



BUFFALO  
GROVE  
PARK  
DISTRICT

# Special Event Request

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

Must be at least 1 week prior to date requested

Date Requested \_\_\_\_\_

Time Requested \_\_\_\_\_ to \_\_\_\_\_

Number of Expected Participants \_\_\_\_\_

Main Contact \_\_\_\_\_

Home Phone \_\_\_\_\_

Organization \_\_\_\_\_

Work Phone \_\_\_\_\_

Address \_\_\_\_\_

Cell Phone \_\_\_\_\_

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

Email \_\_\_\_\_

## Event Description

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Event Category

- Athletic/Recreation
- Exhibit
- Special Attraction
- Concert/Performance
- Parade/Procession/March
- Festival/Celebration
- Dance

Due to internet security precautions, this payment form is only accepted via fax, mail or in-person. Credit card information is not accepted via email.

Visa/Mastercard/Discover/Amex # \_\_\_\_\_ Expiration Date \_\_\_\_\_ CVV# \_\_\_\_\_

Signature for Credit Card \_\_\_\_\_

### **For Office Use Only**

Certificate of Insurance: Received by \_\_\_\_\_ Date Received \_\_\_\_\_

Fee Paid \_\_\_\_\_ Cash/Check # \_\_\_\_\_ Date \_\_\_\_\_ Received by \_\_\_\_\_

Damage Deposit Paid \_\_\_\_\_ Cash/Check # \_\_\_\_\_ Date \_\_\_\_\_ Received by \_\_\_\_\_

Rental # \_\_\_\_\_ Receipt # \_\_\_\_\_

# Special Event Rental Agreement

## Advertising

The posting of advertisements for any products or services is not permitted. See ordinance 1.02.

## Alcohol and Smoking

Alcohol and Smoking are not permitted on Buffalo Grove Park District property. See ordinances 1.04 and 1.23.

## Applications

Submitting an application should not be considered an approved permit. Permits can only be issued by an authorized Buffalo Grove Park District representative and are valid only on the dates and times requested. The receipt issued by the Park District is your permit and must be available (upon request) in the event that there is a conflict in regards to the rental.

## Entertainment/Vendors

All outside vendors hired by your group must supply the park district a Certificates of Insurance (COI). This includes, but is not limited to, bounce houses, caterers, equipment suppliers and musical/theatrical acts. Buffalo Grove Park District staff will inform you of proper placement for items that have to be staked down in order to avoid irrigation lines.

## Ordinances

Park District ordinances can be found on our website at <http://bgparks.org/pdf/information/ordinance-book.pdf>

## Outdoor Grilling

Outdoor Grilling must be done in designated areas only. Grills are located at Willow Stream #2 and Woodland Parks only. All coals must be removed from the site and must be placed in dump locations as provided or taken off site. It is illegal to dump coals in lakes, garbage cans or bury them on Park District property. Violation of this will result in a loss of deposit. Buffalo Grove Park District will not supply grills. We encourage all parties to use portable gas grills at our parks.

## Park Cleanliness

All fields and picnic areas shall be left clean of debris after usage.

## PA Systems/Amplification

As per Buffalo Grove Park District ordinance 1.26, a special use permit must be issued in order to operate any sound amplification device on Park District property.

## Permits

Permits shall be canceled, should the Park District determine that usage will damage park/field conditions. Permits may be canceled and future permits denied and deposits lost if:

- The individuals are in violation of any ordinances, rules or regulations of the Buffalo Grove Park District.
- User group caused damage to Buffalo Grove Park District or private property or found to be littering.
- Participants engage in disorderly conduct.

## Sales/Vending

The sale of any products is not permitted as stated Buffalo Grove Park District ordinances 1.10 and 1.27.

## Vehicles

Absolutely no vehicles are allowed on bike paths. Violators are subject to being ticketed by the Buffalo Grove Police Department and will lose their deposit. See ordinance 1.37, 2.01(Enforcement & Penalties), and 2.02(Adjudication Fees).

I/We, the undersigned, hereby certify that I am/we are the sponsor(s) or appointed representatives of the organization requesting use of the facility. I/we will be responsible for the conduct and personal injury of all persons in attendance at the facility stated above. I/We hereby assume liability for any injuries, damages, or loss to the facility, equipment, and/or Buffalo Grove Park District personnel or representatives during this time and place. It is fully understood and agreed to by all parties that the sponsoring organization guarantees to indemnify and hold harmless the Buffalo Grove Park District, its public officials, employees, volunteers and agents against any and all suits of any manner which might arise as a result of the covered activities and that the sponsoring organization agrees to defend said Park District, its public officials, employees, volunteers and agents and indemnify same against any and all expenses incurred in the defense of any suit of any type arising out of the covered activity or any damages, judgments or decree which might be awarded against said District in the event that the suit should be brought as the result of the covered activity(ies), including transportation services as identified above. I have read the general rules and regulations on the reverse side and I understand that failure to comply with any or all rules will result in revocation of use request and damage deposit, and may also result in refusal of future use. Photo Disclaimer: Registrants and participants of program(s) and special events permits the Park District to take photos and videos of themselves and their child/ward for publication in the program brochure, website and additional uses as the Park District deems necessary unless the registrant or participant expressly files with the Park District a written objection as to photos or videos of themselves and/or their child/ward.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Please return completed and signed forms to:

Buffalo Grove Park District  
530 Bernard Drive  
Buffalo Grove, IL 60089  
Or fax to 847.459.5741

# Additional Permit Requirements

## **Certificate of Insurance**

Some events may require a Certificate of Insurance when a group or organization uses the Buffalo Grove Park District facilities for their event. These include, but are not limited to, large parties or meetings, group dinners, business or organizational meetings, and some recreational activities. Requirements vary for each rental and details will be forwarded as required. The Buffalo Grove Park District is required to obtain a copy of your Certificate of Insurance (COI) by our Risk Group carrier, Park District Risk Management Agency (PDRMA) for all outside organizations. The minimum required coverage is \$1,000,000 per occurrence for general liability. The Buffalo Park District must also be named as "Additionally Insured", and accompanied by a properly executed additional insured endorsement using CG 2011 or equivalent.

## **Damage Deposit Fees**

Public and Nonprofits - \$50

Corporations - \$250

If there are no damages your deposit will be refunded. You will be charged for any damages and time spent for clean up by our staff (if required). These charges will be deducted from your damage deposit. Damages over and above your deposit fee will be charged to the contact person or corporation named on this application. The Park District reserves the right to enforce any violation of permitted activities.

## **Contractual / Lack of Disclosure Penalty**

The Park District reserves the right to enforce any violation of permitted activities. Any violation of the agreed contract, or lack of disclosure (as it pertains to entertainment, sales, vendors or contractors) concerning your rental will result in a fine not to exceed \$250 and loss of future usage.

## **Permit Information**

- All fees and all Certificates of Insurance (if required) must be submitted at the time of your rental request. The Buffalo Grove Park District will not accept incomplete applications.
- All individuals and groups using Park District facilities, parks and fields must abide by all local rules, regulations, laws and ordinances relative to the Buffalo Grove Park District, Village of Buffalo Grove and any regulatory authority.
- Cancellation of reservations must be done 7 days in advance of the scheduled rental time. Failure to do so will result in the forfeiture of the rental fee.
- In the event that the Buffalo Grove Park District should close parks and fields due to inclement weather, a refund will be issued.
- Once a permit has been issued, a \$10 service fee will be charged for each change made.



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# Facility & Park Rental Guidelines

## COVID-19 Addendum

Due to the public health concern surrounding COVID-19, the Buffalo Grove Park District has created the following addendum for facility and park rentals. Renters and their guests must adhere to the following guidelines in addition to the policies and procedures laid out in the pertinent rental packet.

### COVID-19 Guidelines for Buffalo Grove Park District Rentals

- All guests who are not fully vaccinated must wear a face mask to enter a Park District facility. By entering a facility without a face covering, guests are verifying truthfully that they have been fully vaccinated.
- All guests who are not fully vaccinated must adhere to social distancing guidelines of 6-ft.
- All guests (including instructors, entertainers, contractors, etc.) must be able to answer "NO" to all items on the District's Wellness Screening Questionnaire before entering the facility. This questionnaire can also be found at the end of this document.
- Anyone who is exhibiting symptoms of COVID-19 will be prohibited or asked to leave the facility.
- The District recommends renters bring their own disinfectant wipes to disinfect equipment and tables.
- All guests are encouraged to bring their own hand sanitizer.

### Wellness Screening Questionnaire

All renters and guests are required to review the questions in the Wellness Screening Questionnaire prior to the rental. By entering a Park District facility, park or program, the renter(s) and guest(s) acknowledge that this questionnaire has been completed properly, that each person has said "no" to each item, and is symptom-free.



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# Facility & Park Rental Guidelines COVID-19 Addendum Agreement

## Wellness Screening Questionnaire

Yes No

- Have you felt feverish?
- Do you have a cough?
- Do you have a sore throat?
- Have you been experiencing difficulty breathing or a shortness of breath?
- Do you have muscle aches?
- Do you have congestion or a runny nose (e.g., not related to allergies)?
- Have you been experiencing fatigue?
- Have you had a new or unusual headache (e.g., not related to caffeine, diet, or hunger, not related to a history of migraines, clusters, or tension, not typical to the individual)?
- Have you noticed a new loss of taste or loss of smell?
- Have you been experiencing chills or rigors<sup>1</sup>?
- Do you have any gastrointestinal concerns (e.g., abdominal, pain, vomiting, diarrhea)?
- Is anyone in your household displaying any symptoms of COVID-19?
- To the best of your knowledge, have you or anyone in your household come into close contact<sup>2</sup> with anyone who has tested positive for COVID-19?

<sup>1</sup> Rigors: a sudden feeling of cold with shivering accompanied by a rise in temperature

<sup>2</sup> Close contacts include household contacts, intimate contacts, or contacts within 6-ft. for 15 minutes or longer unless wearing N95 mask during period of contact.

## COVID-19 Addendum Acknowledgement

I have read and agree to all the above conditions for a Buffalo Grove Park District facility and/or park rental. I understand as the renter that it is my responsibility to ensure all guests of my rental will adhere to these conditions.

**Signature of Rental Contact** \_\_\_\_\_ Date \_\_\_\_\_

**Signature of Recreation Supervisor/Manager** \_\_\_\_\_ Date \_\_\_\_\_