

Downers Grove Park District

ATHLETIC FIELD RENTAL APPLICATION

APPLICANT INFORMATION

DATE OF APPLICATION _____

APPLICANT'S NAME _____

DATE OF BIRTH _____

PHONE NUMBER _____

EMAIL ADDRESS _____

STREET ADDRESS _____

CITY _____ ZIP _____

ORGANIZATION INFORMATION

ORGANIZATION _____

STREET ADDRESS _____

CITY _____ ZIP _____

DIAMOND REQUESTS

DOERHOEFER GILBERT MCCOLLUM MEMORIAL POWERS RANDALL WASHINGTON WHITLOCK

SPECIFIC DIAMOND: _____ BASE DISTANCE: _____ PITCHING DISTANCE: _____

FIELD REQUEST

11V11 9V9 7V7 5V5 4V4 SOCCER FOOTBALL LACROSSE OTHER _____

EVENT INFORMATION

GAME PRACTICE TOURNAMENT TRYOUT OTHER: _____

ESTIMATED ATTENDANCE (PARTICIPANTS & SPECTATORS): _____

NUMBER OF TEAMS EXPECTED _____ AGE OF PARTICIPANTS: _____

DATE(S) REQUESTED: _____

RENTAL START TIME: _____ RENTAL END TIME: _____

GAME START TIMES (LIST ALL): _____



SUBMIT FORMS IN PERSON:

RECREATION CENTER 4500 Belmont Rd. • Downers Grove, IL • 60515

LINCOLN CENTER 935 Maple Ave. • Downers Grove, IL • 60515

630.960.7500 • DGPARKS.ORG

Downers Grove Park District

ATHLETIC FIELD RENTAL APPLICATION

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 district buildings, land property and/or any other park district facility.

INITIALS	PROCEDURES
	1. Applications must be completed in full and signed by an adult, ages 21 years or older who must assume responsibility 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 athletic field use. Fields and diamonds are available for spring/summer rentals beginning April 15 through August 31 and fall rentals beginning September 15 through October 31. The Doerhoefer turf field can be rented through March 31.
	3. A resident must be the applicant to receive the resident discount.
	4. Applications are processed in the order of receipt and given priority based on facility scheduling and availability.
	5. All function in Park District property must be in compliance with all District regulations and ordinances.
	6. Renter shall occupy or use the listed facility only during the time frame and date specified on the rental contract. The established closing hour for outdoor Park District facilities is dusk. Parks with operational, artificially lit athletic facilities shall be closed at 11:00pm.
	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 charges will be based on the amount of damage or clean up necessary. The Park District reserves the right to require a security deposit from any group or individual utilizing District athletic fields or facilities.
	8. A refund of rental fees will be granted if cancellation requests are received in writing at least 48 hours prior to the rental date. Cancellations due to weather will be rescheduled or a full refund will be given if a reschedule is not possible.
	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. Disorderly conduct amongst patrons may be grounds for cancellation of a permit and subsequent permit 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 additionally insured for not less than \$1,000,000 per occurrence (general liability). If the rental group requires that a third party be present during the event or to set up and/or take down equipment, additional coverage of \$500,000 for worker's compensation is also required. The Downers Grove Park District should be listed as additionally insured on the Certificate of Insurance at 2455 Warrenville Rd, Downers Grove, IL 60515.
	11. Unless otherwise permitted, no beer, liquor or any alcoholic beverages shall be brought or consumed upon the premises or be in the possession of any member of the party. It is agreed that violation of this provision shall result in automatic revocation of all rights hereunder and the forfeiture of all fees. The foregoing shall not be interpreted as limited or revoking any rights of the District under this agreement.
	12. Any use of loudspeaker or public address instruments is strictly prohibited except by special written permission from the Park District. The Park District may cancel 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 without written approval.
	15. The posting of advertisements of any product or service for sale is prohibited without approved permit.
	16. Facility rental policies are subject to change without prior notice.
	17. A security plan may be required depending on the type and size of the event, at the Districts discretion.

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ADDITIONAL INFORMATION

Will you need lights? YES NO If yes, lights will automatically turn on 30 minutes prior to sunset.

What time will you be done with lights? _____

Will you be utilizing any additional equipment (port o pots, tents, entertainment, etc.) YES NO

If yes, please describe: _____

Will you be requesting use of any other areas of the park? YES NO

If yes, where? _____

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 the District does not assume any liability for property damaged, lost or stolen on the District premises, or for personal injuries sustained on the premises during User's use of the premises and User hereby agrees to assume the full risk of any injuries, damages or loss, regardless of severity, that User may sustain as a result of this Agreement. User further agrees to waive and release the District from any and all losses, claims, suites or judgments or damages that User might sustain as a result of any and all activities connected with or associated with this Agreement.

SIGNATURE OF APPLICANT _____

PRINTED NAME OF APPLICANT _____ DATE _____

OFFICE USE ONLY

EMPLOYEE NAME _____ RESERVATION # _____

PARK CHARGE	\$ _____	<input type="checkbox"/> RESIDENT	<input type="checkbox"/> NON-RESIDENT	<input type="checkbox"/> AFFILIATE COMMUNITY
SECURITY DEPOSIT	\$ _____	<input type="checkbox"/> GOVERNMENT		<input type="checkbox"/> FOR PROFIT
TOTAL	\$ _____			

METHOD OF PAYMENT

CASH CHECK # _____ CREDIT CARD (CIRCLE ONE): VISA | MASTERCARD | DISCOVER | AMEX

APPROVED BY (SIGNATURE OF AUTHORIZED STAFF) _____

DATE _____



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