



Print Form

Email Form

Field Rental Request Form

Bartlett Park District * 700 S. Bartlett Road * Bartlett, IL 60103
Phone 630-540-4800 * www.bartlettparks.org

12-2025

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. Fields can be reserved April 1 - November 15. Soccer fields have no goals from June 15 - September 1. Lighted fields are available from 4:30pm - 10:30pm. Unlit fields are available 8am – dusk.

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 | <input type="checkbox"/> #1-Softball-ADA | <input type="checkbox"/> #2-Softball | <input type="checkbox"/> #3-Soccer | <input type="checkbox"/> #4-Soccer | <input type="checkbox"/> #5-Softball |
| Apple Orchard Lighted Fields | <input type="checkbox"/> #7-Softball | <input type="checkbox"/> #8-Soccer | <input type="checkbox"/> #9-Soccer | | |
| <input type="checkbox"/> Happy Trails-Soccer | <input type="checkbox"/> Hilltop - Soccer | <input type="checkbox"/> Humbracht -Soccer | | | |
| <input type="checkbox"/> Huntington Meadow-Soccer | <input type="checkbox"/> Koehler A-Softball-Lights | <input type="checkbox"/> Koehler B-Softball- | | | |
| <input type="checkbox"/> Koehler C-Softball-Lights | <input type="checkbox"/> Koehler Football-Lights | <input type="checkbox"/> Lights Leiseberg-Softball | | | |
| <input type="checkbox"/> Marianne Cordell-Soccer | <input type="checkbox"/> Nature Ridge East-Soccer | <input type="checkbox"/> Nature Ridge West-Soccer | | | |
| <input type="checkbox"/> Nature Ridge-Softball | <input type="checkbox"/> Newport T-Ball | <input type="checkbox"/> Prairieview-Softball | | | |
| <input type="checkbox"/> Rita K. Fletcher-Softball | <input type="checkbox"/> Schick-Soccer | <input type="checkbox"/> Schrader Lower-Soccer | | | |
| <input type="checkbox"/> Schrader Upper-Soccer | <input type="checkbox"/> Sunset-Soccer | <input type="checkbox"/> Struckman Basin-Soccer | | | |
| <input type="checkbox"/> Tallgrass-Soccer | <input type="checkbox"/> Theodore J. Lewis T-Ball | <input type="checkbox"/> 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:

Field:	Resident:	\$45.00 per game	Regular:	\$55.00 per game
Lights:	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. Reservations are limited to groups of 99 people or less. For groups of 100 or more or for special requests, additional approval may be required. Also depending on your request you may be required to make arrangements for portable toilets or insurance.

1. Renter must be 21 years or older and is the point of contact for the rental.
2. The Bartlett Park District reserves the right to cancel any permits for use of its fields at anytime.
3. It is understood that you, or your organization, will comply with all rules, regulations and ordinances of the Bartlett Park District, Village of Bartlett and the State of Illinois in the use of Bartlett Park District fields and facilities.
4. 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 guide may serve in the place of a permit.
5. A permit issued by Bartlett Park District allows an individual or group to use the field at that designated date/time. If an individual or group with no permit arrives, the group with no permit must leave the facility immediately or they or their organization (renter) may have its right to schedule future fields revoked.
6. If two group arrive at the same time & each has a valid permit, please treat one another with respect and work out a bad situation Renter is responsible for cleaning and monitoring the area, removing all refuse, litter, etc. that has accumulated as a result of use.
7. No person or organization will use a field, grounds or equipment in any manner not expressly agreed upon in the permit.
8. Each individual or group making a field reservation is financially responsible for any damage occurring to the field, buildings, grounds or equipment.
9. Renters, their guests, vendors and any other person(s) associated with their rental are not 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 field(s) 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. Renter assumes the risk of inclement weather when renting. No refund will be given for inclement weather. 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 & 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. For organizations to qualify for the resident rate at least 60% of participants must be residents of the Park District. Documentation required for verification.
21. Guidelines for Field Closures, Lightning Detection and Severe Weather must be followed.
22. Rates and policies are subject to change.
23. 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

OFFICE USE ONLY

Fee Paid \$ _____ Cash Check Charge Initials _____

Staff Signature and Date

Credit Card # _____ Exp. Date _____ / _____
CID _____

Bartlett Community Center ♦ 700 S. Bartlett Road ♦ Bartlett, IL 60103 ♦ (630) 540-4800

www.bartlettparks.org ♦ guestservices@bartlettparks.org