



# Field Rental Request Form

Bartlett Park District \* 700 S. Bartlett Road \* Bartlett, IL 60103  
Phone 630-540-4800 \* Fax 630-540-4870 \* [www.bartlett-parks.org](http://www.bartlett-parks.org)

9-23-24

**Request Form must be submitted 5 business days prior to rental date requested. This form is a “request” and will be approved/denied within 3-5 business days. Renter filing the request must at least 21 years of age. No deposit or payment is due with this form. Payment is due upon receiving confirmation of availability.** Checks, cash or credit cards can be accepted for payment of rental.

### Event and Rental Information

The person in charge is responsible for any and all damages and must be in attendance during event and is referred to as “renter”.

#### Lights Requested

Date: \_\_\_\_\_ Day: \_\_\_\_\_ Hours: From \_\_\_\_\_ To \_\_\_\_\_ Yes

Date: \_\_\_\_\_ Day: \_\_\_\_\_ Hours: From \_\_\_\_\_ To \_\_\_\_\_ Yes

Date: \_\_\_\_\_ Day: \_\_\_\_\_ Hours: From \_\_\_\_\_ To \_\_\_\_\_ Yes

Total number attending \_\_\_\_\_ Type of function: \_\_\_\_\_

### Field Requested (please check)

Apple Orchard Fields	1	2	3	4	5
Apple Orchard Lighted Field	7	8	9		
Hill Top Field				Humbracht Field	
Huntington Meadows		Koehler A		Koehler B	
Koehler C		Koehler Football		Leiseberg	
Marianne Cordell		Nature Ridge-Soc. East		Nature Ridge-Soc. West	
Nature Ridge-Softball		Newport T-Ball		Prairieview Field	
Rita K. Fletcher		Schick Field		Schrader Field	
Sunset		Struckman Basin		Tallgrass	
Theodore J. Lewis T-Ball		Trails End Baseball			

### **Person in Charge:**

Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work phone: \_\_\_\_\_ Cell Phone \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail \_\_\_\_\_

Name of Organization (If representing one) \_\_\_\_\_

Special Requests: \_\_\_\_\_

### **Permit Fees:**

<b>Field:</b>	Resident:	\$45.00 per game	Regular:	\$55.00 per game
<b>Lights:</b>	Resident:	\$35.00 per hour	Regular:	\$45.00 per hour

### Field Usage Stipulations

A minimum of 3-5 business days is required to process a request for a permit. Once your date is approved your payment will be due and then your permit will be issued. If there is a conflict or problem with your request we will contact you by phone or email. Reservations are limited to groups of 99 people or less. For groups of 100 or more, users must obtain advance approval from staff, Executive Director or the Board of Commissioners and at various locations you may be required to make arrangements for portable toilets or insurance.

1. The Bartlett Park District reserves the right to cancel any permits for use of its fields at anytime.
2. It is understood that you, or your organization, will comply with all rules, regulations and ordinances of the Village of Bartlett and the State of Illinois in the use of Bartlett Park District fields and facilities.
3. All Bartlett Park District activities have priority over the use of all fields. Should a Park District activity arrive at the same time they will have priority to the use the field. A current Bartlett Park District schedule or brochure may serve in the place of a permit.
4. If you, or your organization, and a non-Park District group arrive at the same time and each has a valid permit (and the office is closed) we ask that you please treat one another with respect and work out a bad situation. If however, a group with no permit arrives the group with no permit must leave the field immediately or they, or their organization, (if a renter), may have its rights to schedule future fields revoked.
5. You or your organization will clean and police the area of litter; ensure everyone picks up after themselves.
6. No person or organization will use a field, grounds or equipment in any manner not expressly agreed upon in the permit.
7. Each group or individual making a field reservation is financially responsible for any damage occurring to the field, buildings, grounds or equipment.
8. Park only in designated parking spots.
9. No one is allowed to drive vehicles off the pavement and onto the grass for any reason.
10. All organizations and individuals renting or using Bartlett Park District buildings, grounds or fields shall hold the Bartlett Park District harmless for any action or suit by any person or persons injured or occasioned by use of any Bartlett Park District field, or by any other person or organization.
11. All functions require sufficient/competent adult supervision & chaperone's for youths, which must be provided by the renter.
12. No alcoholic beverages are allowed or shall be served on any Bartlett Park District premises.
13. No grilling/fires are allowed on Park District property except at designated areas, with a permit.
14. The field(s) will be used only during the hours as stated on the permit. Your set-up and clean-up must be included in the time you state on the request for a permit.
15. The fields shall not be used by any person for private business or any activity on which any individual or group makes a profit or gain, except as permitted by the Executive Director or Board of Commissioners.
16. Cancellations – 11 or more working days - \$5.00 administrative fee will apply. 10 or less working days – No refund
17. Special Requests: Inflated spacewalks, dunk tanks, tents or other similar or unusual items are allowed in Bartlett Park District Parks ONLY with the approval of the Executive Director. A minimum of \$1M in general liability coverage with a certificate of insurance naming Bartlett Park District as additional insured is required for such special requests.
18. Amplified Sound, Tents larger than 10x10 or Raffles at your event, require approval from the Park District and a permit from the Village of Bartlett.
19. For rentals the Park District only provides the field in the permit fee. All other items (bases, balls, bats, nets, flags etc.) must be supplied by the renter.
20. Fields can be booked April 1 – November 15. Soccer fields have no goals from June 15 – September 1.
21. Lighted fields are only available from 4:30pm to 10:30pm. Unlighted Fields are available 8am – to dusk.
22. For organizations to qualify for the resident rate at least 60% of participants must be residents of the Park District.
23. Guidelines for Field Closures, Lightning Detection and Severe Weather must be followed.
24. Rates and policies are subject to change.
25. Non-conformance to rules make this agreement subject to immediate cancellation.

I hereby certify that this organization or individual understands the Park District Field Usage stipulations on this form and agree to abide by them. A minimum of 3-5 business days is required to approve this request.

\_\_\_\_\_  
Your Signature

\_\_\_\_\_  
Date

Approved by Bartlett Park District Staff

\_\_\_\_\_  
Staff Signature and Date

**OFFICE USE ONLY**

Fee Paid \$ \_\_\_\_\_ Cash    Check    Charge    Initials \_\_\_\_\_

Credit Card # \_\_\_\_\_ Exp. Date \_\_\_\_/\_\_\_\_