River Forest Park District

ATHLETIC FIELD USE APPLICATION

Athletic Field Permit Guideline:

- Athletic field use is for **PRACTICES ONLY**, no games.
- Permits must be submitted on/after **April 1st** for the spring/summer season, and on/after **September 1st** for the fall season. No rental requests will be considered until those dates.
- The Park District requires at **least 1 week notice** for athletic field requests prior to use.
- Minimum 1-hour rental with additional time billed in ½ hour increments.
- 10'x10' pop-up tents are permitted for a $35 fee. Site approval is required, and the tent stakes shall not exceed 12".
- Use of grills and propane tanks is prohibited.
- The sale or offer for sale of any goods or services is prohibited as stated in Park Ordinance #111201.

Date of Application (00/00/000): _____

Name of Organization: _____

Organization President or Contact Person: _____

Address: _____ City: _____ Zip Code: _____

Cell Phone: _____ Email: _____

Requested Field(s): _____

Requested Day: _____ Requested Date: _____

Requested Hours: _____ #of Participants: _____

List the percentage of participants that are River Forest residents: _____

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

_____

Describe equipment that will be brought to the field: _____

_____

_____

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 insured. 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. $20/season "Head Fee" for baseball fields. $15/season "Head Fee" for soccer fields	
	$20 or $15/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. $15/hour/field use charge.	
	$15/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. $30/hour/field use charge.	
	$30/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. $50/hour/field use charge.	
	$50/ hour x _____ # hours x _____ # fields	$ _____
☐ **Maintenance Fee**	Tier 3 Group. $40/hour	
	$40/hour x _____ # hours	
	Tier 4-6 Groups. $50/hour	
	$50/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. Minimum 1 hour rental with additional time billed in ½ hour increments.	
	$20/hour x _____ # hours	$ _____
☐ **Tier Group 5**	A $30.00/hour light use fee. Minimum 1 hour rental with additional time billed in ½ hour increments. A $250.00 deposit or prepayment required for light use.	

$30/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 _____

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