



# Application for Facility Use

Must be submitted two weeks prior to the requested date.

Tennis Court(s)

Pickleball Court(s)

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

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

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

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

Primary Phone \_\_\_\_\_ Secondary Phone \_\_\_\_\_

Requested Day(s)/Date(s)	Time(s)	# of Courts
1. Preferred Date(s) _____ to _____	_____	_____
2. Alternate Date(s) 1 _____ to _____	_____	_____
3. Alternate Date(s) 2 _____ to _____	_____	_____

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

Estimated Attendance \_\_\_\_\_ Is your requested rental part of a fundraiser?  Yes  No

**Depending on the request and group size, a special use application may also be required. Special use requests require 60 days advance 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

Completed applications can be sent via:

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

Mail Techny Prairie Activity Center  
180 Anets Drive  
Northbrook, IL 60062

Click here to submit completed application via email to [rentals@nbparks.org](mailto:rentals@nbparks.org).

**After you submit the completed application, staff will contact you regarding your request within 3-5 business days. Additional forms may be required to finalize your use. Please refer to next page which lists when applications are accepted. Applications completed before the accepted time will be asked to resubmit.**

# NORTHBROOK PARK DISTRICT

## When Can I Submit a Facility Use Application?

Rental Season	Application Period
April 1 – May 31	February 1 – March 1
June 1 – August 31	April 15 – May 15
September 1 – October 31	July 1 – August 1

## Northbrook Park District Rental Order of Priority

The Park District uses a priority ranking system listed below when scheduling rentals to best serve the Northbrook community. Applications submitted during the accepted application period will be processed in the order of priority listed below. A lottery will be used to determine entry order for each priority level. Rentals submitted after the deadline are processed on a first-come, first-served basis.

1. Northbrook Park District Programs
2. Northbrook Schools or Village of Northbrook
3. Affiliate Programs
4. Resident/Member (Non-Profit)
5. Resident (Commercial)
6. Non-Resident (Non-Profit)
7. Non-Resident (Commercial)

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

- A permit is required for a party or gathering with 15 or more people.
- A permit is required for the guaranteed use of any court.
- A permit is required for any instruction, league or tournament.
- A 10% administrative fee 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 work 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 conditions, a safety hazard to participants, or a risk of damage to property.
- Amplified sound is not allowed without permission.
- Rental fees are due before a firm agreement or permit is issued.
- Smoking, alcohol, guns and gambling 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, collect money or property of value in the park system. The posting of advertisements for any product or services not allowed.

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

Questions? Call 847-291-2993