



BUFFALO  
GROVE  
PARK  
DISTRICT

## Field Rental Policy

Adopted by the Buffalo Grove Park District Board of Commissioners on October 28, 2024.

The Buffalo Grove Park District offers various fields for rent by both in-district and out-of-district individuals, groups, and organizations. The following policy outlines the procedure for renting park district fields, ensuring fairness and transparency in the allocation of space.

### *Section 1 – Introduction*

#### 1.1 Purpose

- Provide guidelines for renting fields at the Buffalo Grove Park District.
- Prioritize rentals based on residency and status with the park district.
- Outline payment procedures and how conflicts in rental requests will be handled.

### *Section 2 – Priority of Rentals*

In an effort to accommodate all users fairly and equitably, the following priority system will be used when processing rental requests:

#### 2.1 Renters in Good Status

Good standing, or status, refers to renters who have previously rented fields from the Buffalo Grove Park District, adhered to all district policies, made timely payments, respected the fields and park district staff.

Renters who have previously rented fields and have maintained good standing with the Buffalo Grove Park District will be given an earlier window of two weeks to submit their rental requests prior to the general public.

In-district residents who are in good standing will receive the highest priority during this two-week window.

## 2.2 General Public Rentals

After the early request window has closed, the rental process will be open to all renters, including those who do not reside within the district boundaries.

## *Section 3 – Rental Request Evaluation*

In the event that multiple renters request the same dates, the following criteria will be used to determine who receives the rental space while also considering Section 2 – Priority of Rentals:

### 3.1 In-District Residency

Priority will first be given to renters who reside within the Buffalo Grove Park District's boundaries.

### 3.2 Number of Requested Dates and Time Slots

If residency is the same, priority will then be based on the number of dates and time slots requested by the renters. Renters requesting more dates or time slots will be given preference.

### 3.3 Lottery System

If residency and the number of requested dates and time slots are identical, a lottery system will be implemented to allocate the contested rental slots fairly.

## *Section 4 – Payment Requirements*

### 4.1 Full Payment Upfront

To secure rental slots, full payment upfront is preferred at the time of reservation. Renters who are able to pay in full will receive priority for the requested slots. However, if no parties are able to provide full payment, the upfront payment will not be required, and rental slots will be confirmed without it.

## *Section 5 – Compliance and Enforcement*

### 5.1 Renter Expectations

Renters who pay in full at the time of reservation will be given priority for their requested slots. If no parties are able to make full payment upfront, priority will then be based on the criteria listed in section 3, and partial payment arrangements may be considered. The park district reserves the right to cancel or revoke rental privileges if renters fail to abide by these guidelines.

## *Section 6 – Amendments to the Policy*

### 6.1 Changes to Policy

This policy is subject to change at the discretion of the Buffalo Grove Park District to reflect the needs of the community and to ensure that the district's resources are being utilized fairly and responsibly.