group Type: \_\_\_\_\_ Youth \_\_\_\_\_ Adult      Group Status: \_\_\_\_\_ Resident \_\_\_\_\_ Non-Resident

Ages: \_\_\_\_\_ Is there admission charged or donation for this event/rental? \_\_\_\_ Yes \_\_\_\_ No

**The Salt Creek Park District will mow the fields on a regular basis, supply garbage cans and a port-o-potty. The Salt Creek Park District WILL NOT be responsible for lining the fields. Renters must line their own fields.**

Day	Dates	Start Time	End Time	Type	Field Prep
				Practice <input type="checkbox"/> Games <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
				Practice <input type="checkbox"/> Games <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
				Practice <input type="checkbox"/> Games <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

Please list any special field set up requirements (Field sizes needed, goals or equipment, etc)

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### **2020 Rental Fees (per field/per hour)**

<b>Field Name</b>	<b>Fee</b>	<b>Field Sizes</b>
Salt Creek Lane Field	\$25/field (per hour)	(2) 100x 60 yd fields & (1) 80 x 50 yd field
Twin Lakes Field	\$25/field (per hour)	(2) 80 x 50 yd fields
Rose Park Field	\$25/field (per hour)	(1) 30 x 20 yd field

**Please Note: Reservation will not be confirmed until the group has submitted a certificate of insurance naming the Salt Creek Park District as additionally insured and a deposit of 50% is received.**

### **FIELD RENTAL - POLICIES, TERMS, CONDITIONS**

1. The applicant submitting request, "Contact Person", must be 21 years or older. Adults are responsible for the conduct of the members of their group
2. Field Rentals are issued on a 1<sup>st</sup> come, 1<sup>st</sup> served basis based upon field needs
3. Minimum 2 week's notice required for rentals
4. The applicant, his/her organization & members agree to release liability of injury to the Salt Creek Park District caused through said use
5. Certificates of Insurance, when required, must list the Salt Creek Park District as "Additionally Insured"
6. The Salt Creek Park District does not assume responsibility for lost or damaged property
7. NO ALCOHOL allowed on Park District property
8. All participants are liable for any property/equipment damage while using Park District property. A charge will be made to cover the repair or replacement of property/equipment damaged or removed from any park
9. Renter must pick up & remove from area all litter, equipment, signs, structures, etc. at the conclusion of the event/activity
10. Pets **on leashes** are permitted away from participants. Any pet waste must be picked up & disposed of properly
11. The Park District reserves the right to deny any Rental at any time. Park District programs have 1<sup>st</sup> priority
12. Rentals may be limited to a few days a week per organization depending on other park district needs & requests
13. In case of dangerous/inclement weather causing cancellation of event/activity, the renter may request to reschedule to another available date or receive a refund off the final balance
14. A 50 % deposit is due in order to secure the field rental
15. Sale of any article or thing is prohibited
16. Cancellations required at least 2 weeks prior to the event. Failure to do so will result in loss of 50% of deposit
17. No pop-up tents allowed.
18. Soccer field renters are responsible for unlocking goals, putting goals in position & relocking them

Contract Agreement/Waiver

Any permit granted may be revoked for misrepresentation in the application or violations of the terms & conditions of the permit, the Park District ordinances, rules & regulations of the Park District & the laws of the State of Illinois. Permission to use the parks will be granted only when the function can be reasonably accommodated by the park system & such use will not unduly interfere with the rights of the general public, the prior use by others or park programs & will not present a clear & present danger to the public health & safety of the community. I validate that all information provided on this application is correct & complete & agree to follow all rules & regulations implemented by the Salt Creek Park District. I agree to hold harmless any staff, agents or associates of the Salt Creek Park District with regard to the usage of park premises.

Renter's Name (Please Print)	Date
Renter's Signature	
Name of Organization	

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<b><u>Office Use Only</u></b>	
Date Submitted: _____	Supervisor: _____
Rental Dates & Time: _____	
Rental Total: _____	Certificate of Insurance submitted: _____
Deposit Amount: _____	Deposit Paid Date: _____
Final Payment: _____	Final Payment Date: _____
Payment Type: _____	