



**PALATINE PARK DISTRICT OUTDOOR FACILITY PERMIT REQUEST**  
**Athletic Fields, Picnic Shelters and Towne Square**

Pick up and drop off or mail to: Palatine Park District, Attention: Facilities Coordinator,  
250 East Wood Street, Palatine, IL 60067. Telephone: (847) 496-6251.

Date of Application \_\_\_\_\_

**Permit request form, Facility Rental Agreement, Athletic League form (and Special Use permit if applicable) must be completed in full, and must be signed and dated before Palatine Park District will issue a permit.**

1. Name of Organization\* or Individual: \_\_\_\_\_  
(Applicant must be at least 21 years of age)

Organization status: Profit \_\_\_\_\_ Non- Profit \_\_\_\_\_

2. Authorized Representative \_\_\_\_\_

3. Email \_\_\_\_\_ Phone(h) \_\_\_\_\_ (c) \_\_\_\_\_

4. Address \_\_\_\_\_ City/Zip \_\_\_\_\_

5. Activity/Purpose \_\_\_\_\_

6. Rental is for Private \_\_\_\_\_ or Public \_\_\_\_\_ use

7. Shelter or Field Requested \_\_\_\_\_

6. Date/Time Requested \_\_\_\_\_ Attendance Expected \_\_\_\_\_

7. List additional equipment\* that will be brought onto the Park District property  
\_\_\_\_\_  
\_\_\_\_\_

\*A separate Certificate of Liability Insurance will be required for equipment delivered and/or set up by an outside company/vendor.

8. Will an admission/donation be collected? (circle) Yes / No

9. Percentage of expected attendance by residents of the Park District \_\_\_\_\_%

10. Please read and sign the "Facility Rental Agreement" acknowledging the Rental Terms and Conditions.

11. Complete the Special Use Permit if needed. Requests for Alcoholic Beverages accepted for Picnic Shelter rentals ONLY and must include required identification (current Driver's License or State ID) and proof of Insurance with Liquor Liability coverage (see requirements).

12. \*Organizations must provide a current Certificate of Liability Insurance (see requirements)

## Palatine Park District Statement of Policy Use of Parks

The Board of Commissioners (of the Palatine Park District) is ever mindful that:

The public parks of the community are held in trust by the Board for the use and enjoyment by the general public;

This use and enjoyment is a valuable right;

The First and Fourteenth Amendments to the United States Constitution guarantees to individuals and groups of individuals an inalienable right of public assembly and expression;

Historically, public parks have been a forum for such expression;

A viable society feeds on discussion rather than repression, and an orderly assembly, properly administered, and is in accord with the rights of the general public, nearby park residents and normal activities in the parks.

For these reasons, the Board intends to make the parks available for various uses, including public assembly, and expression of opinion. Lest this statement be misconstrued, it must be understood that:

The Board will not delegate to any group its duty of administering the parks;

Permission to use the parks will be granted only where the function can be reasonably accommodated by the park system, and such use will not unduly interfere with the rights of the general public, the prior use by others or park programs, and will not present a clear and present danger to the public health and safety of the community; Permission to use the parks by groups for a non-sponsored park function must be upon application and issuance of a permit;

Any permit issued may contain conditions that will protect park property and assure orderly and proper use of the parks;

The granting of a permit is not to be construed as an endorsement by the Board of the subject matters discussed, the opinion expressed, nor the organization sponsoring the function;

Any permit granted may be revoked for misrepresentation in the application or violations of the terms and conditions of the permit, the ordinances, rules and regulations of the Park District and the laws of the State of Illinois.

### **Palatine Park District Outdoor Facility - Rental Terms and Conditions**

1. The applicant, his/her organization and members are bound by policy of the "permit", its terms and conditions, regulations and ordinances pertaining to the use of the Park District property.
2. The applicant submitting a request, listed as the authorized representative, must be a minimum of 18 years of age (21 years of age for alcoholic beverages) and present during the entire rental.
3. Any permit may be revoked for misrepresentation in the application or violation of terms and conditions of this application concerning policy, ordinances, rules, regulations, and laws of the State of Illinois.
4. Adequate adult supervision, as determined by the Executive Director, must be provided at all times. Rental groups may be required to employ officers of the Palatine Police Department.
5. Alcoholic beverages are NOT permitted on Park District property, except when authorized by the Executive Director. Applicant must complete a Special Use Permit and provide proof of insurance with Liquor Liability coverage.
6. The applicant, his/her organization and members agree to release the liability of injury to the Park District caused through said use.
7. Groups and organizations are required to provide a certificate of insurance issued specifically for this rental. (See attached requirements).
8. The Park District will not assume responsibility for lost or damaged property.
9. Permits for rental groups that expect more than 100 participants shall be issued only with the specific approval of the Executive Director.
10. **Use of sound amplification systems is prohibited** except when specifically authorized on the Special Use Permit. In addition to Park District approval, applicant must obtain permission from the Village of Palatine for exemption of Village sound ordinance.
11. Only Park District sponsored organizations may use a park building as a mailing address.
12. When publicizing meetings or events, the location shall state the facility name, not the Palatine Park District.
13. Any electrical, motorized equipment or temporary structures brought onto Park District property must be authorized on the permit.
14. All user groups of the Palatine Park District must comply with the intent of the American Disabilities Act and not discriminate in any way.
15. Parks are open 8 a.m. to dusk.

### **Palatine Park District Certificate of Insurance Requirements**

1. Coverage Limits – a minimum of one million dollars (\$1,000,000) per occurrence general liability coverage plus a two million dollar (\$2,000,000) aggregate coverage limit.
2. Palatine Park District is listed as the certificate holder.
3. The event, date and location shall be listed under “Description of Operations”.
4. The Palatine Park District and its elected and appointed officials, employees, and agents shall be named as additional insureds on a primary and non-contributory basis.
5. Requests for Liquor must include Liquor Liability coverage.
6. If the outside party (vendor, organization, etc.) has any employees we need proof of worker’s compensation insurance coverage and must include a waiver of subrogation.
7. If the outside party (vendor, organization, etc.) uses any motor vehicles as part of the activity, they must provide proof of automobile liability insurance coverage and name “the Palatine Park District and its elected and appointed officials, employees, and agents” as additional insureds. Same limits of coverage as above apply.
8. If there are special situations, such as possible environmental pollution, fireworks, etc. that special exposure needs to be specifically listed as a covered exposure and “the Palatine Park District and its elected and appointed officials, employees, and agents” as additional insureds. Coverage limits will vary depending on the project.
9. A certificate of insurance evidencing all of the above, with the additional insured endorsement and waiver of subrogation endorsement must be attached to the rental agreement.

### **Park District Athletic Field Permit- Rental Terms and Conditions**

1. Permits include the use of the field and the amenities associated with that specific field.
2. Soccer fields include goals. It is the rental group’s responsibility to supply nets, flags, and any other equipment.
3. Baseball and softball fields include the infield being dragged and the outfield lined. It is the rental group’s responsibility to supply bases, bats, balls, and any other equipment. Field lines are maintained by the Palatine Park District, and should not be altered.
4. No other equipment or services are provided by the Palatine Park District unless specifically mentioned in this section.
5. The Palatine Park District updates the Park District website with field cancellations. It is the rental group’s responsibility to check to see if a field has been closed. Rainouts will be rescheduled whenever possible. If a rainout cannot be rescheduled a refund for that game will be issued. Rental groups must contact the Palatine Park District, Facilities Coordinator within 48 hours of a rainout to request the event to be rescheduled or refunded. Credits will not be issued, or applied to future requests.
6. Grills or other open fire cooking structures are prohibited.
7. Authorized vehicles only.
8. No glass containers.
9. Please dispose of all garbage.

### **Additional Rental Terms and Conditions for Turf Fields**

1. Animals are not allowed inside the soccer complex.
2. No food (including sunflower seeds), gum or chewing tobacco is allowed on the synthetic turf surface.
3. Metal spiked shoes are not allowed on the synthetic turf surface.
4. Clean athletic shoes (free of mud) and plastic cleats are permissible.
5. During athletic competitions, all spectators shall remain off of the synthetic turf surface.
6. Moving of portable goals by authorized personnel only.
7. Only free standing field markers and sports equipment may be used on the synthetic turf surface. No stakes, posts, poles or markers of any kind may be driven into the synthetic turf surface.
8. No unauthorized tents, chairs or shade structures on the synthetic turf surface.
9. Grills or other open fire cooking structures are prohibited.
10. Authorized vehicles only.
11. No glass containers.
12. Please dispose of all garbage.

**Additional Rental Terms and Conditions for Picnic Shelters & Towne Square**

1. Picnic Shelter Permits are issued for the months April – October.
2. Resident Picnic Shelter Permit requests will be accepted on or after the first business day of the rental year.
3. Non-resident Picnic Permit requests will be accepted as of February 1 of the rental year.
4. Picnic Permits will be issued for only 1 date/use.
5. Towne Square Permits will be issued for a 2 hour period to be specified on the permit request.
6. Alcoholic beverages allowed by approved Special Use Permit only with required proof of age and insurance.
7. Refund/Exchange Policy states: 50% refund, minus a \$5 processing fee, provided written notice is received by the Park District at least 30 days prior to the reserved date. Failure to comply with this requirement will result in loss of rental amount. Approved Permit must be attached to the Refund/Exchange request for processing to begin.
- 8. Tents or any item “staked in the ground” require review and approval by our Parks Department. Contact Jim Holder at 847-705-5131.**

**PICNIC AREAS - RENTAL FEES (One day Rental)**

Resident - \$80 Non-resident - \$100

**TOWNE SQUARE - RENTAL FEES (2 Hour Rental)**

Resident - \$100 Non-resident - \$125

**ATHLETIC FIELDS - RENTAL FEES**

(There is a 2 hour minimum for Park District Field Rentals)

Residents/Resident Teams  
(75% must reside within the Palatine Park District boundary)  
Non-Resident/Non-Resident Teams

**GRASS FIELDS**

\$35 per hr.  
\$45 per hr.

**TURF FIELDS**

\$80 per hr.  
\$100 per hr.

Lights

\$35 per hr.

Extra Portable Toilet \$130 each

Extra Cleaning of unit \$20 each cleaning

**RENTAL AGREEMENT AND WAIVER**

We/I \_\_\_\_\_ (Name of Organization):

Agree to hold harmless the Palatine Park District, Cook County, Illinois, the Park Board, its members and employees: and to assume responsibility for, and defend at our/my own expense, all claims for damage to property and persons, including medical expense, for injuries incurred and arising incidental to the use of the facility involved. It being further understood and agreed that the Palatine Park District assumes no obligation or responsibility in connection with said use of facility. We/I further agree to assume all cost of damage to the parks/buildings, pools and/or contents during the period authorized and all results of such said use of facility and/or contents. We/I further agree to adhere to the statement of policy, rental procedures and the rental terms and conditions.

CANCELLATION CLAUSE: Applicant cancellations must be received in writing at least thirty (30) days prior to the reserved date for Picnic Shelter Rentals and at least ten (10) days prior to the reserved date for Athletic Field Rentals. Failure to comply with this requirement will result in loss of the rental fee. The Palatine Park District reserves the right to cancel this permit within 48 hours when deemed necessary.

\_\_\_\_\_  
APPLICANT SIGNATURE/ DATE  
AUTHORIZED REPRESENTATIVE

\_\_\_\_\_  
APPROVED (Park District) DATE

**Office Use Only**

Invoice \_\_\_\_\_ Permit \_\_\_\_\_

Rental Category (Circle One)    Resident Non-Resident    Non-Profit    Affiliate

Deposit \_\_\_\_\_ Rental Fee \_\_\_\_\_ Final Payment \_\_\_\_\_ Payment Type \_\_\_\_\_

Alcohol Permit    Yes \_\_\_\_\_ No \_\_\_\_\_    Approved \_\_\_\_\_



# Palatine Park District Special Use Permit

The special use permit application must accompany a park or facility rental agreement form and be submitted with the rental agreement to the park or facility scheduling staff for review. The special use permit application will be forwarded to the office of the Executive Director for review and pending approval. The application must be filed with the Executive Director not less than fifteen (15) business days prior to the scheduled use. The review and pending approval will be determined within seven (7) days after formal filing or after approval by the Park Board of Commissioners where applicable. Special use permit applications will not be accepted in advance of rental reservations. Reservations for shelters are accepted beginning January 2 and pool rentals beginning March 1 of each calendar year. Facility and field reservations are generally accepted six months prior to the intended date of use. **Applicants for picnic shelter rentals must be at least twenty-one years of age and must provide a current photo ID including date of birth i.e. Driver's license, state ID for all Alcoholic Beverage permits.** Applications that are illegible or not fully completed will not be considered. In addition, any application found to be inaccurate or untruthful will be automatically denied. If such a determination is found after said use, the Park District may exercise its right to charge in full all applicable fees, process in full any security deposit and/or revoke any future privileges to use Park District parks, amenities and facilities.

**Please indicate the Special Use Permits that you would like to be considered:**

- Waiver of fees/deposit
- Fundraising event
- Serving alcoholic beverages
- Selling alcoholic beverages
- Amplified sound/music
- Use after posted hours of operation
- Assembly/protest/service gathering
- Display/exhibit on District property
- Overnight parking
- Parades or festivals
- Artificial lighting
- Other \_\_\_\_\_

Organization/Group \_\_\_\_\_

Rental Date \_\_\_\_\_

Contact Person \_\_\_\_\_

Time of Rental \_\_\_\_\_ to \_\_\_\_\_

Address \_\_\_\_\_

Facility/Park Requested \_\_\_\_\_

City \_\_\_\_\_

Event Type \_\_\_\_\_

State/Zip \_\_\_\_\_

Estimated # in attendance \_\_\_\_\_

Phone \_\_\_\_\_

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

I will indemnify and hold harmless the Palatine Park District from any and all claims, demands, actions, or suits arising out of or in connection with rental. I certify that the information I provided in this contract is correct to the best of my knowledge and I further understand that if any information is found to be false I may forfeit my fee and/or deposit. I, as the authorized renter, have read, understand and accept all of the information stated on this contract, in its entirety, and agree to abide by it.

**Applicant**  
Signature \_\_\_\_\_

Date \_\_\_\_\_

**Executive Director**  
Approval \_\_\_\_\_

Date \_\_\_\_\_