

RECREATION CENTER
 4500 BELMONT ROAD
 DOWNERS GROVE, IL 60515
 630.960.7250 Fax 630.960.7251



**APPLICATION AND REGULATIONS
 FOR ATHLETIC FIELD PERMIT**

Date of Application: _____

Applicant's Name _____ Home Phone # _____ Work # _____

Address _____ City _____ Zip _____

Organization _____ Phone # _____

Address _____ City _____ Zip _____

Park Requested: _____ Type of Field: _____

Description of Activity: _____ Estimated Attendance: _____

	<u>Requested Dates</u>	<u>Time</u>	<u>Field</u>
1.	_____ to _____	_____ to _____	_____
2.	_____ to _____	_____ to _____	_____
3.	_____ to _____	_____ to _____	_____

I, the undersigned, have read, understand and agree to abide by the Downers Grove Park district rules, regulations and guidelines for rentals of park land property. I am also aware that in renting a facility for myself and/or for other participants I invite for participation in the above rental, I will be waiving and releasing all claims for injuries myself or my participants might sustain arising out of the above rental. I agree that while we use the park district facilities we will not discriminate on the basis of disability.

Signature of Applicant _____ Date _____ (Please Print Name) _____

Office Use Only _____ Reservation # _____

Field Charge _____ Resident: _____ Nonresident: _____

Lighting Charge _____

TOTAL _____

Approved by: _____
 Signature of Authorized Park District Staff

Fee Waiver approved? Yes _____ No _____ Staff Initial: _____

Method of Payment: Cash: \$ _____ Check: # _____ Amount: \$ _____

Credit Card Visa MasterCard Discover AMEX

Expiration Date _____ Amount \$ _____

Cardholder Name _____ Authorized Signature _____
 (Please Print Name)

Blue - Staff Pink - Maintenance Yellow - Applicant

DOWNERS GROVE PARK DISTRICT OUTDOOR FIELD RENTAL PROCEDURES

It is the intent of the Downers Grove Park District to make our facilities available to the public on a fair and equitable basis. A person seeking issuance of a permit shall sign the application form stating that he or she has read and understands any District rules, regulations and guidelines for rentals and use of park buildings, land property and/or any other park district facility.

1. Applications must be completed in full and signed by an adult (21 years old or older) who must assume responsibility for the group and be present during the entire rental period. Inaccurate information will result in cancellation of the permit with the loss of rental charges and/or deposits.
2. Athletic field permits are required for groups of 20 or more. Athletic fields are available for summer rental starting May 1 through August 15 and autumn rental starting September 15 through November 30 except Doerhoefer. Doerhoefer is available for summer rental starting May 1 through August 15 and autumn rental starting September 15 through March 31 of the following year. Call the Recreation Center for any other available dates.
3. A resident must be the applicant for all resident groups.
4. Applications are processed in order of receipt according to the usage priorities set forth in the Annual Operating Guidelines.
5. All functions in park district facilities must be in compliance with all District regulations and ordinances.
6. The established closing hour for outdoor park district facilities is dusk. Parks with operational, artificially lighted athletic facilities, pavilions and/or band shells shall be closed to the public at 11:00 pm. Security lighting shall not be considered operational, artificial lighting. All park sites reopen at daybreak.
7. Individuals, groups and organizations are responsible for any set up, clean up and orderly condition of the facility upon their departure. Any damages to facilities deemed to be in excess of normal wear and tear, or excessive clean up, will be charged to the individual signing the application. The park district reserves the right to require a security deposit from any group utilizing District fields or facilities.
8. A refund of rental fees minus a 10% service charge will be granted if requests are received in writing at least 24 hours prior to the rental date. A full refund of rental fees will be granted if inclement weather conditions result in the park district cancelling the permit.
9. The park district reserves the right to terminate or reschedule any and all permits for any reason deemed to be in the best interest of the District. Disorder amongst patrons may be grounds for cancellation of a permit and subsequent denial of future permits.
10. Dependent upon the nature of the activity, rental groups may be required to submit a certificate of insurance with the Downers Grove Park District named as the additionally insured for not less than \$1,000,000 per occurrence.
11. Alcoholic beverages are not permitted at any time on park district athletic fields or in parks.
12. Any use of loudspeakers or public address instruments is strictly prohibited except by special written permission from the park district. The park district may cancel a permit for use of amplification equipment at any time.
13. Individuals, groups and organizations must agree not to discriminate on the basis of disability, in accordance with the American with Disabilities Act, while utilizing any park district facility.
14. Permits are not issued to individuals or groups charging admission or fees for the purpose of private monetary gain unless written permission is granted. No person shall sell, offer to sell or exchange property, or buy, or exchange any property, or take up any collections of any money or property of value in or on park district facilities.
15. The posting of advertisements of any product or service for sale is prohibited.
16. Please be aware that the signee of the application is waiving and releasing the Downers Grove Park District from any and all losses, claims, suits or judgments or damages for themselves and to the others of his/her group that might arise as a result of any and all activities connected with or associated with this Agreement. The Downers Grove Park District shall assume no responsibility for any accident, theft or loss of property. The renter shall hold the Downers Grove Park District Board and staff members harmless for any costs or liability resulting from activities or programs of the renter.
17. Athletic field rental policies are subject to change without prior notice.