



Application for Synthetic Turf & Grass Field Facility Use

Submit at least two weeks before requested date.

Please see the next page for important information.

Grass Field Synthetic Turf Field

Fill out all fields to complete your application		
Date of Application	Contact Person	
Name of Organization (if applicable)		
Address		
City	State	Zip
Primary Phone	Secondary Phone	
Email	Website (if applicable)	

Requested Dates (MM/DD/YY):

Time

Preferred: _____

_____ to _____

Alternate 1: _____

_____ to _____

Alternate 2: _____

_____ to _____

Field Information

Does your group need field lighting? Yes No

Lighting is available at synthetic turf and select grass fields.

Purpose of Use: _____

Preferred Field(s): _____

Number of Required Fields: _____

Field Size (ex: 7v7 soccer): _____

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: _____

Submit completed application via email to 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 re-submit during the appropriate application time frame.

When Can I Submit a Facility Use Application?

Spring Applications Accepted January 1 – February 1: Rentals March 1 – May 31

Summer Applications Accepted February 1 – April 1: Rentals June 1 – August 10

Fall Applications Accepted June 1 – July 31: Rentals August 11 – October 31

Northbrook Park District Rental Order of Priority

The Park District uses 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 served basis if space allows.

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

Residency is defined as the following:

- **Private rentals:** The individual must reside within Northbrook Park District boundaries.
- **Organizational rentals:** The organization must have a primary address located in Northbrook to be eligible, regardless of the percentage of Northbrook residents on the organization's roster.

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 use of any field.
- A 10% administrative fee will be charged to cancel or change a permit. 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 following the event.
- Requests for the use of service providers (entertainers, caterers, instructors, etc.) must be made at least 10 business days before use.
- Certificates of Insurance for service providers must be submitted at least 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 permit is issued.
- Smoking, alcohol, drugs, guns and gambling are prohibited.
- Rentals will not be issued to a group or individual who will charge admission or fees for 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 is not allowed.

Synthetic Turf Pricing 2026

Northbrook Affiliate (Based on Affiliate Agreement)	\$65/hour
Resident (Non-profit & Private)	\$135/hour
Resident (Commercial)	\$145/hour
Non-resident (Non-profit & Private)	\$169/hour
Non-resident (Commercial)	\$179/hour
Lighting Fee	\$25/hour

Grass Field Pricing 2026

Resident	\$59/hour
Non-resident	\$75/hour

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

Questions? Call 847-897-2993

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