



Buffalo Grove
Park District

Park Permit Application

Fees are nonrefundable and are exclusive of any security deposits.

Date of Application _____
Must be at least 1 week prior to date requested

Day of Week and Date Requested _____

Time Requested _____ to _____

Number of Expected Participants _____

Organization _____

Home Phone _____

Main Contact _____

Work Phone _____

Address _____

Cell Phone _____

City _____ Zip Code _____

e-mail _____

Purpose of Request

- Family Picnic
- Birthday Party
- Team Party
- Company Picnic
- Organization Event
- Other _____

Park Requested

- Willow Stream Park
 - Shelter #1 (South)*
 - Shelter #2 (North)
- Busch Grove Community Park**
- Woodland Park
- Green Lake Park
- Apple Hill Park
- Other _____

Amenities Requested

- Baseball/Softball Field
 - Soccer Field/Open Area
 - Basketball Court
 - Sand Volleyball Court
 - Other _____
- Disc Golf and playgrounds cannot be reserved for exclusive use.

Fees

	Public		Nonprofit Organizations		Corporations	
	M - F	Sat/Sun/Holidays	M - F	Sat/Sun/Holidays	M - F	Sat/Sun/Holidays
Resident	\$10	\$20	\$10	\$20	\$30	\$50
Nonresident	\$15	\$30	\$20	\$30	\$45	\$75

For Office Use Only

Certificate of Insurance: Received by _____ Date Received _____

Fee Paid _____ Cash/Check # _____ Date _____ Received by _____

Deposit Paid _____ Cash/Check # _____ Date _____ Received by _____

Visa/Mastercard/Discover # _____ Expiration Date _____ CVV# _____

Signature for Credit Card _____

A deposit and certificate of insurance are required from all groups. See next page for rules and details. A signature is required on the other side of this form.

Rules Governing the Use of Parks and Fields

1. Application must be made and permits signed by an authorized Buffalo Grove Park District representative and is valid only on the dates and times shown.
2. Permits shall be canceled, should the Park District determine that usage will damage park/field conditions.
3. Permits may be canceled and future permits denied and deposits lost if:
 - The individuals are in violation of any ordinances, rules or regulations of the Buffalo Grove Park District.
 - User group have caused damage to Buffalo Grove Park District or private property or found to be littering.
 - Participants engage in disorderly conduct.
 - Applicants fail to use the scheduled facility without notification to the Buffalo Grove Park District.
4. All fields and picnic areas shall be left clean of debris after usage.
5. Absolutely no vehicles are allowed on bike paths. Violators are subject to being ticketed by the Buffalo Grove Police Department and will lose their deposit. No exceptions.
6. Persons may reserve facilities for their parties. Use of these areas during your time may occur by the general public. In the event that a league game is scheduled on a field, the league has precedence.
7. Outdoor grilling must be done in designated areas only. All coals must be removed from the site and must be placed in dump locations as provided. It is illegal to dump coals in lakes, garbage cans or bury them on Park District property. Violation of this will result in a loss of deposit. Buffalo Grove Park District will not supply grills.
8. As per Buffalo Grove Park district Ordinance 93-3-2 Section 21, a special use permit must be issued in order to operate any sound amplification device on Park District property.
9. The posting of advertisements for any products or services is not permitted.
10. The sale of any products is not permitted as stated in the Buffalo Grove Park District Ordinance book.
11. Alcohol and smoking are not permitted on Buffalo Grove Park District property.
12. All outside vendors hired by your group must be issued a special use permit by the Buffalo Grove Park District and Certificates of Insurance from such vendors must also be provided.

It is fully understood and agreed to by all parties that the sponsoring organization guarantees to indemnify and hold harmless the Buffalo Grove Park District, its public officials, employees, volunteers and agents against any and all suits of any manner which might arise as a result of the covered activities and that the sponsoring organization agrees to defend said Park District, its public officials, employees, volunteers and agents and indemnify same against any and all expenses incurred in the defense of any suit of any type arising out of the covered activity or any damages, judgements or decree which might be awarded against said District in the event that the suit should be brought as the result of the covered activity (ies) as identified above.

I have read the rules governing the use of Buffalo Grove Park District facilities, as well as the additional permit requirements page, and agree that the group using the requested sports field on the above date and times will abide by them.

Signature _____ **Date** _____

Please return completed forms to: Buffalo Grove Park District - Park Permit Application
530 Bernard Drive
Buffalo Grove, IL 60089

Or fax to (847) 459-7258

Additional Permit Requirements

Deposits

Resident and nonresident groups of 50 people and under - \$50
Groups of 51 or more people and all corporate parties - \$100

Deposits are required from all groups using any of the Park District fields and/or facilities. You will be charged for any damages, loss of keys or passes and time spent for clean up by our staff (if required). These charges will be deducted from your deposit. The Buffalo Grove Park District reserves the right to make adjustments in these fees as necessary. Damages over and above your deposit fee will be charged to the group and/or contact person named on this application.

Certificate of Insurance

A certificate of insurance is required when applying for groups of more than 51 people, as well as from all schools and businesses/corporations prior to being issued a permit. All certificates must be site specific, date specific, and name the Buffalo Grove Park District as being additionally insured. Minimum liability of \$1,000,000.

Additional Fees

- Park Services staff will only be available if requested in advance. An additional fee of \$25 per hour will be charged.
- A \$10 fee will be charged for each temporary structure erected, such as tents, dunk tanks and inflatables.
- To cover wear, as well as maintenance for our parks and fields for events over 50 people, please refer to the following fee schedule. Charges will be made according to the number of people attending your event.

50 - 99 people	\$25	201 - 250 people	\$150
100 - 150 people	\$50	251 - 300 people	\$200
151 - 200 people	\$100	300 or more people	\$250

Permit Requirements

- All rental agreements must be in writing. Application forms are available upon request. It is recommended that the person or persons in charge of the activity make arrangements and inspection of the park or field prior to the event.
- All individuals and groups using Park District facilities, parks and fields must abide by all local rules, regulations, laws and ordinances relative to the Buffalo Grove Park District, Village of Buffalo Grove and any regulatory authority.
- Organizations, businesses and individuals applying for the use of Park District facilities, parks and fields must not discriminate against race, culture, religion or disability. Organizations, businesses and individuals with a history of discrimination or found to be involved in any discriminatory practices will be immediately denied access to Park District facilities, parks and fields.
- Cancellation of reservations must be done 7 days in advance of the scheduled rental time to the Park Services Office at (847) 459-2321. Failure to do so will result in the forfeiture of the rental deposit.
- In the event that the Buffalo Grove Park District should close parks and fields due to inclement weather, a refund will be issued. When possible another date will be offered.
- Once a permit has been issued, a \$10 service fee will be charged for each change made.
- As per Buffalo Grove Park District Ordinance 93-3-2 Section 21, a special use permit must be issued in order to operate any sound amplification device on park district property.
- A Certificate of Insurance, as well as proof of liability and workmen's compensation naming the Buffalo Grove Park District as additional insured for all caterers and vendors hired by the individual or group applying for a permit is required. This includes the rental of any temporary structures, such as tents, dunk tanks and inflatable structures.