

# Field/Gym Permit Application



## Applicant information

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, State ZIP \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_  
Birthdate \_\_\_\_\_

## Purpose of Rental

Day, Date(s) \_\_\_\_\_  
Purpose/Activity: \_\_\_\_\_  
Begin/End Times \_\_\_\_\_  
# of Participants \_\_\_\_\_  
For an organized team event, practice or game? \_\_\_\_\_  
Youth or Adult participants? \_\_\_\_\_  
Circle one: YES NO

## Requirements and Additional Charges

If the field/gym use is an organized team event, practice or game, the renter must submit a certificate of liability insurance 14 days prior to the rental, listing Addison Park District as additional insured.

\*Please indicate any equipment/supplies and quantities that will be brought on site by renter or individuals on renter's behalf.

\*Rental Supervisor staffing fees are required when set-up and breakdown of equipment is necessary and/or before or after the regular gym hours of Weekdays 9am to 8pm, Saturdays 9am to 3pm or for any Sunday hours.

\*Cancellation Charges: Reservations cancelled with 72 or more hours notice will incur a 10% service fee. Cancellations with 24-72 hours notice will incur a 50% service fee. Cancellations with less than 24 hours notice for anything other than unplayable conditions will not be refunded.

## Fees

	Residents of Addison, IL	Non-Residents of Addison, IL
<b>Athletic Fields and Courts</b> (All locations)	\$35 per hour	\$50 per hour
<b>Lights for Athletic Fields</b> (* available)	\$40 per hour	\$40 per hour
<b>Gyms</b> (Centennial & Community Rec Center)	\$45 for half-gym/ \$80 for Full gym	\$60 for half-gym/ \$95 for full gym
Staffing fee for Rental Supervisors start at	\$12/\$20 per hour for half/full gyms	

***Gyms, Fields and Outdoor Courts requested on next page***

Send completed application via email to [Athletics@addisonparks.org](mailto:Athletics@addisonparks.org)

**Gyms Requested (Check all that apply)**

Centennial Rec Center:  Half Gym  Full Gym

Community Rec Center:  Half Gym  Full Gym

**Fields Requested (Check all that apply)**

Centennial Park:  Baseball Field #1\*  Baseball Field #2  Baseball Field #3

Centennial Park:  Soccer Field 5v5  Soccer Field 7v7

Community Park:  Baseball Field #1\*  Baseball Field #2\*

Community Park:  Soccer Field 7v7  Soccer Field 9v9  Soccer Field 11v11

Nike Park:  Baseball Field #1\*

Byron Park:  Soccer Field 7v7  Soccer Field 9v9  Baseball Infield only

Foxdale Park:  Soccer Field 11v11  Baseball Field East  Baseball Field West

Highview Park:  Soccer Field 7v7  Soccer Field 11v11

Oak Knoll Park  Cricket Field  Baseball Field East  Baseball Field West

**Outdoor Courts Requested (Check all that apply)**

Centennial Park:  Pickleball #1  Pickleball #2  Pickleball #3  Pickleball #4

Centennial Park:  Futsal  Tennis

Community Park:  Pickleball #1  Pickleball #2  Pickleball #3  Pickleball #4

Community Park:  Futsal  Volleyball #1  Volleyball #2

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***All guidelines, rules and regulations on next page***

**Athletic Field Use Guidelines, Rules and Regulations**

**Athletic Field Use Guidelines**

The Addison Park District is committed to provide high quality, safe playing surfaces for our multi-use athletic facilities. In order to reach this goal, we need the cooperation of all user groups in protecting the field from excessive damage due to game and practice activities. By signing the rental agreement, you are agreeing to cancel or postpone scheduled games and practices if any of the following conditions occur.

- \*Standing water on the field of play.
- \*Soil saturation.
- \*Walking on field causes water to surface.
- \*Walking on field with the heels of your feet causes indentations.
- \*One inch or more of rain 48 hours prior to scheduled game or practice accompanied by steady rain on day of game or practice.
- \*Steady downpour of rain on day of game or practice which could cause damage to turf or injury to participants.
- \*Extreme drought conditions where 50% of the playing surface has turned dormant.
- \*Lightning is detected (must clear field and wait 15 minutes after the last bolt of lightning is seen or thunder is heard).
- \*Conditions inhibit visibility across the length of the field (darkness, fog, etc.).

All renters are responsible for ensuring the safety of field playing conditions at all times during scheduled play. Safety implies protection of the resource, as well as the participants. In addition to the above requirements, cancellations or suspensions of game play and practices will be enforced

when:

- \*Players' footing becomes unstable, slipping 6" or greater.
- \*Holes 4" in diameter or 2" in depth or larger in field of play.
- \*Surface rocks 3" or greater exposed on playing field.
- \*Standing water in an area 3" or greater.
- \*Soccer/football standards are not securely anchored.

**Park/Gym Rules and Regulations**

- \*Soccer goals, picnic tables, bleachers, and garbage cans must remain in their designated location.
- \*If damage occurs in the field/gym it will result in loss of deposit and permit. The permit will be revoked for the remainder of the season and the party will be ineligible to reapply for a field permit for at least 1 year following the incident.
- \*\*Use of the field/gym is only valid if the permit holder and permit is kept on-site during games and practices.
- \*Automobiles must be parked in designated areas. No motorized vehicles in parks or on grass, pathways or playing fields.
- \*Alcohol, illegal substances, and smoking are strictly prohibited.
- \*Renters and all affiliated parties must clean and police the area; removing all refuse, litter, etc. that has accumulated as a result of use.
- \*All functions conducted on Park District property must be in accordance with the Addison Park District rules and regulations ordinances. Violations may result in revocation of the permit.
- \*The permit holder shall be completely responsible for the behavior of all participants and spectators and for the prompt departure at the end of stated facility use.
- \*The field/gym must be left in the original condition.
- \*The Addison Park District reserves the right to cancel any permits at any time.
- \*The Permit Holder is solely financially responsible for any damage that occurs on Park District property.
- \*Special Requests: Groups of 150+ people, the sale of goods/services, advertising/commercial activities, religious or partisan political events, amplified sound, tents/stages/stands/canopies/scaffoldings/platforms/other structures, the use of any electrical or electronic device requiring auxiliary power, mechanical rides, inflated space walks, dunk tanks, and media (except news transmissions)/motion pictures/commercial photography all require approval by the Executive Director and possibly the Board of Park Commissioners. A minimum of \$1M in general liability coverage with a certificate of insurance naming Addison Park District as additional insure may be required for such special requests.
- \*If any of the above policies are not followed, part or all of the deposit and/or permit may be forfeited.

**Acknowledgement of Rules, Guidelines and Regulations**

I have read and understand the Athletic Field Use Guidelines and Park/Gym Rules and agree that our group will follow them. I will inform and explain the guidelines to all the guests and participants. I also understand that if there is damage to the field or park the deposit will be forfeited. The Addison Park District and its employees will be held harmless for claims resulting from our use.

Renter Signature:	Date:
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