



Application for Facility Use

Must be submitted two weeks prior to the requested date.

Baseball Field

Softball Field

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

1. Preferred Date(s) _____ to _____

2. Alternate Date(s) 1 _____ to _____

3. Alternate Date(s) 2 _____ to _____

Purpose of Use _____

Does your group need the field prepped for a game? Yes No

Field Lighting? Yes No

Field Size (ex: 60' pitching/90' bases) _____

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 required 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

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

NORTHBROOK PARK DISTRICT

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 re-submit.

When Can I Submit a Facility Use Application?

Spring Applications Accepted February 1 – March 1: Rentals April 1 – June 15

Summer Applications Accepted April 15 – May 15: Rentals June 16 – August 31

Fall Applications Accepted July 1 – August 1: Rentals September 1 – October 31

Northbrook Park District Rental Order of Priority

The Park District uses the following the 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. Rentals submitted after the deadline are processed on a first come/first serve 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 gather with 15 or more people.
- A permit is required for the use of any field.
- 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 interested in the Northbrook Park District. We look forward to working with you.

Questions? Call 847-897-6174