



# Permit Request

South Barrington Park District •  
 3 Tennis Club Lane, South Barrington, IL 60010  
 Phone: (847) 381-7515 • ✉ jvojtsek@.net • website: sbpd.net

*Application must be completed in full and the Parks and Gymnasium Rental Agreement Form must be signed and dated before South Barrington park District grants a permit.*

Name of Organization:		
Non profit? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date of application?	
Contact Person:		
Phone Numbers:	Preferred:	Alternate
Email Address:		
Address (City, State, Zip):		
Activity of Purpose:		
Will food or beverages be served:	<input type="checkbox"/> Yes <input type="checkbox"/> No if yes what: _____	
Facility of Room Request:		
Date(s) Requested:		
Time Requested:		
Expected Attendance: _____	Will admission or donation be collected for the activity: <input type="checkbox"/> Yes <input type="checkbox"/> No	
List any equipment that will be brought onto park district property:		
Describe Room Set Up Needed:		
Diagram of requested Set up:		

Office Use Only:

Rental Category: \_\_\_\_\_

\$ \_\_\_\_\_ / Hour X \_\_\_\_\_ Hours = \$ \_\_\_\_\_

\$ \_\_\_\_\_ / Hour X \_\_\_\_\_ Hours = \$ \_\_\_\_\_

\$ \_\_\_\_\_ / Hour X \_\_\_\_\_ Hours = \$ \_\_\_\_\_

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

50% Deposit \$ \_\_\_\_\_ Receipt # \_\_\_\_\_ Date \_\_\_\_\_

Final Payment \$ \_\_\_\_\_ Receipt # \_\_\_\_\_ Date \_\_\_\_\_

**APPENDIX I**  
**PARK AND FACILITY RENTAL POLICIES AND RULES**

*(Updated 1-1-13)*

**1. AUTHORITY**

To carry out the terms of this ordinance, the Director is hereby authorized to issue permits, post notices, or take any other action as required hereby, subject to the guidelines hereinafter set forth.

A. The Director shall have the authority to designate areas or facilities, suitable for various activities or use, to close parks, or parts thereof, in the interest of public health, safety or general welfare or in order to protect the natural resources from unreasonable harm and to promulgate and issue permits where required by this ordinance and collect such fees as established by the District in accordance with the following guidelines:

- a. That no person be discriminated against because of race, sex, creed, color or national origin.
- b. That the proposed use or activity will not reasonably interfere with or detract from the general public's use and enjoyment of the park and surrounding property or facilities.
- c. That the proposed use or activity is not reasonably likely to result in violence or in serious harm to property or persons.
- d. That the proposed activity or use will not entail extraordinary expense or operation costs by the District or expose it to unusual or extreme liability.
- e. That the area desired has not been reserved for another activity at the same time.
- f. That the proposed activity is not reasonably expected to detract from the promotion of public health.
- g. That the proposed activity is reasonably compatible with the type of park, size and character of the area and the facilities available and that it is not reasonably expected to cause irreparable harm or damage to the natural environment of the park.

B. The Director may impose reasonable restrictions in granting of a permit including, but not limited to, any of the following:

- a. Restricting the open dates for reserved area use, the length of time an area will be held for reserved use, the use of sound and energy amplification devices, amusement devices, off the road vehicle access, the number of persons present, location and type of any tents, bandstands, stages, or temporary structures, the use of shelters or structures, the type and location of sports and games, or any other activity which appears likely to create a risk of unreasonable harm to the use and enjoyment of the park by others or of damage to District property.
- b. Requiring proof of and establishing the amount of liability insurance required, and requiring a hold harmless agreement, and requiring a certificate of insurance naming the District as an additional insured when the activity is deemed by the Director to require such.
- c. Requiring the name, address, telephone number and driver license number of a legal adult responsible for the use of activity requested as well as name, address and telephone number of the group represented by the applicant.
- d. Requiring that the applicant furnish, or the district furnish at a cost to the applicant, additional approved security personnel at the applicant's expense,

such personnel to act in accordance with requirements determined by the District or Director.

C. All permits required by this ordinance or issued by the Director shall be delivered at the Community Center office in South Barrington, on a first-come, first-served basis beginning the first working day of each calendar year. All applications for permits shall be submitted at least 72 hours in advance of the earliest requested date, provided that the Director may waive the 72 hour time period in the interest of public health or safety or for such events that are of a significant civic nature.

D. The Director is authorized to seek reasonable information regarding any proposed use, activity or privilege and require a record of such information on a permit application.

E. No person shall misrepresent, falsify or withhold such required information.

F. No person granted a permit shall violate the requirements, terms, conditions, restrictions or rules duly set forth under the authority of this ordinance as part of any granted permit or registration.

G. The Board of Commissioners of the District may set forth in other ordinances such permit or registration fees as it deems proper and may change them from time to time.

H. No person shall obtain or use any permit without first having paid the fee established by ordinance for such permit.

I. All designated areas or facilities and all permit restrictions, rules and regulations, or conditions are subject to review at any time by the District or Director. Any aggrieved person shall have the right to petition the Board of Park Commissioners, in writing, regarding denial or restriction of use or activity and such petition shall be heard by the Board as the President shall direct.

J. Park District programs and permits have priority for all facilities.

## **2. PROCEDURE**

A. A person must fill out a rental request form completely and return it to the South Barrington Park District along with a security/damage deposit of 50% of the charge, but in no event more than \$150.00. The rental request form must be signed by an adult who assumes responsibility for the activity. The South Barrington Park District Recreation Supervisor will review the application. If it is approved, a rental confirmation and rental agreement will be sent within 5 to 7 work days. If it is denied, the person will be contacted as soon as possible.

B. The Rental Agreement must be signed and returned, along with the proper payment within 7 business days after the Agreement is sent, to secure the reservation. RENTALS WILL NOT BE RESERVED WITHOUT FULL PAYMENT AND A FULLY COMPLETED RENTAL AGREEMENT.

Affiliate: Non-profit groups and/or civic organizations affiliated through agreement with South Barrington Park District, whose usage is not for the purpose of making a profit or charging a donation.

Resident: Individuals residing within the South Barrington Park District boundaries. For purposes of these rules and regulations, South Barrington Club Members are also treated as residents.  
Non-Resident: Individuals not residing within the South Barrington Park District boundaries.

### **3. INSURANCE**

The Park District provides no health/accident insurance for groups using its facilities. As determined by the Director, groups must provide a Certificate of Insurance, showing sufficient coverage and naming the South Barrington Park District as an additional insured.

### **4. PARK DISTRICT EQUIPMENT**

The South Barrington Park District staff must be contacted a minimum of five days prior to rental to review set up instructions for your rental. Equipment borrowed from the South Barrington Park District must be returned/put back by the end of your rental.

### **5. CANCELLATION AND REFUND POLICY**

Rental times must be cancelled within ten business days or more prior to the rental date(s) in order to receive a refund. If the rental is cancelled less than ten days before the rental date, rental fees and the security deposit will be forfeited unless the rental time is filled by another renter. Business days will be considered Monday-Friday, 9:00am to 5:00pm.

A full refund (minus a \$10 service fee) will be given if the renter changes his/her mind within the first three days of signing this agreement.

All payments made less than 14 days prior to the rental date must be paid by cash or credit card.

The security deposit will be returned if there is no damage to the rented area, no excessive clean up is required, and the area was only used during the specified hours. Any custodial service required will be charged at the rate of \$35 per hour and deducted from the security deposit.

### **6. CONDUCT AND SUPERVISION**

A. Youth activities require one chaperone (17 years and older) to every 10 youths (under the age of 10). All children in attendance must remain in the rented area. Children are not allowed to remain unsupervised in any area of the building. Children under 10 years old must be supervised at all times in parks.

B. The applicant must be present during the entire rental period and stay until all guests have departed. The applicant is responsible for the conduct of their invited guests and for any damage and negligent breakage that occurs to the building, grounds and equipment.

C. It is understood that the applicant and their guests will comply with the rules, regulations and ordinances of the South Barrington Park District, Village of South Barrington and the State of Illinois in the use of the facility.

D. The applicant, his/her organization and members agree to release the South Barrington Park District from all liability in connection with the use of Park District property and/or facilities.

E. Staff members are empowered to restrict a group's use of the facility and protect Park District property from the applicant and their guests due to misconduct before, during and after the rental time has expired. Should guests become unruly, in the sole discretion of the Park District Director, or agent, and a determination is made to terminate the event, the applicant will abide by the decision and the applicant and guests will leave the Park District premises immediately and no refund of the rental or security deposit will be given.

F. The South Barrington Park District shall not be liable for any damages for its failure to perform due to circumstances beyond its control, including, but not limited to, fire, storm, earthquake, explosions, public disorders, sabotage, lockouts, labor disputes, labor shortages, strikes, riots, equipment failures, building failures, or acts of God/nature. The Park District will make every attempt to contact the applicant immediately if the facility is unusable due to uncontrollable circumstances.

G. The South Barrington Park District is not responsible for loss, theft or damage of personal property or equipment.

H. All fields and park facilities are to be left free of debris. All debris is to be deposited in trash receptacles.

I. All vehicles are restricted to the parking lot only.

J. Any electrical, motorized equipment or temporary structures brought onto the park district property must be authorized on the rental request form.

K. All organizations renting facilities from the South Barrington Park District for the purposes of providing supervision, training, instruction or assistance with physical fitness activities must ensure that a trained CPR/AED responder is on the premises at all times.

L. Any user group wanting to sell concessions/merchandise of any type must note this on their permit request form. There may be additional fees/policies for the right to conduct sales.

## **SPORTS CONDUCT AND REGULATIONS**

*(Updated 1-1-13)*

### **1. SCOPE**

These regulations shall govern individuals in all athletic activities operating within the jurisdiction of the South Barrington Park District whether in organized activities of the Park District, or using Park District facilities with or without the District's permission.

### **2. PROHIBITED ACTIONS AND BEHAVIOR**

No person shall, in connection with any athletic activities:

A. Behave in any manner which is of an insulting, provoking, abusive, or physically intimidating manner toward any other person. The Director of the District shall have the discretion to determine whether any individual has acted in such a manner after duly investigating the facts and circumstances of the alleged situation. The decision to impose the sanctions provided herein will be in the sole discretion of the Director subject only to the individual's right to appeal.

B. Consume, possess, or be under the influence of any type of alcoholic beverage, or narcotic, or illegal drug while in any park.

C. Use abusive, profane or other provoking language to other players, officials, or spectators.

D. General Usage

a. Smoking or any use of a tobacco product is prohibited within 15 feet of a door, windows that open or ventilation intakes.

b. The renter gives the Park District the right to pursue collection methods for bad checks, damages, or additional time used and agrees to pay for such methods.

c. The renter and/or organization using this facility agrees to comply with the intent of the Americans with Disabilities Act and will not discriminate in any way.

d. Rates and policies are subject to change.

e. Pets are not allowed on park district property.

f. No person shall conduct or engage in any private instruction, lesson, class or similar activity for which a fee is charged or engage in any retail or commercial use at or in any Park facility, except as previously approved by the Park District Board of Directors.

E. Turf

When using the artificial turf field, the South Barrington Park District requires all users to abide by the following rules. PLEASE INFORM ALL PLAYERS/USERS PRIOR TO USING THE TURF.

a. Food, including sunflower seeds; chewing gum; and tobacco products are prohibited.

b. Water ONLY! Sports drinks, soda, alcohol, coffee, energy drinks or juice are prohibited.

c. Metal cleats, driving stakes, blades, or footwear and chairs that have studs or heels that can puncture holes in the turf are prohibited.

d. Glass is prohibited.

e. Climbing on or moving of soccer goals and nets is prohibited.

F. Baseball Fields

When using the baseball fields, the South Barrington Park District requires all users to abide by the following rules. PLEASE INFORM ALL PLAYERS/USERS PRIOR TO USING THE FIELDS.

- a. Food, glass, tobacco products are prohibited.
- b. Swinging of bats allowed in designated areas only.

#### G. Gym

When using the gym, the South Barrington Park District requires all users to abide by the following rules. PLEASE INFORM ALL PLAYERS/USERS PRIOR TO USING THE GYM.

- a. Food, glass, chewing gum, tobacco products are prohibited.
- b. Water ONLY! Sports drinks, soda, alcohol, energy drinks or juice are prohibited.
- c. Dunking, hanging on the rims and grabbing of the nets are prohibited.
- d. Kicking or throwing balls at the glass or into the gym from track is prohibited.

#### H. Batting Cage

- a. All batters must wear batting helmets at all times.
- b. Only one batter in batting cage at a time.
- c. Batters must wear gym shoes; no cleats.
- d. No practice swinging outside batting cages, unless in designated supervised areas.
- e. No hanging or climbing on batting cage netting.
- f. Close the cage zipper upon entry and exit.
- g. Rental time includes set up, and clean up of equipment and balls, bats, helmets, etc.
- h. Report any equipment malfunction to staff immediately.

### 3. PENALTIES AND SANCTIONS

A. Profanity: Park District staff is empowered to eject from the game or park area or park facility any player or team representative using profanity.

B. Alcoholic Beverages:

- a. A player discovered in possession of, or drinking alcoholic beverages or substances, will be suspended according to policies as outlined in this section.
- b. Spectators may be removed from the park if in possession of alcohol in the park.

C. Spitting: Park District staff is empowered to eject from the game or park area or park facility any player or team representative for spitting.

D. Prohibited Physical Contact: The Director shall impose upon any individual who has committed prohibited physical contact with another individual an immediate banishment of that individual from the use of the District's athletic facilities for a twelve month period. An individual's right to resume participation in District activities or use of its facilities thereafter shall be permitted only upon request to do so directed to the Board of Park Commissioners, and approval for reinstatement from the Board as provided hereinafter.

E. Other Prohibited Conduct: With regard to any other type of prohibited conduct as previously described, the athletic director shall have the right to suspend such individual for a period of 2 games if the individual is a participant in an organized league, or for a period of 2 weeks if the individual was using the general facilities of the District, At the end of such period in either case, the individual's right to resume participation or usage shall be automatic. Any participant or individual who is a repeated violator of the standards of conduct set forth in this regulation may be subjected to repeated and

extended suspensions of participation in programs or use of the District's facilities in the discretion of the Director or Board of Park Commissioners.

**4. APPEAL**

- A. Any individual or participant who is sanctioned as a result of a violation of Sports Conduct, except as an appeal may be expressly prohibited herein, shall have the right to appeal to the Board of Park Commissioners at any regular meeting of the Board by contacting the Director with a request. to be put on the Park Board's agenda for a specific meeting at least 14 days in advance thereof.
- B. At such meeting, the individual or participant shall be entitled to present his or her version of the facts and thereafter the Board of Park Commissioners will notify the participant of its decision of the appeal.
- C. The Board of Park Commissioner's decision is final without any further appeal or rehearing by the Board.

**5. REINSTATEMENT**

Upon the completion of the period of banishment of any individual or participant who is required to seek permission of the Board of Park Commissioners to be allowed to resume participation in the programs of the District or the use of its facilities as provided herein, such individual or participant must apply to the Board of Park Commissioners using the same process as is set forth herein for appeal. The right of the Park Board to make the final determination shall be absolute and shall be made with due regard for the safety and welfare of the Park District's participants and facility users who may come into contact with the participant. The Board shall be able to receive any and all evidence and recommendation of its staff, witnesses, and participants in making its final determination.

**FACILITY RENTAL AGREEMENT**

We/I \_\_\_\_\_ (Organization or Name) agree to hold harmless the South Barrington Park District, Cook County, Illinois, The Park Board, it's members and employees: and to assume responsibility for, and defend at our/my own expense all claims for damage to property and persons, including medical expenses, for injuries incurred and arising incidental to the use of the facility involved. It being further understood and agreed that the South Barrington Park District assumes no obligation or responsibility in connection with said use of facility. We/I further agree to assume all cost of damage to the facilities and/or contents. We/I further agree to adhere to the statement of policy, rental procedures, and the attached permit terms and conditions.

CANCELLATION CLAUSE: Applicant cancellations must be received in writing at least ten days prior to the reserved time. Failure to comply with this requirement will result in loss of the deposit. The South Barrington Park District reserves the right to cancel this permit within 48 hours (72 hours for pool rentals) when deemed necessary.

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

Authorized Signature: \_\_\_\_\_





# Parks and Gymnasium Rental Agreement Form

South Barrington Park District • 3 Tennis Club Lane, South Barrington, IL 60010  
Phone: (847) 381-7515 • Fax: (847) 381-2824 • email: jvojtsek@.net • website: sbpd.net

Please see **Park and Facility Rental Policies and Rules** for complete rental details.

## Applicant Information

Organization: \_\_\_\_\_ Responsible Person: \_\_\_\_\_  
Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_  
Contact's Home Phone: \_\_\_\_\_ Contact's Cell Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Secondary Contact Person: \_\_\_\_\_ Secondary Contact Phone: \_\_\_\_\_  
Secondary Contact Email Address: \_\_\_\_\_

## Event Information

**Recurrence:**  One Time Event  Recurring Event (If needed, attach a list of rental dates and times)  
**Day of Week:**  Sunday  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  
**Dates:** Start date: \_\_\_\_\_ End Date: \_\_\_\_\_  
**Time:** Start time: \_\_\_\_\_  a.m.  p.m. End Time: \_\_\_\_\_  a.m.  p.m.  
**Age Group:**  12 and under  13-17 years  18 and older Est. Attendance: \_\_\_\_\_  
**Type of Event:**  Game  Practice  Tournament  Other: \_\_\_\_\_  
**Sport/Usage:**  Baseball  Softball  Soccer  Lacrosse  
 Football  Basketball  Volleyball (\_\_\_ cts)  Badminton (\_\_\_ cts)  
 Other: \_\_\_\_\_

## Gymnasium

Facility Requested:  Whole Gym  North Half  South Half

## Marvin Dunteman Park

Facility Requested:  Shelter  West Ball Field  East Ball Field  \_\_\_\_\_

## Community Park

Facility Requested:  East Turf Field  West Turf Field  East Ball Field  West Ball Field  
 Sand Volleyball  Shelter  \_\_\_\_\_  \_\_\_\_\_

Additional equipment or set up needed:  No  Yes

If yes, please describe: \_\_\_\_\_

The Responsible Person listed above will arrive at the beginning of each rental date, remain until the end of each rental date, and be held responsible for the proper conduct of the group as specified in the **Terms of Rental Agreement**. Initials: \_\_\_\_\_

I have read the **Park and Facility Rental Policies and Rules**. Our organization will adhere to all rules as stated. Initials: \_\_\_\_\_

Responsible Person: \_\_\_\_\_ Date: \_\_\_\_\_

Approval: \_\_\_\_\_ Date: \_\_\_\_\_



south  
**BARRINGTON**  
park district

# Facility Use Permit

Organization	
Responsible Person	
Facility	
Day	
Date	
Time	
Type of Event	

<i>Date Issued:</i>	<i>Authorization:</i>
---------------------	-----------------------