



# River Forest Park District

401 Thatcher Avenue • River Forest, IL 60305 • 708-366-6660 • rfparks.com

## ATHLETIC FIELD USE APPLICATION

Date of Application \_\_\_\_\_

Name of Organization \_\_\_\_\_

Organization President or Contact Person \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

### *Field Use Request Information*

Activity Field Needed For \_\_\_\_\_ # of Participants \_\_\_\_\_

Field(s) Requested \_\_\_\_\_

\_\_\_\_\_

Dates of use Requested \_\_\_\_\_

Hours of use Requested \_\_\_\_\_

List the percentage of participants that are River Forest residents \_\_\_\_\_

Will food be served while using facilities? \_\_\_\_\_ If yes, what? \_\_\_\_\_

Will any additional equipment (other than sporting equipment) be brought to the fields, and if so, describe: \_\_\_\_\_

\_\_\_\_\_

NOTE: With this Application, all organizations must furnish a copy of a roster or membership list and indicate whether each member is a River Forest resident. All organizations must also furnish a proposed schedule of game and practice times requested.

Before a field use permit is valid, each organization must provide evidence of liability insurance that includes a provision naming the River Forest Park District, its elected and appointed officials, its employees and its agents as additional insureds. The liability insurance must have a minimum Bodily Injury and Property Damage coverage of one million dollars (\$1,000,000) per occurrence, plus \$2,000,000 aggregate. Excess liability insurance of \$500,000 per occurrence and \$500,000 aggregate is also required. The organization must maintain, fund and keep in force said insurance coverage during the entire period of field use. Such insurance shall also provide that no change of, modification in or cancellation of any insurance shall become effective until the expiration of 30 days after written notice thereof is given to the River Forest Park District by the insurance company. Additional coverage may also be required under special circumstances.

Additionally, before a field use permit is issued, each organization must require all participants (or their parents/guardians if minors) to sign waivers indemnifying and releasing the River Forest Park District, its elected and appointed officials, its employees, its agents and its assigns from liability and responsibility in the event of an accident, loss or injury. Each organization must provide the River Forest Park District with a copy

of a waiver signed by each member (or parent/guardian), and the organization must maintain copies of the waivers for two years after the conclusion of the permit period.

By signing below, I/We, the undersigned, hereby certify that I am / We are the sponsor(s) or appointed representative(s) of the organization requesting the use of the River Forest Park District field(s). I/We hereby expressly agree, individually and on behalf of the organization, to indemnify and forever to protect, indemnify, save, defend, and hold harmless the River Forest Park District, and its officers, agents, servants, and employees from any and all claims resulting from injuries, damages, and losses caused by and arising out of, connected with, or in any way associated with the activity for which the facility is being utilized.

Additionally, I/We assume the following responsibilities, individually and on behalf of the organization: to abide by all ordinances and notices set forth by the River Forest Park District, and understand that failure to abide by the ordinances and policies could result in revocation of permit (if granted) and possible fines; to assume financial responsibility for any damages to the Park District facilities; to guarantee that each member of the organization will sign waivers indemnifying and releasing the River Forest Park District, its elected and appointed officials, its employees, its agents and its assigns from liability and responsibility in the event of an accident, loss or injury; to take proper care of the facilities; and to abide by all other policies and provisions provided in this document and in the *River Forest Park District Field Use Policy*. I/We hereby acknowledge that I/we have read and agree to abide by the policies, regulations and other terms of the *River Forest Park District Field Use Policy*, which is hereby incorporated by reference so that all provisions and statements therein are binding as if expressly set forth in this document. I/We further agree that it is the organization's responsibility to pay the remainder of the applicable Non-Resident Organization fee if a change in the roster/membership of the organization would change the organization's classification from a Resident Organization to a Non-Resident Organization. I/We further agree that in granting a field use permit, the Park District does not assume any liability.

Applicant \_\_\_\_\_ Date: \_\_\_\_\_

Signature \_\_\_\_\_

Approved \_\_\_\_\_ Date: \_\_\_\_\_

Permit Number \_\_\_\_\_ (Office Use Only)

**Athletic Field Rental Fees:**

**Tier 2 Group**      Organizations with facility sharing agreements with the RFPD. No charge for field use, unless otherwise negotiated.      \$ \_\_\_\_\_

**Tier 3 Group**      Affiliate Groups. \$10/season "Head Fee"  
\$10/participant x \_\_\_\_\_ # participants      \$ \_\_\_\_\_

**Tier 4 Group**      25% or more of the total being River Forest residents, and 90% or more of the total being River Forest/Oak Park residents, and must be under the age of 18.  
\$10/hour field use charge.  
\$10/hour x \_\_\_\_\_ # hours x \_\_\_\_\_ # fields      \$ \_\_\_\_\_

**Tier 5 Group** River Forest resident organizations made up of 25% or more of the total being River Forest residents, and must be under the age of 18. \$15/hour field use charge.

\$15/hour x \_\_\_\_\_ # hours x \_\_\_\_\_ # fields \$ \_\_\_\_\_

**Tier 6 Group** Organizations which do not meet the requirements as a Tier 2-5 Priority Use, and must be under the age of 18. \$25.00/hour field use charge.

\$25/ hour x \_\_\_\_\_ # hours x \_\_\_\_\_ # fields \$ \_\_\_\_\_

**Maintenance Fee** Tier 3 Group. \$20/hour  
\$20/hour x \_\_\_\_\_ # hours  
Tier 4-6 Groups. \$30/hour  
\$30/hour X \_\_\_\_\_ # hours \$ \_\_\_\_\_

**Total Amount of Athletic Field Rental** \$ \_\_\_\_\_

**Athletic Field Light Fees**

**Tier Groups 2, 3 & 4** A \$20.00/hour light use fee (RFYS pay half the hourly rate until December 31, 2017). Minimum 1 hour with additional time billed in ½ hour increments.

\$20/hour x \_\_\_\_\_ # hours \$ \_\_\_\_\_

**Tier Group 5** A \$20.00/hour light use fee. Minimum 1 hour with additional time billed in ½ hour increments. A \$250.00 deposit or prepayment required for light use.

\$20/hour x \_\_\_\_\_ #hours \$ \_\_\_\_\_

**Total Amount of Light Rental** \$ \_\_\_\_\_

TOTAL PAYMENT \$ \_\_\_\_\_

PAYMENT (Please make checks payable to the River Forest Park District)  
Cash  Check  Check # \_\_\_\_\_ Date \_\_\_\_\_