



Date of Request: \_\_\_\_\_  
Received by: \_\_\_\_\_

### Cary Park District Athletic Field/Court Usage Request

Applicants must be at least 21 years of age.

Name \_\_\_\_\_ Site \_\_\_\_\_

Resident \_\_\_\_\_ Non Resident \_\_\_\_\_ Specific Purpose of Rental \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Requested Date(s) \_\_\_\_\_

Phone (H) \_\_\_\_\_ Requested Time \_\_\_\_\_

(W) \_\_\_\_\_ Arrival Time \_\_\_\_\_ Depart Time \_\_\_\_\_

Organization \_\_\_\_\_ Additional Needs/Requests \_\_\_\_\_

NFP Resident \_\_\_\_\_ NFP Non resident \_\_\_\_\_

Commercial Resident \_\_\_\_\_ Commercial Non resident \_\_\_\_\_

Number of people expected to attend \_\_\_\_\_

*I have read the attached rental guidelines. I agree to follow the rental guidelines as stated and understand that failure to follow the guidelines and comply with all applicable Cary Park District policies and ordinances may result in loss of privileges and loss of part or all of the required security deposit.*

Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

(Must be at least 21 years of age)

#### Office Use Only

Request has been:

Approved \_\_\_\_\_ Rejected \_\_\_\_\_ Recorded \_\_\_\_\_ By Staff \_\_\_\_\_ Date \_\_\_\_\_

Paid by: Credit Card (Type) \_\_\_\_\_ Check (#) \_\_\_\_\_ Cash (Receipt) \_\_\_\_\_  
*Checks should be made payable to Cary Park District.*

Usage Fee \_\_\_\_\_ Amount Paid \_\_\_\_\_ Date \_\_\_\_\_ Rec'd By \_\_\_\_\_

Security Deposit \_\_\_\_\_ Amount Paid \_\_\_\_\_ Date \_\_\_\_\_ Rec'd By \_\_\_\_\_

## Cary Park District Rental Guidelines

### Athletic Fields/Courts

Any question regarding these guidelines should be directed to the Cary Park District between 8:30am-5:00pm, Monday-Friday at 847-639-6100.

The athletic fields/courts are available to be rented Monday-Sunday. Lights are available on certain athletic fields for an additional fee. Soccer fields, baseball/softball fields, basketball courts and tennis courts are located in different park sites. Each individual park site and the fields/courts contained within it may dictate the extent of activity that may take place there.

**The availability of any rental site is subject to Park District programs/events or community based Park District sponsored/affiliated functions.**

#### Deposits

##### *Reservation*

The renter must first complete the attached request form. After the request has been approved by staff, a \$25 *reservation deposit* must be submitted to hold the requested time and date.

##### *Payment of Fees*

All fees associated with a rental must be paid in full no less than fourteen days prior to the rental date. Rentals requested and approved with less than fourteen days between approval and rental date will require all fees paid in cash or by credit card.

##### *Security*

A security deposit may be required for athletic field/court rentals depending on the scope of rental. Based on the activities associated with an individual rental, the requirement for and amount of a security deposit will be determined by Park District staff. All security deposits are refundable if no damage has been done to the field/court or surrounding areas including grass and all park rules and procedures have been followed. Refunds of security deposits will be issued within fourteen days following the rental date.

#### Usage Fees

Fees for each rental are determined by several factors specific to each individual rental. Refer to the categories below to determine individual/group status. Fees for rental sites are listed by category. (See attached, List of Usage and Permit Fees) Additional costs regardless of category may be necessary depending on the individual need of each rental.

##### *User Categories*

###### Category "A"

Includes Cary Park District based governmental or non-profit organizations whose membership is comprised predominantly, (at least 75%), of Park District residents and the purpose of the rental is not commercial in nature

<OR>

Individual Park District residents (must be 21 years of age) when the purpose of the rental being conducted is not commercial in nature.

Category “B”

Includes non Cary Park District based governmental or non-profit organizations and the purpose of the rental is not commercial in nature.

<OR>

Individual non-residents (must be 21 years of age) when the purpose of the rental being conducted is not commercial in nature.

Category “C”

Includes all groups and individuals, both resident and non-resident, when the purpose of the rental, group or the event being conducted is commercial in nature. Fees for this category are not listed. Park District staff will determine fee for a rental based on the scope and needs of each individual rental.

**Staffing/Security**

Depending on the needs each individual rental, Cary Park District staff may be required to be present during the rental. Additionally parking attendants or security may be required as a safety consideration at the cost of the renter. The requirement for Park District staff or other staffing/security will be at the discretion of the Park District. Any additional costs including Park District staff expenses and insurance considerations necessary as a result these requirements will be the responsibility of the renter. (See Insurance section for more information)

**Cancellations**

Cancellations made at least fourteen days prior to a reserved date will receive a full refund of deposits and usage fees paid. Cancellations made less than fourteen days prior to a reserved date are eligible for a refund only if a replacement rental can be scheduled.

Refunds will not be given for rentals in the event of inclement weather. Rentals cancelled due to inclement weather may be given the opportunity to reschedule at a later date, depending on availability. Park District staff reserves the right to determine the severity of inclement weather and the opportunity to reschedule the rental. Park District staff may cancel a rental based upon severe weather, potential impact on park site or for any other reason. Refunds for rentals cancelled by the Park District are at the discretion of and will be determined by Park District staff.

**Additional Equipment/Special Permits**

Additional equipment or supplies are the responsibility of the renter. Additional equipment or supplies desired and the related activities may require a special permit and must be approved in writing prior to the date of the rental by Park District staff. The Park District will not sign for or accept delivery of any equipment or supplies. It is the renter’s responsibility to provide a representative to accept any deliveries of approved equipment and supplies.

Requests and special permits for additional equipment or supplies must be completed and approved prior to the rental date. Where required, a special use permit for each additional piece of equipment or supplies brought on site must be issued through the Park District. No requests or special use permits will be granted on site or the day of the rental. Final approval on any piece of equipment brought onto the site is the discretion of the Park District.

The Park District will determine a designated place for each piece of additional equipment or supplies to be brought on site. Equipment or supplies not properly placed will result in the rental being cancelled immediately and the forfeiture of all fees paid.

### **Alcohol**

In compliance with Park District policy 2-500 and ordinance 2000-01-05, alcohol is not permitted in any park site without a proper permit provided by the Park District. A special permit fee (see attached, List of Usage and Permit Fees) and additional insurance coverage (see Insurance) will be required. Approved alcohol use may only take place at the rental site and not in other adjacent areas. Failure to comply will result in termination of the rental, confiscation of the alcoholic beverages and may result in removal from the park site or the police being contacted.

### **Insurance**

The need for or extent of insurance required will be determined by the type or level of activity required for a rental. Park District staff will determine the necessary insurance requirements for each rental.

All insurance certificates must specifically state “The Cary Park District is an Additional Insured with respect to XXX’s activities for a rental held at XXX on (date).”

### *General Liability*

The rental host shall secure and maintain in its own name and with the Cary Park District named as additional insured, general liability insurance covering bodily injury and property damage with limits of not less than one million dollars per person and one million dollars per occurrence for each accident for bodily injury or death and five hundred thousand dollars for each accident and one million dollars aggregate property damage. General Liability insurance may be purchased through the Park District via the Park District Risk Management Agency.

### *Alcohol*

All laws enacted by the Village of Cary, McHenry County, State of Illinois and the Federal Government regarding the distribution and consumption of alcohol apply. Renters who want to have alcohol on site or supply alcohol must provide Host Liquor Liability insurance in the amount of one million dollars per occurrence naming the Cary Park District as additional insured. The certificate of insurance must be provided no later than twenty-one days prior to the rental date. Host Liquor Liability insurance may be purchased through the Park District via the Park District Risk Management Agency.

### *Automobile*

The rental host shall secure and maintain, in its own name and with the Cary Park District named as additional insured, comprehensive automobile liability insurance covering bodily injury damage with limits of not less than one million dollars per person and one million dollars per occurrence for each accident for bodily injury or death and five hundred thousand dollars property damage per occurrence.

### *Worker’s Compensation and Occupational Disease Policy*

The rental host shall secure, in its own name, workers compensation and occupational disease coverage to protect itself against liability under the workers compensation and occupational disease statutes of the state of Illinois and Illinois structural work act. Employer’s liability must be five hundred thousand dollars.

### Athletic Fields/Courts

#### *Usage Rates*

	<u>"A"</u>	<u>"B"</u>	<u>"C"</u>
Softball	\$25/hr	\$50/hr	To be determined by
Softball w/ Lights	\$50/hr	\$100/hr	the Park District.
Soccer	\$25/hr	\$50/hr	
Tennis	\$15/hr	\$30/hr	
Basketball	\$15/hr	\$30/hr	

#### Categories (A, B, C = To be determined)

Security Deposit\* \$200

\*If necessary.

Staff: Full time \$25/hr  
Part time \$12/hr

#### *Special Use Permit Fees (Per Day)*

Tent (20' x 30' or smaller) \$30 per  
Tent (larger than 20' x 30') \$50 per