



Buffalo Grove
Park District

Sports Field Rental Application

Fees are nonrefundable and are exclusive of any security deposits.

Team/Organization Name _____

Sport _____

Age Group _____

Field/Park Requested _____

Main Contact _____

Alternate Contact _____

Address _____

Address _____

City _____ Zip Code _____

City _____ Zip Code _____

Home Phone _____

Home Phone _____

Work Phone _____

Work Phone _____

Cell Phone _____

Cell Phone _____

e-mail _____

e-mail _____

Dates and Times Requested - 2½ hour timeslots

Resident Groups \$100 per date - Requires a \$250 Security Deposit

Nonresident Groups \$135 per date - Requires a \$350 Security Deposit

Date	Times	Date	Times
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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.

Rules Governing the Use of Fields

1. Teams must consist of at least 60% or more Buffalo Grove Park District residents in order to qualify for the resident rates. All other teams are considered Nonresident.
2. User groups will not be issued refunds for cancellations. Credit towards another date will be given if cancellations are done with at least 72 hours notice. No refunds for unused credit. Weather related cancellations and credits can only be authorized by the Buffalo Grove Park District.
3. A Certificate of Insurance naming the Buffalo Grove Park District as "additional insured" is required from all user groups. Minimum liability of \$1,000,000.
4. 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.
5. Groups renting a field must pay a deposit as follows: \$250 for resident groups and \$350 for nonresident groups. Loss of or damage to Buffalo Grove Park District equipment provided will be charged against deposits. 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.
6. 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.
7. 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.
 - User groups are found to be driving vehicles on bike paths.
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. If a lock box key has been issued, it must be returned to the office at end of the season or future rentals could be affected.

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, judgments 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 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 - Field Permit Application
530 Bernard Drive
Buffalo Grove, IL 60089

Or fax to (847) 459-7258