



Athletic Field Rental Application

Synthetic Turf Field (please circle)	East	West				
Athletic Field (please circle)	3	4	5	Pony	Little Duke	Corwin*

*Only Designated for Soccer

Please refer to field map on last page

Contact Information

First & Last Name: _____ Organization: _____

Street Address: _____ City: _____ Zip: _____

Phone: _____ Email: _____

Function Information

Date of Function: _____ Time In: _____ Time Out: _____

Please Describe Function: _____

Number of Participants: _____ Percentage of Park District Residents: _____

Payment Information

Type: Cash Check Credit Card (Amex, Visa, MasterCard, Discover)

Account #: _____ - _____ - _____ - _____ Exp. Date: ____/____ Total Enclosed: \$ _____

Cardholder's Name: _____ Authorized Signature: _____

OFFICE USE ONLY	
Facility Fee \$ _____	Received By _____ Date _____
Equipment Fee \$ _____	Approved By _____ Date _____
Insurance \$ _____ (non-refundable)	Notes _____
Rental Deposit \$ _____	_____

Field	Affiliate Fee	Resident Fee	Non-Resident Fee
Baseball/Softball	\$15/Hour	\$35/Hour	\$50/Hour
Football/Soccer/Lacrosse	\$15/Hour	\$45/Hour	\$65/Hour
Turf (Full Field)	\$55/Hour	\$110/Hour	\$150/Hour
Lights	\$15/Hour	\$25/Hour	\$35/Hour

Rental Deposit: Deposits are required from all groups using any of the Park District parks and/or facilities. Groups must leave a \$100/\$200 rental deposit depending on if they are a resident/non-resident group, respectively. You will be charged for any damages, loss of keys and time spent cleaning up by our staff (if required). These charges will be deducted from your deposit. The Winnetka Park District reserves the right to make adjustments to these fees as necessary. Damages over your deposit fee will be charged to the group and/or contact person named on this application.

Certificate of Insurance: A Certificate of Insurance, as well as proof of liability naming the Winnetka Park District as additional insured for all caterers and vendors hired by the individual or group applying for a permit, is required. This includes the rental of any temporary structures, such as tents, games, and inflatable structures. All certificates must be site-specific, date-specific, and name the Winnetka Park District as being additionally insured. Minimum liability of \$2,000,000.

Winnetka Park District Rules & Regulations

The Winnetka Park District requests that you report any damages, vandalism, dangerous situations, or inconveniences you may notice during your use of the site.

Reservations must be made by persons 21 years of age or older.

Permit Fees: The Park District Board of Commissioners will establish all fees charged for the use of any park.

Protection of Property: The Park District requests that persons not remove or climb upon any plants, trees, shrubs, or fences.

Weapons: The Park District prohibits guns or firearms (unless such person is a police officer) in his/her vehicle or uses in any way on Park District Property.

Thorguard Lightning Prediction System

Thorguard lightning detection system is installed at the Winnetka Park District Skokie Playfields. Below is the procedure for Thorguard:

- If the warning horn sounds (one 15 second long blast), clear the fields. There should also be a strobe light going off if you look towards the synthetic turf fields' southwest corner. Wait until the all-clear signal (3 short blasts) sounds to let anyone back out on the fields.
- It is the sole responsibility of the renter to notify coaches and players on the fields and immediately get them to shelter.

Athletic Field/Facility Rules

- Athletic field use is scheduled and approved per the Winnetka Park District athletic field use policy.
- The Park District expects good sportsmanship, no unnecessary contact, and clean language during rentals.
- All fields require a permit, available by application through the Park District administrative office.
- An approved field use permit must be available during the use and presented to any Park District representative upon request.
- Permits may be revoked if there is failure to follow district rules and regulations. Additional fees may also apply.
- The Park District reserves the right to cancel any event or restrict access to the fields due to an emergency, severe weather, vandalism, poor playing conditions, or damages that could cause safety concerns.
- A rest and renovation program is scheduled for Winnetka Park District Skokie Playfields. The Park District does attempt to be flexible in accommodating user groups, but ultimately the health and safety of the user and the condition and playability of the fields or facilities take priority. This may require the closure of the fields or facilities, denial of use of field and/or alternate sites for athletic use.
- Games and/or practices will not start before 8 a.m. nor exceed 10 p.m. Organizations should make necessary changes or alterations to their rules and regulations concerning games stopped due to park time regulations. The lights on the fields are pre-programmed to shut off at 10 p.m. every night.
- Misrepresented and/or unauthorized use of the Winnetka Park District and associated facilities are subject to revocation of permit and termination of future usage privileges; enforcement per Winnetka Park District ordinance #504 (available for review at the office); and/or local police citation.

Rules & Procedures Governing Use

It is the responsibility of the field representative and/or individual identified as the person on the permit to enforce the rules and regulations regarding the group's conduct while using Park District facilities. These rules include, but are not limited to:

- Tables and chairs are not allowed on the synthetic turf area.
- Golfing or other non-authorized use is prohibited at the Skokie Playfields.
- Wheeled devices, including but not limited to motorized vehicles, bikes, wagons, inline skates, scooters, and skateboards are not allowed on the synthetic turf.
- No painting of the field is permitted.
- Field use begins and ends at the times stated on the permit, including inspections, set-up, and clean-up. Groups are not allowed on the fields before the start time displayed on the permit and are required to exit the fields and have adjacent areas cleaned up at the ending time indicated on the permit.
- Permits are not transferable.
- Selling of food or other items is not allowed without a Park District approval
- Amplified sound is not allowed on any field without Park District approval and will be noted on your permit.
- Property boundary walls and fences are not to be used as backstops at any time. No hitting or kicking balls into backstops or fences. No climbing of fences.
- No climbing on or moving of goals is allowed. This must be requested on the field request form before rental or usage.
- Portable goals and/or markers are allowed but must be removed daily. Portable goals may only be moved by authorized personal.

- Groups shall inspect the fields/facility before and after each use to determine whether conditions are safe and/or appropriate for any intended use. Groups shall promptly advise the Park District of any unsafe/dangerous condition.
- Animals are not allowed within the Skokie Playfields.
- No food (including sunflower seeds), gum, or chewing tobacco is allowed on the synthetic turf surface.
- Metal spiked cleats are not allowed on the synthetic turf surface.
- Clean athletic shoes (free of mud) and plastic spikes are permissible.
- During athletic competitions, all spectators shall remain off of the synthetic turf area.
- Only freestanding field markers and sports equipment may be used on the synthetic turf surface. No stakes, posts, poles, or markers of any kind may be driven into the synthetic turf surface.
- No unauthorized tents, chairs, or shade structures will be allowed on the synthetic turf surface.
- Grills or other open cooking structures are prohibited.
- Authorized vehicles only. No personal vehicles.
- No glass containers.
- Please dispose of all garbage in trash cans.
- Plain water bottles with water or a cooler with water are permitted.
- No alcohol is allowed in the park.

Synthetic Turf /Athletic Field Use Guidelines

Stay hydrated – Water bottles, filled with water only, are the only beverages welcome on the fields.

Food – Eating is not permitted on the field. Food scraps and even sunflower seeds are VERY difficult to remove. These will reduce the quality of the play and will shorten the life of the field.

Pick up your trash – Make sure the field is clean when you are finished. The permit holder is responsible for litter left by spectators.

Stay clean and healthy – Wash your hands and any cuts, scrapes, or turf burns after play.

Lift goals – Carry any objects that need to be moved for play. Dragging heavy items such as goals or other equipment across the synthetic field may tear the field. Do not move goals alone or allow small children to move them. Dropping the wheels is a two-person job. Watch your fingers.

Adhesives – Adhesives are not allowed. Tape and line markings will damage the turf.

Dogs – Dogs are not allowed on any Park District field at the Skokie Playfields.

Bikes – Bikes, motorcycles, skateboards, and rollerblades are not allowed on synthetic turf fields. They may tear the turf.

Acknowledgment

I have read, understand, and agree to abide by the Winnetka Park District facility rental procedures and regulations.

Signature: _____

Date: _____

Field Map

