

# Athletic Field Rental Request & Agreement



## Rental Information (Please Print)

Rental Date Requested: \_\_\_\_\_

Time: \_\_\_\_\_ to \_\_\_\_\_

Field Location: \_\_\_\_\_

## Contact Information

Contact Name\*: \_\_\_\_\_ Organization Name: \_\_\_\_\_

\*Contact must be present during rental

Contact Address: \_\_\_\_\_

Street Address \_\_\_\_\_ Apartment/Unit # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

Email: \_\_\_\_\_

At least one phone number is required. \_\_\_\_\_

Preferred Phone # \_\_\_\_\_ Alternate Phone # \_\_\_\_\_

## Event Information

### Field Request

Soccer # of Fields \_\_\_\_\_ # of Games \_\_\_\_\_ OR # of Days \_\_\_\_\_ Fee/Game OR Day \_\_\_\_\_ Total Fee \_\_\_\_\_

Softball/Baseball # of Fields \_\_\_\_\_ # of Games \_\_\_\_\_ OR # of Days \_\_\_\_\_ Fee/Game OR Day \_\_\_\_\_ Total Fee \_\_\_\_\_

Football # of Fields \_\_\_\_\_ # of Games \_\_\_\_\_ OR # of Days \_\_\_\_\_ Fee/Game OR Day \_\_\_\_\_ Total Fee \_\_\_\_\_

## Event Details

### The following details require facility manager's approval:

Admissions charged – Amount: \$ \_\_\_\_\_

Donations received – Please explain donation purpose  
\_\_\_\_\_

Concessions Sold

Live music or amplified sound (DJ, Band, Acoustic, Amplified) Requires a Certificate of Insurance showing FRCPD as additionally insured for \$1 million.

Mechanical or inflatable amusement devices

Distribution of food and/or beverage for a fee or fundraiser

### Field Lights

Softball/Baseball Total Fee: \_\_\_\_\_  
\$25/game OR \$50/day

Football Total Fee: \_\_\_\_\_  
\$75/game OR \$150/day

### Fields Lined

Softball/Baseball Total Fee: \_\_\_\_\_

# The Flagg-Rochelle Community Park District REC Center Athletic Field Rental Request & Agreement

802 Jones Road | Rochelle, IL 61068 • Phone: (815) 562-7813 • rochelleparkdistrict.org



**PLEASE READ ALL ITEMS BELOW THOROUGHLY BEFORE SIGNING AND DATING THE DOCUMENT**

I have received and read the Flagg-Rochelle Community Park District Rental Regulations for the facility(ies) I have requested and agree to and will abide by the rules and regulations before, during and after the event.

I understand that I must be 18 years or older to be the responsible party for this rental and that I must be present for the duration of the rental.

I understand that the Flagg-Rochelle Community Park District reserves the right to approve or deny any rental request and to cancel or move any scheduled event without liability.

I understand that cancellations must be submitted in writing, by the person who signed the contract, at least 7 days prior to event in order to receive a deposit refund (minus \$5 service charge) and that refunds will not be granted to cancellations made less than 7 days before event.

I understand that I shall be liable for any and all costs for services already performed that are associated with this request, including reasonable attorney/legal fees, if necessary.

I understand that I am responsible to see that all activities are properly controlled and supervised and for the conduct of all guests attending the event as outlined in the Facility Rental Regulations, and that conduct breaches may result in financial penalties.

I understand that I may be asked to reduce noise levels. If compliance is not met, renter violates agreement of contract and may be asked to leave and lose future rental privileges and deposit.

I understand that I must have approval for the use of amplified music and obtain the necessary permission required.

I understand that I may be asked to reduce the music level if too loud. Music played must be language and subject matter appropriate for use at a community center (no bad language lyrics). If staff finds selection inappropriate you will be asked to make another music selection.

I understand that inflatable rides such as Moon Jumps can only be used if approval given by FRCPD.

I understand that the consumption of alcohol is prohibited on all Flagg-Rochelle Community Park District property and that smoking is prohibited on all FRCPD property.

The renter shall not occupy the facility until the time (s) and date (s) specified in the rental agreement.

The renter shall vacate the facility at the time (s) and date (s) specified in the rental agreement or be charged a pro rata amount for every one-half (1/2) of overtime use.

All signs and sign locations must be approved by the Park District prior to the rental.

Renters must abide by the Flagg-Rochelle Park District Ordinance defining the rules and regulations for the use of park facilities, which is available for review at the Park Office of the Flagg-Rochelle Park District.

In accordance with the Americans with Disabilities Act (ADA), the individual or organization renting facilities from the District is responsible for obtaining and paying for modifications, such as sign language interpreters or extra staff necessary to support individuals with disabilities to be able to participate in the event or program being offered by the renter. Failure to do so can result in the District rescinding permission for the use of the facility.

I understand authorization is needed for:

- All live music or amplified sound.
- Event where alcohol beverages are consumed.
- Any activity that a fee is charged for participation.
- Event that makes use of mechanical or inflatable amusement device.
- Distribution of food and or beverage for a fee or fundraiser.

I HAVE READ THE ABOVE AND AGREE TO ABIDE BY ALL TERMS AND CONDITIONS SET FORTH IN THE FACILITY RENTAL AGREEMENT, AND THAT FAILURE TO ADHERE TO THESE REGULATIONS WILL INCUR FINANCIAL PENALTIES AND POSSIBLE LEGAL ACTION. I certify that all the information above is accurate and correct. I have read the Facility Rental Regulations pertaining to the use of Flagg-Rochelle Community Park District facilities and will (1) be responsible for all injuries caused by such use, (2) adhere to the rental hours agreed to through the signed contract and (3) reimburse the Flagg-Rochelle Community Park District for all loss or damage to FRCPD equipment/property caused by such use. In consideration of participation as specified at the location requested, for the date(s) and time(s) requested, I do hereby release and hold harmless the Flagg-Rochelle Community Park District from any and all liability or claims for damage or injury to person or property of the undersigned due to permittee's use of said facility(ies), by reason of any act or omission by the Flagg-Rochelle Community Park District or any of its officers, agents or employees or the condition of its property.

**WAIVER OF LIABILITY AND RELEASE OF CLAIMS**

For consideration of use of Flagg-Rochelle Community Park District property for a special use event, I recognize and acknowledge that there may be certain risks of personal injury and property loss arising from the event and I agree to assume the full risk of any injuries, including death, loss or damage of property from conducting the event.

I agree to waive and relinquish all claims I may have as a result of hosting the event.

I do hereby fully release and discharge the Flagg-Rochelle Community Park District and its Commissioners, agents, servants and employees from any and all claims from injuries, including death, damage or loss which may occur to participants through activities of conducting the event.

District reserves the right to require certificate of insurance for any event that increases the district's liability. If required the User shall provide a certificate of insurance verifying \$1 million minimum general liability insurance naming the District as an additional insured.

If alcoholic beverages are being served or consumed, User must also provide proof of Dram Shop and Liquor Liability insurance.

User's insurance shall be primary insurance as respects the District. Any insurance or self-insurance maintained by the District shall be excess of user's insurance and shall not contribute with it. User's insurer shall agree to waive all rights of subrogation against the District.

District does not assume any liability for property damaged, lost or stolen on the District premises, or for personal injuries sustained on the premises during User's use of the premises and User hereby agrees to assume the full risk of any injuries, damages or loss, regardless of severity, that User may sustain as a result of this Agreement.

User further agrees to waive and release the District from any and all losses, claims, suits or judgement or damages that user might sustain as a result of any and all activities connected with or associated with this Agreement.

I have read and fully understand the above details and Waiver and Release of all claims.

**ACKNOWLEDGEMENT OF RENTAL AGREEMENT**

_____	
<b>Print Contact Name</b>	
_____	
<b>Contact Signature</b>	<b>Date</b>
_____	
<b>Staff Signature</b>	<b>Date</b>

**Office Use Only**

\$\_\_\_\_\_ Security Deposit  
*(Paid at time of rental)*

\$\_\_\_\_\_ Total Fee

Certificate of Insurance Required?      YES      NO  
                                     

Date Received: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_