



# Application for Facility Use

(Submit at least two weeks before requested date)

<input type="checkbox"/> Pool	<input type="checkbox"/> Room Rental	<input type="checkbox"/> Athletic Facility	<input type="checkbox"/> Ice Time
<input type="checkbox"/> Teams Course	<input type="checkbox"/> Picnic/Shelter	<input type="checkbox"/> LC Birthday Party	<input type="checkbox"/> Theatre

Date of Application \_\_\_\_\_ Contact Person \_\_\_\_\_

Name of Organization (if applicable) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Email \_\_\_\_\_ Website (if applicable) \_\_\_\_\_

Main Phone \_\_\_\_\_ Day of Use Phone \_\_\_\_\_

**Location Desired** \_\_\_\_\_

<b>Requested Day(s) &amp; Date(s)</b>	<b>Time</b>
1. Preferred _____	_____ to _____
2. Alternate 1 _____	_____ to _____
3. Alternate 2 _____	_____ to _____

Purpose of Use \_\_\_\_\_

Estimated Attendance \_\_\_\_\_ Is this part of a fundraiser?  Yes  No

Depending on the request and group size, a special use application also may be required; special use requests require 60 days' notice.

Description of Planned Activities \_\_\_\_\_

Do you plan to hire a service provider for your event? (i.e. entertainment, catering, instruction)  Yes  No

If yes, description of services provided \_\_\_\_\_

How to submit a completed application:

Email to [rentals@nbparks.org](mailto:rentals@nbparks.org)

Fax to 847-291-9858

Mail to Village Green Center, 1810 Walters Avenue, Northbrook, IL 60062

Staff will contact you within 3-5 business days after receiving a completed application. Additional forms may be required.

# NORTHBROOK PARK DISTRICT

In addition to Park District ordinances, the following rules apply:

- A permit is required for a picnic, party or gathering with 20 or more people.
- A permit is required for the use of any athletic field or indoor facility.
- If required, a security deposit is due two weeks before the first use of the facility. (The Park District may establish an earlier deadline.) The deposit will be forfeited and additional fees may be charged if the facility is damaged, requires excessive cleanup or is used in excess of the permitted time.
- An administrative fee of 10% will be charged to cancel or change a contract. A cancellation must be received in writing if less than 15 business days before the reserved date. The Park District may cancel a contract if deemed necessary. If inclement weather conditions result in the cancellation of an outdoor facility, a request for a refund must be received within 5 working days of the event.
- Requests for the use of service providers (entertainers, caterers, instructors, etc.) must be made 10 business days before use.
- Certificates of Insurance for service providers must be submitted 5 business days before use with the Northbrook Park District listed as additionally insured. Required coverage is a minimum of \$1,000,000 per occurrence.
- The Park District may cancel or relocate a use, due to weather conditions, a power outage, unsafe turf conditions, a safety hazard to participants, or a risk of damage to property.
- Grilling is allowed only with on-site Park District grills.
- Amplified sound is not allowed for outdoor uses.
- Site layouts or room setups must be provided 5 business days before the first use.
- Rental fees are due before a firm agreement or permit is issued.
- Smoking, gambling and alcoholic beverages are prohibited.
- Rentals will not be issued to a group or individual who will charge admission or fees for private monetary gain, unless written permission is given.
- No person shall buy or sell, offer to buy or sell property, or collect money or property of value in the park system. The posting of advertisements for any product or service is not also allowed.
- Indoor room rentals provide 30 minutes before and 15 minutes after the scheduled time for setup and cleanup. Additional time can be requested with the application.

***Thank you for your interest in the Northbrook Park District. We look forward to working with you.***