



BUFFALO
GROVE
PARK
DISTRICT

Sport Court Lesson Rental Application

Please complete this rental application and sign the rental agreement on page 4. Return the application to the Alcott Center located at 530 Bernard Drive, Buffalo Grove. You may also fax the form to 847.459.5741. The person requesting the permit should acquaint themselves with all rules and regulations as well as all Buffalo Grove Park District ordinances.

Today's Date _____ Pickleball
Tennis

Organization _____ Work Phone _____

Contact Person/Responsible Party _____ Home Phone _____

Address _____ Cell Phone _____

City _____ Zip Code _____ E-mail (required) _____

Purpose/Event _____ Number of Participants _____

Date	Start Time	End Time
1. _____	_____ am pm	_____ am pm
2. _____	_____ am pm	_____ am pm
3. _____	_____ am pm	_____ am pm
4. _____	_____ am pm	_____ am pm
5. _____	_____ am pm	_____ am pm
6. _____	_____ am pm	_____ am pm
7. _____	_____ am pm	_____ am pm
8. _____	_____ am pm	_____ am pm
9. _____	_____ am pm	_____ am pm
10. _____	_____ am pm	_____ am pm

Office Use Only			
Rental# _____	Receipt# _____	Field Assigned _____	Approved by _____ Date _____

Sport Court Lesson Rental Fees

Rental fees must be paid in full and submitted with this application. Persons submitting an application should not consider that the request has been approved until you receive confirmation. Requests for fields and parks are subject to availability.

Sport Court Rentals for Organizations

A Certificate of Insurance naming the Buffalo Grove Park District as "additional insured" is required from all organizations with minimum liability coverage of \$1,000,000.

Basic Rental Fees

In-District:	\$10/hr/court + \$250 Damage Deposit
Out-of-District:	\$13/hr/court + \$350 Damage Deposit

Rules Governing the Use of Courts

Advertising

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

Alcohol & Smoking

Alcohol and Smoking are not permitted on Buffalo Grove Park District property.

Application Processing

Submitting an application should not be considered an approved permit. All permits must be processed by an authorized Buffalo Grove Park District representative and are valid only on the dates and times shown. Permit receipts will be emailed.

Certificate of Insurance: A Certificate of Insurance naming the Buffalo Grove Park District as "additional insured" is required from all organizations with minimum liability coverage of \$1,000,000. Applications will not be accepted without this certificate.

Equipment

Organizations and individuals renting sport courts may bring their own equipment for use on the courts. The Buffalo Grove Park District does not supply any equipment. Any injuries sustained by individuals at the time of the rental using their own, or other participants equipment, will be the responsibility of the renter (see Certificate of Insurance) and/or individual.

Courts

Renters of athletic courts are not allowed to apply any paint, chalk or similar material with the intention of installing lines, boundaries or logos.

Ordinances

Renters are expected to follow all rule and regulations. Park District Ordinances can be found at:

<http://bgparks.org/information/ordinances.aspx>

Public Address Systems / Sound Amplification

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

Permits

Will be issued by Park District staff via email, must be available to inspect on-site and may be canceled and future permits denied if:

- Any individual is in violation of any ordinances, rules or regulations of the Buffalo Grove Park District.
- Any individual has caused damage to Buffalo Grove Park District or private property or found to be littering.
- Any individual engages in disorderly conduct.
- Applicants fail to use the scheduled facility without notification to the Buffalo Grove Park District.
- Any individual is found to be driving a vehicle on bike paths.

Rules Governing the Use of Courts continued

Refunds

User groups will not be issued refunds for cancellations. Credit towards another date will be given if cancellations are done with at least 72 hours notice. No refunds for unused credit. Weather related cancellations and credits can only be authorized by the Buffalo Grove Park District.

Vehicles

Absolutely no vehicles are allowed on paths. Violators are subject to being ticketed by the Buffalo Grove Police Department and will lose their deposit and permit. No exceptions.

Vendors

All outside vendors hired by your group must be issued a special use permit by the Buffalo Grove Park District and Certificates of Insurance from such vendors must also be provided. Otherwise, the sale of any products is not permitted as stated in the Buffalo Grove Park District Commercial Activities Ordinance Section 1.10.

Weather Conditions

The Park District reserves the right to cancel any rental or restrict access to fields due to severe weather, poor playing conditions or poor field conditions due to weather.

Wavier for Court Rentals

I/We, the undersigned, hereby certify that I am/we are the sponsor(s) or appointed representatives of the organization requesting use of the field. I/we will be responsible for the conduct and personal injury of all persons in attendance at the field stated above. I/We hereby assume liability for any injuries, damages, or loss to the field, 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 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.

I have read the rules governing the use of Buffalo Grove Park District facilities and agree that the organization using the requested sports field on the above dates and times will abide by them.

Printed Name of Rental Contact _____

Signature of Rental Contact _____ Date _____

Payment in full, plus the damage deposit. 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 or phone.

Hourly Court Rental Fee \$ _____ X _____ # of Hours = \$ _____ + Damage Deposit: \$ _____

Cash _____ Check# _____ Visa/MC/Disc/AMEX _____ Exp _____ CVV _____

Signature _____ Date _____