

**Itasca Park District
Outdoor Facility Rental Application**

Name of Individual: _____ Name of Group: _____

Purpose: _____

Address: _____

City: _____ State: _____ ZIP: _____

Home Phone: _____ Work Phone: _____

Email: _____ Number of Guests: _____

Baseball/Softball Fields Requested

- Washington 1 Washington 2 Washington 3
 Peacock 1 Franzen 1 Benson

Softball Complex (Lighted Fields)

- Rohlwing East Rohlwing West

Soccer Fields

- Franzen 1 Hamilton 1 Hamilton 2

Picnic Shelters:

- Waterpark Shelter Benson Park Shelter Depot Museum Shelter Franzen Park Shelter
 Nature Center Shelter (Code# 9905-0) Clayson Park Shelter Peacock Park Shelter
 Washington Park Shelter Bird Sanctuary Shelter Picnic Tables Needed: _____

Option	Day	Date	Time
⌚	_____	_____	_____
⌚	_____	_____	_____

All groups renting facilities from the Itasca Park District agree to abide by the rules and regulations established by the Itasca Park District on the other side of this application.

Representative's Signature _____ Date _____

Office Use Only

Facilities/Service	No. of Hours		Rate	Sub-Total
		x		
		x		
Total Amount Due				

<input type="radio"/> Approved by: Signature _____	<input type="radio"/> CC: Supt. of Parks Date _____
-------------------------------------------------------	--------------------------------------------------------

	Amount Due	Date Due	Paid by:	Check #	Date Paid	Staff
Balance Due			C K V MC			
Misc. Add on			C K V MC			
Total						

Application Procedures

1. Applications will be processed in order of receipt.
2. Applications must be completed in full and signed by an adult, 21 years or older, who will assume responsibility for the group and be present during the rental period.
3. The facility will not be reserved until payment is received.
4. Refund requests made 10 days prior to the rental will receive a 100% refund, less \$5 for an administrative fee.
5. The Itasca Park District reserves the right to retain all or a portion of the payment if the facility rental is canceled within 10 days before the rental date.

Rental Rules and Regulations

1. The Itasca Park District shall assume no responsibility for any accident, injury or loss of property. The renter shall hold the Itasca Park District Board and staff members harmless for any costs or liability resulting from activities or programs of the renter. Please be aware that by signing the application, the signee is waiving and releasing all claims for injury and/or damages for themselves and to the others of his/her group that might arise out of the rental.
2. All functions at Itasca Park District facilities must be in accordance with Park District standards and, therefore, not in violation of any Park District regulation or ordinance.
3. Facility use may be terminated by the Park District in the event of an emergency, breach of the rental agreement or in the event that the facility is required for any Park District program. It is the prerogative of the Park District Administrator to cancel any standing permit if deemed in the best interest of the Park District. Disorder among patrons may be cause for cancellation of a permit, and may cause for denial of future permits.
4. The closing hour for outdoor facilities is dusk for non-lighted facilities and 11:00 PM for lighted facilities.
5. Alcoholic beverages and illegal drug use is not allowed on Itasca Park District property.
6. Pets are not allowed on Itasca Park District property.
7. The renter is responsible for returning the facility to the same condition as it was before the rental. The renter should pick up any waste and place in the proper receptacles.
8. Grills are allowed although charcoal should be disposed of in the proper manner.
9. Please report any damage immediately to a park district employee.
10. The Itasca Park District is not responsible for any clothing, equipment or other articles left at the facility.
11. Applications will not be accepted for individuals or groups charging admission or fees with purpose of private monetary gain unless permission is granted from a Park District Administrator.
12. Posting of advertisements of any product or service for sale is not permitted.

Rates

	Itasca Softball Complex	Softball Complex Lights	Baseball/Softball Fields	Soccer Fields	Picnic Shelters
Community Organizations	No Charge	\$10/hr +\$15	No Charge	\$30/hr	\$30/day
Residents	\$30/hr	\$10/hr +\$15	\$20/hr	\$40/hr	\$40/day
Non-Residents	\$35/hr	\$10/hr +\$15	\$25/hr	\$60/hr	\$50/day
Commercial	\$40/hr	\$10/hr +\$15	\$35/hr	\$75/hr	\$60/day

Baseball Fields - Rental is minimum of 3 hours