



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 \* Fax 630-540-4870 \* [www.bartlettparks.org](http://www.bartlettparks.org)

8-30-11

The Bartlett Park District works with many groups within the community and we do our best to meet everyone's needs but can not 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 open and can be booked April 1–November 20. Soccer fields have no goals from July 1–August 15. (Please Note: The Park District does not begin field maintenance until April 1<sup>st</sup>)

Baseball/Softball Field Information: Nature Ridge and Leiseberg East are both Softball Fields with 60ft bases. In addition there will be base pegs at 70 & 80 ft. Trails End is a Baseball field with bases set at 90ft. Pitching distances are set at Leiseberg – 50', Nature Ridge – 54' & Trails End – 60'6".

Lighted fields are only available from 6:00pm to 10:30pm.

Unlighted Fields are available 8am – to dusk.

**Team Information**

Total Number of Teams: \_\_\_\_\_

Total Number of Players: \_\_\_\_\_

**(Feel free to attach team information, if you already have it in a typed format) See attached**

	Team/Age <i>Ex. U10</i>	Number of Teams <i>2</i>	Field or Field Size <i>60ft bases/11v11</i>	<u>Lights Requested</u>
1.	_____	_____	_____	Yes
2.	_____	_____	_____	Yes
3.	_____	_____	_____	Yes
4.	_____	_____	_____	Yes
5.	_____	_____	_____	Yes
6.	_____	_____	_____	Yes
7.	_____	_____	_____	Yes
8.	_____	_____	_____	Yes
9.	_____	_____	_____	Yes
10.	_____	_____	_____	Yes
11.	_____	_____	_____	Yes
12.	_____	_____	_____	Yes
13.	_____	_____	_____	Yes
14.	_____	_____	_____	Yes
15.	_____	_____	_____	Yes
16.	_____	_____	_____	Yes
17.	_____	_____	_____	Yes
18.	_____	_____	_____	Yes
19.	_____	_____	_____	Yes
20.	_____	_____	_____	Yes
21.	_____	_____	_____	Yes

*(To list more teams please staple additional paper to this form.)*

**If Requesting Specific Days or Time:**

<u>Day of the week</u>	<u>Time</u> (Start-End)	<u>Lights Requested</u>	<u>Field</u>
Monday	_____	Yes	_____
Tuesday	_____	Yes	_____
Wednesday	_____	Yes	_____
Thursday	_____	Yes	_____
Friday	_____	Yes	_____
Saturday	_____	Yes	_____
Sunday	_____	Yes	_____

**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. \$1,000,000.00 per occurrence.
2. Bodily injury.
3. Property damage insurance.

## Standard Field Usage Stipulations

1. The Bartlett Park District reserves the right to cancel any permits for use of its fields at anytime.
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. A current Bartlett Park District schedule or brochure may serve in the 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 shall 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 on 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 spacwalks, 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 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.

\_\_\_\_\_  
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.**

*Bartlett Park District is an organization where Character Counts! Trustworthiness ♦ Respect ♦ Responsibility ♦ Fairness ♦ Caring ♦ Citizenship*  
Bartlett Community Center ♦ 700 S. Bartlett Road ♦ Bartlett, IL 60103 ♦ (630) 540-4800 ♦ Fax (630) 540-4870

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