



Cary Park District Outdoor Athletic Field Space Application

Applicants must be at least 21 years of age

Name _____ Organization _____

Status: Colleague _____ Recognized _____ Resident _____ Non-Resident _____

Address _____ City _____

E-mail _____ Phone (best contact number) _____

Purpose of request: Practice _____ Games _____ Try-outs _____ Camps _____ Other _____
(Please explain)

Outdoor Athletic Field Location(s) _____

Requested Date(s) _____ Requested Time(s) _____
**If requesting multiple locations, dates or times please attach on a separate sheet*

Number of people expected to attend _____

Additional Needs or requests (see page 5 for a list of examples) _____

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 Please return the application to the Facilities & Program Manager and keep pages 2-5 for reference

Request has been:	Approved _____	Denied _____	Initials _____	Date _____
Usage Fee	_____	Initial Payment Received: \$ _____	Date _____	Rec'd By _____
Remaining Balance: \$ _____	Due by _____ (10 business days prior to rental)			
Final Payment Amount: \$ _____	Date _____	Rec'd By _____		
Paid by: Credit Card (Type) _____	Cash (Receipt) _____	Check (#) _____	<i>(Payable to Cary Park District)</i>	

Cary Park District Rental Guidelines Outdoor Athletic Field Space

Any general questions about these guidelines can be directed to Cary Park District staff at the Community Center during regular building hours. Any specific questions or question after a rental has been approved should be directed to the Facilities & Program Manager during regular office hours or by email.

The outdoor athletic field spaces are available for rental Sunday through Saturday during regular park hours. 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 and special events.

Process to obtain Outdoor Athletic Field Space:

1. Submit a completed Outdoor Athletic Field Space Application for review _____
2. Upon review, the renter will be contacted by the Facilities & Program Manager to be notified if the application has been approved or denied _____
3. If application has been approved, all fees associated with the rental will be calculated based on the information provided on the application _____
4. If application has been denied, the Facilities & Program Manager will review issues or concerns with renter for resubmitting of application for approval (if possible) _____
5. All fees need to be paid in full no less than 10 business days prior to the rental date _____
6. If application is submitted and approved less than 10 business days prior to the rental date, all fees must be paid in full at the time the application is submitted _____
7. Refunds will be issued if application is denied _____

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. ** Some exclusions may apply and are at the discretion of the Park District.*

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.

User Categories

Colleague Youth Sport Organization

Includes Cary Park District Colleague Youth Sport Organizations determined by Policy 6-020. Fees are determined by Park District staff and are subject to change year to year.

Recognized Youth Sport Organization

Includes Cary Park District Recognized Youth Sport Organizations determined by Policy 6-020. Fees are determined by Park district staff and are subject to change year to year.

Resident

* Includes Cary Park District based government 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.
* Includes individual Cary Park District residents (must be 21 years of age) when the purpose of the rental is not commercial in nature.

Non-Resident

Includes non Cary Park District based government, non-profit organizations or individual Cary Park District non-residents (must be 21 years of age) when the purpose of the rental is not commercial in nature.

**If the groups or event being conducted is commercial in nature, the fees in this category are not listed. Park District staff will determine fee for rental based on the needs of each individual rental. Additional fees including a damage deposit may be added to the total cost of the rental.*

Staffing/Security

Depending on the needs each individual rental, 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)

Additional needs, equipment or supplies (May require special permit)

**See page 5 for a list of examples of additional needs, equipment or supplies.*

Additional equipment or supplies are the responsibility of the renter and must be approved 7 business days prior to the rental date. The Park District will not sign for or accept delivery of any equipment or supplies. Vehicle access on site and placement of any equipment must be pre-approved by the Park District. No special use permits will be granted on site the day of the rental. Improper placement of any equipment or supplies without prior permission will result in the rental being cancelled immediately and the forfeiture of all fees paid. Improper vehicle access onsite will result in future vehicle access being denied and additional fees being charged to repair damage done to park site.

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.

Outdoor Athletic Field Space Rates

Usage Rates

	<u>Colleague</u>	<u>Recognized</u>	<u>Resident</u>	<u>Non Resident</u>
Baseball/Softball	TBD	TBD	\$25.00/hour	\$50.00/hour
Baseball/Softball Lights	TBD	TBD	TBD	TBD
Soccer	TBD	TBD	\$25.00/hour	\$50.00/hour
Soccer lights	TBD	TBD	TBD	TBD
Football	TBD	TBD	\$25.00/hour	\$50.00/hour
Lacrosse	TBD	TBD	\$25.00/hour	\$50.00/hour
Tennis	TBD	TBD	\$15.00/hour	\$30.00/hour
Basketball	TBD	TBD	\$15.00/hour	\$30.00/hour

** Light fees and general fees are subject to change from year to year.*

Park District Staff:	Full time	\$25.00 per hour
	Part time	\$12.00 per hour

Examples of Additional needs, equipment or supplies

** Need advance approval and may require additional fees*

Tent (placement & installation)	Concessions (may require food permit from Health Department)
Alcohol	Grilling or any other activity that may require flames
Port-a-lets	Electricity
Vehicle Access	Vendors accessing Park District property
Bands or amplified music	Bounce House or other inflatable
Field Striping	Placement of Goals