



# Mt. Prospect Park District

## Athletic Field Rental Application & Agreement

Today's Date: \_\_\_\_\_

Name of Organization / Contact Person: \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Alternate # \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Field(s) Requested \_\_\_\_\_

Requested Rental Date (s) \_\_\_\_\_

Start Time \_\_\_\_\_ am/pm End Time \_\_\_\_\_ am/pm

Sport or Activity rental is for \_\_\_\_\_ Estimated Attendance \_\_\_\_\_

Is set-up required or equipment needed for your request? *Circle one* YES / NO

If Yes Please explain \_\_\_\_\_

### FIELD HOURLY RATES (Staff use only)

TYPE OF FIELD	RESIDENT RATE PER HOUR	NON RESIDENT RATE PER HOUR	LIGHTS
Baseball/Softball Fields	\$50.00/hr	\$60.00/hr	\$50.00 per hour
Soccer/Football Fields	\$50.00/hr	\$60.00/hr	\$50.00 per hour
Majewski Athletic Complex Fields	\$70.00/hr	\$80.00/hr	N/A

STAFF USE	
Rate x Hours Used	
Lights fee	
<b>TOTAL</b>	

COI Received



# Mt. Prospect Park District

## Athletic Field Rental Terms & Conditions

1. All groups using an athletic field must secure a permit at least 2 weeks in advance of requested date(s) All rental fees must be paid in advance of the date of the event. A written permit will be issued and the permit must be on site during the event. The renter is only permitted to use the field during approved dates & hours. Any usage outside of approved times may result in loss of use for the future.
2. All groups must provide the park district with a certificate of Insurance (COI) for one million dollars (\$1,000,000) general liability naming the district as additionally insured and have the actual Additional Insured Endorsement. **COI must be received at least 5 business days prior to rental date.**
3. All groups and persons obtaining an athletic field permit will be required to follow all rules and guidelines set by the park district's permit rules and Ordinance 525. Ordinance 525 can be found on the park district website – [www.mppd.org](http://www.mppd.org)
4. The Mt. Prospect Park District retains the right to govern field usage at all times. Fields may be shut down due to excessive wear and tear, growing seasons, turf conditions due to weather, misuse or failure to follow rules and guidelines as outlined within the field permits.
5. Alcohol consumption or sales is not permitted on park district property.
6. Outside food vendor inquiries must be submitted to the park district at least 2 weeks prior to rental. For more details, contact the park district supervisor.
7. Any sponsor must be approved by the park district. If approved, sponsor banners may be displayed on site and sponsor's information may be passed out to participants and spectators only during the day of the event.
8. Spectator admission fees may be charged with park district approval. The park district may request up to 10% of admission fees paid to the park district. The permit holder must provide all staff and supplies to take admission fees.
9. Any amplified sound must be approved by the park district staff. Such equipment must be provided by the renter.
10. Participant and spectator parking for each event will be designated by each site and will be discussed in detail with the renter. It will be the renter's responsibility to inform all participants and spectators of parking instructions and restrictions. All city/village parking ordinances apply.
11. Motor vehicles are not allowed on any athletic fields/parks & pathways.
12. Permit holders are responsible for any damage to park district facilities or equipment during the event. Additional Fees may apply due to damage during the rental.
13. Resale of permit is not allowed.
14. Additional fees may apply for additional park services including but not limited to field drags, use of field maintenance supplies, etc. If keys are provided to the renter and the keys are lost or not returned, there will be a \$50.00 fee for any keys that are lost or not returned.
15. In case of dangerous/incllement weather causing cancellation of event/activity, the renter must notify park district staff of cancellation within 24 hours of the original date and may request to reschedule to another available date or receive a refund.  
**The Park District reserves the right to cancel at any time.**
16. Renter shall be responsible for inspecting the facility subject to this Agreement prior to each use and shall be responsible for bringing to the District's attention any potential dangers, safety hazards or problems. Renter is solely responsible for determining whether said facility(s) is safe, appropriate, and/or compatible for Renter's intended use.

**Please Read before signing:**

**I/We understand that this form is a request until it is approved and all required fees are paid. Requests must be received 21 days prior to the rental date requested unless otherwise approved and will be reviewed within 3-5 business days of being received. No deposit or payment is due with this form.**

I/We agree to submit payment, as determined by the Athletic Supervisor, by the date indicated when notified of approval. Failure to submit payment by the date requested will make this request null and void and may result in the loss of timeslot.

I/We understand that submitting a request is NOT a guarantee of availability or approval. Requests will be reviewed based on Mt. Prospect Park District policy, facility & staff availability. Applications for field use may be denied or terminated if the nature of the rental is in direct competition with Mt. Prospect Park District programming, current youth athletic affiliate's programming or deemed unsuitable with regards to the intended use of the facility.

I/We have read the Mt. Prospect Park District field rules & guidelines and agree to adhere to them. This acknowledges that I/we have read the Athletic Field rules and guidelines and rates. As the Responsible party for the field rental, I/we will make all users aware of the rules and guidelines associated with the use of athletic fields.

I/We understand that the organization is solely responsible for any and all supervision during the rental. I/We understand that the organization is solely responsible for determining whether the site is safe and appropriate for use prior to each use. I/We will notify the Park District of any known safety hazards.

It is fully understood and agreed that the representative and their organization guarantees to defend, indemnify and hold harmless the Mt. Prospect Park District, it's officers, employees, volunteers and agents against all liabilities, claims, damages, losses, costs and expenses arising indirectly or directly in connection or as a result of this agreement. It is also understood that the organization will provide and maintain at its own cost, insurance as outlined in the rules and guidelines associated with the use of athletic fields.

\_\_\_\_\_  
Printed Name of Organization Representative

\_\_\_\_\_  
Signature of Organization Representative

\_\_\_\_\_  
Date of Signature

\_\_\_\_\_  
Title of Organization Representative (if applicable)

Please sign and return this Rental Application and Agreement to:

**Mt. Prospect Park District  
Attn: Athletic Department  
RecPlex  
420 W. Dempster Street  
Mt. Prospect, IL. 60056  
Phone – 847-640-1000  
Fax – 847-364-2824**

Date Approved: _____
Approved by: _____
Payment: _____