



Turf/Gym Rental Request (For Athletic Rentals)

2195 N Hicks Rd, Palatine, IL 60074
Phone: 847-202-5111 x 8112 **Fax:** 847-963-2221
Email: falconrentals@palatineparks.org

Office Use Only:	
Received Date:	
Time:	
Staff Initials:	
Circle:	R NR

Please allow a minimum of 5-7 business days for processing. Please print or type.
 This form is not a guarantee for the requested date.

CONTRACT INFORMATION:

League/Group/Organization: _____ **Applicant Birthdate:** _____

Contact Person Name: _____
 (Renter must be at least 21 years of age; and is the only contact person for the contract in regards to the contract)

Address: _____ **City/State/Zip:** _____

Primary Phone: _____ **Work Phone:** _____ **Cell Phone:** _____

Email Address: _____

EVENT INFORMATION:

Date Requested: _____ **Day of Week:** _____
 (If looking for multiple dates/times please use next page)

Hours Requested: FROM _____ TO _____ **Purpose of Event:** _____
 (Time must include set-up and clean up time needed for the event)

Age Group of Participants: 18 yrs + _____ 17 yrs & under _____

Type of Use: Game _____ Practice _____ Tournament _____ Other _____

Is This Event for a Not-For Profit Group: YES NO

Are You Selling Concessions: YES NO

(If yes, there is a \$75 flat fee for the concessions area. You must provide a copy of the Village of Palatine Temporary Foot Event Permit. You can get the form at www.palatine.il.us)

Are You Charging Admission: YES NO If yes, how much per person: \$ _____

Gym Usage: <input type="checkbox"/> FULL GYM <input type="checkbox"/> 1/2 GYM		<input type="checkbox"/> Check if scoreboards are needed. (An ID is required to be left at Front Desk)	
Basketball: <input type="checkbox"/> One Court (Jr High Court--1/2 gym needed) <input type="checkbox"/> Two Courts (Jr High Court--full gym needed) <input type="checkbox"/> Main Court (full gym needed)		Rim Height: <input type="checkbox"/> 10 ft <input type="checkbox"/> 8 ft	
Volleyball: <input type="checkbox"/> One Court (1/2 gym needed) <input type="checkbox"/> Two Courts (full gym needed) <input type="checkbox"/> Three Courts (full gym needed)		Volleyball Net Height: Court #1 <input type="checkbox"/> Jr. High <input type="checkbox"/> Women's <input type="checkbox"/> Men's Court #2 <input type="checkbox"/> Jr. High <input type="checkbox"/> Women's <input type="checkbox"/> Men's Court #3 <input type="checkbox"/> Jr. High <input type="checkbox"/> Women's <input type="checkbox"/> Men's	

Turf Usage: <input type="checkbox"/> FULL TURF (90' x 180') <input type="checkbox"/> 1/2 TURF (90' x 90')	
<input type="checkbox"/> Lacrosse <input type="checkbox"/> Soccer (Goal Size 6' x 18')	<input type="checkbox"/> Check here if goals are needed for soccer or lacrosse
<input type="checkbox"/> Football <input type="checkbox"/> Field Hockey	<input type="checkbox"/> Check if scoreboards are needed. (An ID is required to be left at Front Desk)
<input type="checkbox"/> Softball/Baseball	<input type="checkbox"/> Check here if do not need pitching machines
Batting Cage: <input type="checkbox"/> One Cage (1/2 North Turf needed) <input type="checkbox"/> Two Cages (1/2 North Turf needed)	Pitching Machine Request: Cage # 1 <input type="checkbox"/> Baseball <input type="checkbox"/> Softball Cage # 2 <input type="checkbox"/> Baseball <input type="checkbox"/> Softball



Palatine Park District

Turf/Gym Multiple Day Request (For Athletic Rentals)

2195 N Hicks Rd, Palatine, IL 60074
 Phone: 847-202-5111 x 8112 Fax: 847-963-2221
 Email: falconrentals@palatineparks.org

Office Use Only:	
Received Date:	
Time:	
Staff Initials:	
Circle:	R NR

Date	Day of Week	Time	Location	
		FROM _____ TO _____	Gym <input type="checkbox"/> Full <input type="checkbox"/> 1/2	Turf <input type="checkbox"/> Full <input type="checkbox"/> 1/2
		FROM _____ TO _____	Gym <input type="checkbox"/> Full <input type="checkbox"/> 1/2	Turf <input type="checkbox"/> Full <input type="checkbox"/> 1/2
		FROM _____ TO _____	Gym <input type="checkbox"/> Full <input type="checkbox"/> 1/2	Turf <input type="checkbox"/> Full <input type="checkbox"/> 1/2
		FROM _____ TO _____	Gym <input type="checkbox"/> Full <input type="checkbox"/> 1/2	Turf <input type="checkbox"/> Full <input type="checkbox"/> 1/2
		FROM _____ TO _____	Gym <input type="checkbox"/> Full <input type="checkbox"/> 1/2	Turf <input type="checkbox"/> Full <input type="checkbox"/> 1/2
		FROM _____ TO _____	Gym <input type="checkbox"/> Full <input type="checkbox"/> 1/2	Turf <input type="checkbox"/> Full <input type="checkbox"/> 1/2
		FROM _____ TO _____	Gym <input type="checkbox"/> Full <input type="checkbox"/> 1/2	Turf <input type="checkbox"/> Full <input type="checkbox"/> 1/2
		FROM _____ TO _____	Gym <input type="checkbox"/> Full <input type="checkbox"/> 1/2	Turf <input type="checkbox"/> Full <input type="checkbox"/> 1/2
		FROM _____ TO _____	Gym <input type="checkbox"/> Full <input type="checkbox"/> 1/2	Turf <input type="checkbox"/> Full <input type="checkbox"/> 1/2
		FROM _____ TO _____	Gym <input type="checkbox"/> Full <input type="checkbox"/> 1/2	Turf <input type="checkbox"/> Full <input type="checkbox"/> 1/2
		FROM _____ TO _____	Gym <input type="checkbox"/> Full <input type="checkbox"/> 1/2	Turf <input type="checkbox"/> Full <input type="checkbox"/> 1/2
		FROM _____ TO _____	Gym <input type="checkbox"/> Full <input type="checkbox"/> 1/2	Turf <input type="checkbox"/> Full <input type="checkbox"/> 1/2
		FROM _____ TO _____	Gym <input type="checkbox"/> Full <input type="checkbox"/> 1/2	Turf <input type="checkbox"/> Full <input type="checkbox"/> 1/2
		FROM _____ TO _____	Gym <input type="checkbox"/> Full <input type="checkbox"/> 1/2	Turf <input type="checkbox"/> Full <input type="checkbox"/> 1/2

FACILITY RENTAL REQUEST PROCESS:

The potential renter must fill out the form completely and return it to the Falcon Park Recreation Center. When filling out the request application, write the **exact time you plan to enter the rental space and the exact time of departure**. Filing this request application does not automatically constitute approval of the request, facility, nor time requested. All requests will be reviewed and acceptance will be based on Park District policy, facility and staff availability. **No deposit is due at this time.**

If your request is approved, you will receive a Rental Agreement via email **within 5-7 business days**. If it is denied, we will contact you as soon as possible.

The renter will be required to read and sign the Rental Agreement and return it, along with the security deposit payment within 7 business days of receiving the agreement. Rentals will not be reserved without full payment, Security deposit, and renter's signature on the Rental Agreement.

Resident: Individuals residing within the Palatine Park District boundaries.

Non-Resident: Individuals not residing within the Palatine Park District boundaries.

RENTAL REQUEST STIPULATIONS:

Renters must be 21 years old or older.

The Palatine Park District reserves the right to reject any rental which it feels is not appropriate.

Rental contracts are e-mailed to renters. Palatine Park District is not liable should contracts arrive in spam folders or any other folder outside of the inbox from your e-mail provider. It is the renter's responsibility to check any spam/junk folder for the contract.

GENERAL POLICIES

Smoking or any use of a tobacco product is prohibited within 50 feet of all entrances to Park District buildings. A designated area is located to the east of the building by the garbage can.

The renter gives the Park District the right to pursue collection methods for bad checks, damages, or additional time used, and agrees to pay for such methods.

The renter and/or organization using this facility agrees to comply with the intent of the Americans with Disabilities Act and will not discriminate in any way.

Abusive language or conduct to other park users or Park District staff will not be tolerated and will result in person or persons involved being asked to leave the park grounds.

Rates and policies are subject to change at the discretion of the Palatine Park District.

The applicant, his/her organization and members are bound by policy of the permit/application, its' terms and conditions, regulations and ordinances pertaining to the use of Park District property.

All special effects equipment, stages, decorators and special entertainment used by the renter must be submitted in writing and be pre-approved before set up or use. **All special effects equipment, stages, decorators and special entertainment must provide a copy of their general liability insurance for \$1 million with the Park District listed as additionally insured a minimum of 10 business days before your rental date.**

Not complying with these facility usage stipulations will result in cancellation of the usage, even if the rental time has not expired, and forfeiture of all monies paid.

RESERVATION, DEPOSIT, CANCELLATION AND PAYMENT

Rentals may only take place during normal operating hours. (Friday and Saturday-7am-midnight, Sunday-Thursday-7am-11:00 pm; guest must be out of the building by closing time). The Palatine Park District reserves the right to make exceptions depending on the type and size of the rental.

The security deposit is \$100 of the total rental cost and is in addition to your total rental cost. This is due within 7 days of receiving your rental agreement.

The “rental period” is defined as the amount of the time during which the renter occupies the rented space. **This includes time for set-up and take-down. Facility use will be the time designated on the Rental Agreement.** The Park District’s clock shall be the official time. If the renter fails to show after one half hour of their rental, they will be judged as a “No Show” and the staff will be sent home. No “make up time” is allowed for late arrivals.

The Palatine Park District shall not be liable for damages or its failures to perform due to contingencies beyond its reasonable control, including, but not limited to, fire, storm, earthquake, explosions, public disorders, sabotage, lockouts, labor disputes, labor shortages, strikes, riots, equipment failures, building failures, or acts of God/nature. The Park District will make every attempt to contact you immediately if the facility is unusable due to uncontrollable circumstances.

Cancellation Policy: Cancellations need to be in writing 10 business days before the day of the rental.

If it is less than 10 business days and the Staff is able to sell the time you are cancelling on your contract, you will not be financially responsible for the canceled time. If Staff are unable to sell the rental time, you are financially responsible for the rental time.

Rental fees for a single rental date must be paid in full at least 10 business days prior to your rental date. For multiple rental dates, a monthly bill will be sent to the renter on the contract.

Any payments made 14 or fewer days prior to the rental date MUST be paid by cash or credit card.

Tournament Set Up-Renters must meet with Staff a minimum of five (5) days prior to rental to review set up needs.

Any user groups wanting to sell concessions/merchandise of any type must fill out a special permit form a minimum of 10 days prior to the rental and get approval from the Park District Executive Director.

The security deposit will be returned as long as there is no damage to the rented area, excessive clean up required, and you used the area rented within your request hours.

Security Deposit refund is processed within 10 business days after the rental or cancellation, as long as the policies and procedures were adhered to. There are NO cash refunds. Only check or credit card refunds are issued. If the transaction was paid via cash or check you will receive a refund via a check to the name and address on the rental contract in 4 to 6 weeks. If the transaction was paid via credit card you will receive a credit to the card that was used for the transaction in 2 to 4 weeks; this may take up to 2 billing cycles to appear on your statement depending on when the credit card company posts this to your statement. If this credit card has expired or lost/stolen since the refund was charged to it, a check will be cut and sent to the person’s name and address listed on the contract. We except Discover, Master Card and Visa.

Any group or individual which arrives early or stays beyond their scheduled time will be required to pay for additional time. All renters who exceed their requested time will be charged an additional \$25 for each 15 minute block of time they use. (Example: if a renter goes 16 minutes over, they would be charged \$25.00 for the first minutes, plus \$25.00 for the next 15 minute block.) This amount will be deducted from the security deposit.

Any custodial service required over and above the group's normal clean-up will be charged at the rate of \$35 per hour and subtracted from the security deposit.

If the gym or turf is **not** left in satisfactory condition according to a post-rental checklist or staff reports, or you arrive prior to or stay longer than your approved rental time, the Palatine Park District may keep all or part of your deposit and/or charge an additional fee. The organization or renter shall assume liability for any damage done to the building, equipment or park area being used and will be responsible for leaving the facility in satisfactory condition.

RULES

Each user group needs to designate a Responsible Party for all field rentals. **That Responsible Party is directly responsible for informing team coaches, representatives, participants and spectators of Palatine Park District policies regarding field rentals and usage.**

Gym Rules

When using the gym, The Palatine Park District requires all users to abide by the following rules. **Please inform all players/users prior to using the gym.** Not following these rules will reduce the life the gym and could terminate your rental.

1. Food is prohibited.
2. Water ONLY! Sports drinks, soda, alcohol, energy drinks or juice is prohibited.
3. Dunking or grabbing the nets is prohibited.
4. Chewing gum is prohibited.
5. Tobacco products are prohibited.
6. Spitting or swearing is prohibited. Fighting will not be tolerated.
7. Glass bottles are prohibited.
8. Kicking or throwing balls at the glass or into the lobby is prohibited.
9. Children under 7 years old must be supervised.
10. Please clean up after yourselves.
11. Palatine Park District is not responsible for lost or stolen items.
12. All rules and regulations are subject to change at the discretion of the Staff without notice. This will only be done to increase the quality of service provided and to insure all participants are safe.

Turf Field Rules

When using the turf, the Palatine Park District requires all users to abide by the following rules. **Please inform all players/users prior to using the turf.** Not following these rules will reduce the life the turf and could terminate your rental.

1. Food is prohibited.
2. Water ONLY! Sports drinks, soda, alcohol, energy drinks or juice is prohibited.
3. **Sunflower seeds are prohibited.**
4. **Chewing gum is prohibited.**
5. Tobacco products are prohibited.
6. Metal cleats, driving stakes, blades, and/or heels are prohibited. Footwear and chairs that have studs, or heels can puncture holes in the turf and causes unnecessary wear and tear.
7. Glass bottles are prohibited.
8. Spitting or swearing is prohibited. Fighting will not be tolerated.
9. Climbing on or moving soccer goals and netting is prohibited.
10. Kicking or throwing balls at the glass or into the lobby is prohibited.
11. Children under 7 years old must be supervised.
12. Please clean up after yourselves.
13. Palatine Park District is not responsible for lost or stolen items.
14. All rules and regulations are subject to change at the discretion of the Staff without notice. This will only be done to increase the quality of service provided and to insure all participants are safe.

Batting Cage Rules

Please inform all players/users prior to using the turf. Not following these rules will reduce the life the turf and could terminate your rental. **Must follow all the rules for Turf Field and the following:**

1. All batters must wear batting helmets at all times while inside the cage.
2. Only ONE (1) batter in the batting cage at a time. Maximum of two (2) people in the cage at a time (batter and pitcher)
3. Batter must wear gym shoes or rubber cleats.
4. An adult, 18 years or older must operate the pitching machine.
5. No one under the age of 5 years old is permitted in the batting cage.
6. No practice swinging outside batting cages, unless designated supervised area.
7. No hanging, climbing on batting cage netting.
8. Close the cage zipper upon entry and exit.
9. **Rental time includes set up and clean of equipment.**
10. Bat, helmets and balls can be borrowed from Falcon Park. A valid ID must be left at the front desk and will be returned with Staff have checked in all equipment borrowed.
11. Report any equipment malfunction to Staff immediately.
12. Batting cage equipment set up and removal and moving equipment is to only be done by Staff.
13. CAUTION-Injuries could result from the misuse of this device. User should assume the inherent risk of batting baseballs and softballs. If users have any questions about the use of this device or the inherent risks associated with the use of this device ask staff before using the batting cages.

INSURANCE

The Park District provides no health/accident insurance for groups using its facilities. Groups may be requested to provide a Certificate of Insurance, signifying that they have sufficient insurance coverage and naming the Palatine Park District as additionally insured.

CONDUCT AND SUPERVISION

Renter must stay until their entire party has departed. Renter is responsible for the conduct of their invited guests and for any damage and negligent breakage that occurs during the rental to the building, grounds and equipment.

It is understood that all renters and their guests will comply with the rules, regulations and ordinances of the Palatine Park District, Village of Palatine and the State of Illinois in use of the facility.

Youth activities require 1 adult chaperone (21 years and older) to every 10 youths (under the age of 18). All children in attendance must remain in the rented rooms. Children are not allowed to remain unsupervised in any area of the building.

The applicant, his/her organization and members agree to release the Park District from all liability in connection with the use of Park District property and/or facilities.

All rentals will be overseen by a Park District Staff. They are empowered to restrict the group's misuse of the facility and protect the Park District property from the renters and their guests due to conduct before, during, and after the rental time has expired. Renters and their guests should cooperate with all Park District staff. Should guests become unruly, the renter must assist the park staff in performing his/her duties.

All events will be monitored by Park District personnel and, if necessary, the Palatine Police Department. If, in the sole discretion of the Park District Director or agent a determination is made to terminate the event, the renter will abide by the decision and the renter and the renter's guests will leave the Park District premises immediately. Under such circumstances, the renter will be due no refund and the Park District reserves the right to refuse future rentals to the renter.

The Park District Staff are not on duty to assist with the renter's activities. This includes bringing in/taking out supplies for your rental. A cart is available upon request from the front desk.

EQUIPMENT/CONCESSIONS

Scoreboard Usage and Equipment Rental-A valid ID must be left at the front desk when using the scoreboard or renting equipment. ID's will be returned once Staff have checked in all scoreboard remote controls and/or equipment.

If the scoreboard remote control and/or equipment is lost, stolen or broken during your rental period, the renter will be responsible for replacement cost.

Equipment Rental (can be rented at an additional charge; the equipment rental request needs to be turned in with your turf/gym request):

Dodgeballs-8 available
Kickballs-2 available
Bases-2 sets available
Footballs-2 available
Football Flags-26 available
Volleyballs-8 available
Soccer Balls-10 available
Basketballs-10 available
Scooters-10 available

Concessions- Kitchen (can only be used for serving and warming; no preparing food is allowed and is available for additional charge):

Ice machine
Refrigerator/Freezer
Microwave
Coffee maker (renters must supply own coffee and supplies)
Warming oven

Hot pads, griddles, or similar devices are not allowed on the kitchen's counter top.