



ATHLETIC FIELD RENTAL APPLICATION

PARK DISTRICT ORDINANCE 260 RULES AND REGULATIONS APPLY TO ALL PARK RENTALS

Renters must submit a complete application and accompanying paperwork at least two weeks before the event and are responsible for ensuring that event participants comply with all Park District, local, state, and federal guidelines current on the day of the event.

Revised 4/3/24

GENERAL INFORMATION

The Arlington Heights Park District will not discriminate against eligible residents for participation on the basis of a disabling condition. We invite any resident with a special need to contact our staff upon submitting this application.

NAME OF APPLICANT/ ORGANIZATION AGENT _____

ADDRESS _____ CITY/ST/ZIP _____

PHONE _____ EMAIL _____

GENDER (F/M/NB) _____ BIRTHDATE _____

ORGANIZATION NAME _____

ADDRESS _____

STATUS? Commercial Non-profit

SECOND PERSON THE PARK DISTRICT MAY CONTACT REGARDING THE RENTAL

NAME _____ PHONE _____ EMAIL _____

EVENT INFORMATION

NAME AND TYPE OF EVENT _____

DATE _____ TIME (including setup and cleanup) _____

OF PEOPLE ATTENDING* _____ IS THE EVENT OPEN TO THE PUBLIC?* YES NO

*For events that are open to the public or have 100+ attendees, also submit a Large Event Rental Addendum.

IS THERE AN ADMISSION FEE FOR THIS EVENT? YES NO

If yes, what is the amount and purpose of the fee? _____

WILL YOU BRING ADDITIONAL EQUIPMENT OR FOOD ON SITE? YES NO

If yes, please describe _____

FACILITY REQUESTED: 1st choice _____ 2nd choice _____

SELECT AN AMENITY OR AMENITIES

BASEBALL DIAMOND: '55/'60 BASE PEG _____
'70 BASE PEG _____
'80 BASE PEG _____

SOCCER FIELD: SMALL (7V7) _____
MEDIUM (9V9) _____
LARGE (11V11) _____

DO YOU NEED A FIELD WITH LIGHTS? _____ YES _____ NO

EQUIPMENT (additional fees apply)

_____ Port-o-let unit _____ five additional trash cans

SIGNATURE OF APPLICANT

DATE

FOR OFFICE USE ONLY

Fee calculation

_____ Date approved

_____ Supervisor

_____ Approved fee

_____ Superintendent

_____ Payment info sent

_____ Director

_____ Permit sent

_____ Executive Director