



Wood Dale Park District - Park/Field Rental Form

630.595.9333

*At least 2 weeks notice is needed for all rental requests

Organization: _____ Today's Date: _____

Contact Person: _____ Home Phone: _____

Address: _____ Alternate Phone: _____

City/Zip: _____ # of People Expected _____

Rental Date(s): _____ Facility Requested: _____

Times: _____

Purpose of Rental _____

List any/all equipment/supplies (grill, port-a-potties) that will be brought on the premises

Initial that you have received and understand the rules and policies of the park district

*fees are per hour w/ exception of Gazebo

*Community Park Ball Field rate is per hour/per field

Park Requested	Ball Fields	Ball Fields w/lights	Gazebo	Gazebo w/electrical hook-up
*Community (rates are per hour)	\$30 (R) / \$45 (NR)	\$40 (R) / \$50 (NR)	N/A	N/A
Lionwood (rates are per 3 hrs.)	\$10 (R) / \$12 (NR)	N/A	N/A	N/A
Mohawk (rates are per 3 hrs.)	\$10 (R) / \$12 (NR)	N/A	N/A	N/A
Franzen Grove	N/A	N/A	\$35(R) / \$85 (NR)	add \$20

Based on a max. of 6 hrs.

A \$150 deposit is required and refundable for all rentals

NOTE: In the event that there are any damages to facilities or grounds or additional clean up is required by park district staff, or if the permit holder fails to abide by rental rules, the park district will keep a portion or the entire amount of the damage deposit.

Fee Calculation

\$ _____ per hour x _____ # of hours x _____ # of days x _____ # of fields

Fee Amount Due \$ _____
 Minus Deposit \$150
 Total Amount Due \$ _____

*An additional \$5 per hour will be added for a request over the maximum stated hours.

*Fees are due at least seven (7) days prior to rental date.

The Park District reserves the right to deny any requests at any time. Circumstances denying requests may be due to previous park district activities, or permits, limited availability of field/park space, limited or no parking, conflict of interest with Wood Dale Park District philosophies or previous violations of rules by the requesting group or individual. Park District programs have 1st priority of field/park use at all times.

For Office Use

Deposit paid by Cash Check Credit Card Date Received _____
 Total Payment paid by Cash Check Credit Card Date Received _____

Certificate of Insurance is required for certain events/activities as determined by the Park District The Wood Dale Park District MUST be named as "additional insured" and received within 1 week of rental

Certificate of Insurance Required? ___ Yes ___ No Received? ___yes ___ No

Rental Approved? ___Yes ___No If no, reason? _____

Park District Staff Signature _____ Date _____

PARK/FIELD RENTAL POLICIES/TERMS/CONDITIONS



Wood Dale Park District
111 E. Foster Avenue
Wood Dale, IL 60191
Ph# 630.595.9333
Fax# 630.595.9699
www.wooddaleparkdistrict.org

- 1). The applicant submitting a request, listed as the Contact Person, must be a minimum of 21 years of age. Adults are responsible for the conduct of the members of their group.
- 2). Field Rentals are issued on a first-come, first-serve basis.
- 3). All Requests must be requested at least 2 weeks in advance.
- 4). The applicant, his/her organization and members agree to release the liability of injury to the Wood Dale Park District caused through said use.
- 5). Certificates of Insurance, when required, must state the Wood Dale Park District as "Additional Insured."
- 6). The Wood Dale Park District will not assume responsibility for lost or damaged property.
- 7). When sound amplification equipment is used, the Park District &/or any City/Village police personnel can require volume to be lowered if deemed necessary.
- 8). No ground fires or charcoal BBQ grilling will be allowed on any Park District property unless specifically approved by Park District personnel.
- 9). No alcoholic beverages are allowed on Park District premises.
- 10). All participants are held personally liable for any property or equipment damage while using Park District property. A charge will be made to cover the repair or replacement of property or equipment damaged or removed from any park.
- 11). The park/field renter is responsible to have all litter picked up and removed from the area at the conclusion of the event/activity as well as any equipment, signs, structures, etc.
- 12). Pets of any size are not permitted in parks or fields
- 13). Due to heavy usage by Park District leagues & limited number of fields available, field rentals will be limited to 1-2 days a week per organization depending upon other park district needs and requests.
- 14). In case of dangerous/inclement weather leading to cancellation of event/activity, the renter may request to reschedule event to another available date or receive a refund.
- 15). Field/Park fees must be paid within 48 hours of approval of the request.
- 16). Sale of any article or item is prohibited unless approved by the Park District.
- 17). Cancellation of a reservation must be done at least 2 weeks prior to the event. Failure to do so will result in the loss of 50% of the fee.
- 18). Bases for softball/baseball fields will not be supplied.
- 19). Parks close at dusk (unless electricity at Franzen Grove or Community Park is provided).
- 20). Weapons of all types are prohibited in any park/facility/field.
- 21). There are no washroom facilities at any of the Wood Dale Park District parks/fields. Port-a-Potties may be allowed to be brought on premises with Park District approval.
- 22). Golfing is prohibited in all parks/fields.
- 23). Smoking and use of tobacco products are prohibited in all parks and facilities.
- 24). The applicant and his/her organization shall comply with all local laws and Park District Ordinances.
- 25). Please keep a copy of your signed, stamped and approved Reservation Agreement with you on the day of the event/activity. This will serve as your permit.

It is fully understood and agreed by the parties that the Renter(s) guarantees to indemnify and hold harmless the Wood Dale Park District, its officers, employees, volunteers and agents against any and all claims, damages, losses and suits of any manner which might arise as a result of the covered function(s) and that the Renter agrees to defend the Wood Dale Park District, its officers, employees, volunteers and agents and indemnify same against any and all expenses incurred in the defense of any suit of any type arising out of the covered function(s) or any damages, judgements or decrees which might be awarded against the same in the event that suit should be brought as the result of the covered function(s) as stated above.

I have read and agree to conform to the regulations set forth and to comply with any other rules or regulations deemed necessary by the Park District, because of the nature of your request.

Signature of Person Responsible for Request _____

Date _____