



For office use only: Time & Date Received:

## Community Group Field Request Form

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

11-14-25

The Bartlett Park District works with many groups within the community and we do our best to meet everyone's needs but cannot guarantee that all requests will be accommodated. This form is a "request" and a conformation & field assignments will be returned to you by the dates listed below. Renter filing the request must at least 21 years of age. No deposit or payment is due with this form. Any forms received after the deadline will be processed if any field time is still available.

### Request Form Deadlines/Forms must be submitted by:

<u>Sport</u>	<u>Season</u>	<u>Deadline</u>	<u>Field Assignments Returned</u>
Baseball/Softball	Spring/Summer	December 8	January 15
Baseball/Softball	Fall	March 1	May 20
Soccer	Spring	December 8	January 22
Soccer	Fall	June 10	June 28
Football	Fall	March 1	May 20

**Sport:** \_\_\_ Soccer \_\_\_ Baseball \_\_\_ Softball \_\_\_ Football Other: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

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

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

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

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

To ensure everything runs smoothly please have your coaches coordinate through your organization contact. The organization contact should be the only person contacting the park district.

### Field Information

Fields are available for rentals April 1–November 15. Soccer fields have no goals from June 20–August 15. (Please note: Field maintenance does not begin until April 1st)

Baseball/Softball Field Information:

- Leiseberg East Softball Field: Base pegs at 60, 65 & 70ft. and pitching mound at 50ft.
- Nature Ridge Softball Field: Base pegs at 60, 65, 70, & 80 ft. and pitching mound at 54ft.
- Trails End Baseball Field: Base pegs at 90ft and pitching mound at a 60ft. 6in.

Lighted fields are available from 4pm-10:30pm.

Unlit fields are available 8am–dusk.

**Please Note:** To be considered a Community Group at least 60% of members/participants of your organization must be residents of the Park District. This must be verified by a roster check (or similar) with names and addresses to receive the best pricing that can be extended to Community Groups.



**If Requesting Specific Days or Time:**

<b>Day of the Week</b> Ex. M, Tu, W,Th, F, Sa, Su	<b>Time</b>	<b>Lights</b> <b>Yes or No</b>	<b>Light Time</b> <b>(Start-End)</b>	<b>Field</b>

**Additional Information:**

1. Please list the Start Date \_\_\_\_\_ and End Date \_\_\_\_\_ of your season.
2. Please list any league time restrictions for games: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Special Requests: \_\_\_\_\_  
\_\_\_\_\_

**Once you receive your confirmation & field assignments the following will be required and will be fully explained in your usage agreement:**

1. A Signed Field Usage Agreement
2. Field Permit Fees/Teams Fees/Player Fee
3. Light Fess
4. Insurance coverage

Not submitting any of the above items by their due dates will lead to immediate cancellation of your usage agreement & field time.

Standard Insurance Coverage requirements: A certificate of insurance must be provided and placed on file with the Bartlett Park District PRIOR to using the fields. This certificate must be a “Comprehensive General Liability Policy”, naming the Park District as “additional insured” and cover the following:

1. Limits: \$1,000,000 per occurrence, \$2,000,000 annual aggregate and Occurrence Form.
2. Comm. Gen. Liability including: bodily/personal/advertising injury, property damage & medical payments.

## Standard Field Usage Stipulations

1. The Bartlett Park District reserves the right to cancel any permits for use of its fields at any time.
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 show up at the same time they will have priority to use the field.
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. The current Bartlett Park District schedule or brochure may serve in place of a permit.
5. You or your organization will clean and police the area, removing all refuse, litter, etc. that has accumulated as a result of your use.
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. No one is allowed to drive vehicles off the pavement and onto the grass for any reason.
9. 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.
10. All functions require sufficient/competent adult supervision & chaperones for youths, which must be provided by the renter.
11. No alcoholic beverages are allowed or should be served on any Bartlett Park District premises.
12. 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.
13. The fields shall not be used by any person for private business or any activity in which any individual or group makes a profit or gain, except as permitted by the Park Board.
14. If there will be amplified sound at your event, you need approval from the Superintendent of Parks and a Noise Permit from the Village of Bartlett.
15. If you would like a tent(s) at your event, you need approval from the Executive Director and a Tent Permit from the Village of Bartlett.
16. 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.
17. 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.
18. Rates and policies are subject to change.
19. Nonconformance of rules makes 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.

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

\_\_\_\_\_  
Date

**To ensure everything runs smoothly please have your coaches' coordinate through your organization contact. The organization contact should be the only person contacting the park district.**