# WINFIELD PARK DISTRICT
## Pavilion & Athletic Facility Rental Request

**Date Requesting**_____ **Time From**_____ **To** _____ **Number of Guests**_____

**Facility/Park** _____ **Intended Use** _____

**Name** _____ **Organization Name:** _____

**Address**_____ **Town** _____ **Zip**_____

**Email** _____ **Home Phone** _____ **Work/Cell**_____

| Facility/Equipment | Resident | Non-Resident | Group* |
|---|---|---|---|
| ____ Dance Studio | $20 | $30 | NA |
| ____ Gymnasium - Half | $25/hour | $40/hour | $50/hour |
| ____ Gymnasium - Full | $40/hour | $60/hour | $80/hour |
| ____ Batting Cage with L-Screen | $20/hour | $30/hour | $40/hour |
| ____ Outdoor Sport Court - Tennis, Basketball, Volleyball (1 hour minimum required) | $20/hour | $30/hour | $40/hour |
| ____ In-line Hockey Rink - Oakwood/Glasshagel Parks (1 hour minimum required) | $30/hour | $45/hour | $60/hour |
| ____ Dirt Ball Field - Baseball, Softball (1 hour minimum required, 1.5 hour minimum for groups) May require additional attendant/prep fees | $20/hour | $30/hour | $40/hour |
| ____ Turf Ball Field - East Street Park *DEPOSIT REQUIRED* (1 hour minimum required, 1.5 hour minimum for groups) May require additional attendant/prep fees | $35/hour | $50/hour | $60/hour |
| ____ Turf Ball Field - Glasshagel Park *DEPOSIT REQUIRED* Use of Lights -additional charge (1 hour minimum required, 1.5 hour minimum for groups) May require additional attendant/prep fees | $35/hour | $50/hour | $60/hour |
| ____ Turf Soccer Field - Lions Park *DEPOSIT REQUIRED* (1 hour minimum required, 1.5 hour minimum for groups) May require additional attendant/prep fees | $35/hour | $50/hour | $60/hour |
| ____ Creekside Park Gazebo (2 hour time blocks) | $15/block | $50/block | NA |
| ____ Wynwood Park Picnic Shelter | $15/hour | $45/hour | NA |
| ____ Picnic Shelter - Oakwood/East Street/Lions Parks/Founders | $25/day | $40/day | NA |

*Organized group or team rentals require a Certificate of Liability Insurance specifically naming the Winfield Park District additionally insured.

***Security/Damage Deposit REQUIRED for Turf Field Rentas - $200**

•To secure rental of any park facilities or equipment, payment must be made in full 2 weeks prior to rental date otherwise contract will be voided.
•To receive resident rates, residents must rent the facility or equipment for their use only.
•All facilities and equipment must be left in the same condition as found.

**Please read reverse side for full rules, regulations, policies and agreement.**

# WINFIELD PARK DISTRICT
# RULES, REGULATIONS AND POLICIES

- It is understood that the park district will have no responsibility or liability for injury to any person or property which may occur on the park district property while this property is being used under the terms of the facility contract. It is further understood and agreed that any damage to the building(s) and/or park district equipment or grounds resulting from abuse or misuse by renter or guests of renter shall be immediately repaired or replaced by renter or guests of renter to the satisfaction of the Winfield Park District Board of Commissioners.
- All organized athletic events requesting use of facilities or fields must provide a certificate of insurance if their facility request is granted. This policy must include public liability coverage which guarantees the payment of any claims for injuries or damage to persons or property occurring during or arising from the use of facilities or fields by the organization. Said coverage shall insure the organization in amounts not less than $500,000.00 for personal injury per person per occurrence. Policy must include coverage of participants. The certificate of insurance or copy of endorsement shall name the Winfield Park District, DuPage County, Winfield, officers, agents, employees, all in their official capacities, as also insured and shall be filed with the park district when the facility usage contract is executed. The insurance coverage shall be with a company acceptable with the Winfield Park District and in form satisfactory to the Winfield Park District Board.
- No Alcohol allowed in park facilities or on park grounds.
- No canopies, tents or structures of any kind allowed.
- No chairs, benches, or tables allowed at Creekside Park, except on concrete surfaces.
- No fires of any kind are allowed except where designated in the permanent charcoal grills that are at Lions Park and East Street Park. Permission for use of our charcoal grills must be requested on the facility rental application.
- Personal charcoal grills and gas grills are not allowed in any of our parks. This includes the use of any propane type grills.
- No signs, decorations or items of any kind may be affixed to any walls, structures or trees.
- No solicitation or gambling allowed.
- Rental contract must be in your possession on the day or dates of the event.
- If entertainment is to be used in any Park District facility, it must be approved by the Park District prior to the event.
- No vehicles are allowed onto Park District property, outside of designated parking areas, for any purpose unless specifically authorized by Park District.
- All outdoor park rentals will be limited to a total of 4 hours. Park District staff will monitor all park rentals.
- The Park District will only allow one rental per day per park.
- Drop in shelter use by groups of 10 or more for more than a one-hour time period are prohibited.

I HAVE READ AND AGREE TO THE ABOVE TERMS AND CONDITIONS.

_____ _____

SIGNATURE DATE

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**For Office Use Only**

Approved by_____ Date _____

Fee $ _____ Date Paid: _____ Processed by: _____

Cash ____ Check ____ Charge _____ Exp ___/___ CVC _____

Deposit $ _____ Date Paid: _____ Processed by: _____

Cash ____ Check ____ Charge _____ Exp ___/___ CVC _____

Deposti Returned Yes / No Date Processed: _____ Processed by: _____