

# WINFIELD PARK DISTRICT

## Facility Request Contract

Date Requesting \_\_\_\_\_ Time From \_\_\_\_\_ To \_\_\_\_\_ Number of Guests \_\_\_\_\_

Facility/Park \_\_\_\_\_ Intended Use \_\_\_\_\_

Name \_\_\_\_\_ Organization Name: \_\_\_\_\_

Address \_\_\_\_\_ Town \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_ Home Phone \_\_\_\_\_ Work/Cell \_\_\_\_\_

<u>Facility</u>	<u>Resident Fee</u>	<u>Non-resident Fee</u>	<u>Deposit</u>
_____ Gazebo	\$15 (0-2 hours)	\$50 (0-2 hours)	Credit Card #
_____ Activity Room	\$25 / hour	\$40 / hour	Credit Card #
_____ Half Gymnasium	\$25 / hour	\$40 / hour	Credit Card #
_____ Full Gymnasium	\$40 / hour	\$60 / hour	Credit Card #
_____ Batting Cage with Pitching Machine	\$30 / hour	\$40 / hour	Credit Card #
_____ Batting Cage with L-screen	\$15 / hour	\$20 / hour	Credit Card #
_____ Athletic Facility (Tennis, Volleyball, Basketball, and In-Line Hockey)	\$15 / hour	\$25 / hour	Credit Card #
_____ Illuminated Athletic Field	\$30 / hour	\$40 / hour	Credit Card #
_____ Soccer and/or Baseball Field	\$15 / hour	\$25 / hour	Credit Card #
_____ Picnic Area/Shelter	\$25 / day	\$40 / day	Credit Card #
_____ Wynwood Picnic Shelter	\$15 / hour	\$45 / hour	Credit Card #

- Attendant Fees when required by the WPD will range between \$12-\$15/hr (included w/Activity Room Rental).
- To secure rental of any park facilities or equipment, payment must be made in full 2 weeks prior to rental date otherwise contract will be voided.
- To receive resident rates, residents must rent the facility or equipment for their use only.
- All facilities and equipment must be left in the same condition as found.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**For Office Use Only**

Approved by \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Fee Amount \$ \_\_\_\_\_ Cash \_\_\_\_\_ Check \_\_\_\_\_ Charge \_\_\_\_\_ Exp \_\_\_ / \_\_\_

Deposit Amount \$ \_\_\_\_\_ Check \_\_\_\_\_ Charge \_\_\_\_\_ Exp \_\_\_ / \_\_\_

**WINFIELD PARK DISTRICT  
RULES, REGULATIONS AND POLICIES**

- It is understood that the park district will have no responsibility or liability for injury to any person or property which may occur on the park district property while this property is being used under the terms of the facility contract. It is further understood and agreed that any damage to the building(s) and/or park district equipment or grounds resulting from abuse or misuse by lessee or guests of lessee shall be immediately repaired or replaced by lessee or guests of lessee to the satisfaction of the Winfield Park District Board of Commissioners.
- All organized athletic events requesting use of facilities or fields must provide a certificate of insurance if their facility request is granted. This policy must include public liability coverage which guarantees the payment of any claims for injuries or damage to persons or property occurring during or arising from the use of facilities or fields by the organization. Said coverage shall insure the organization in amounts not less than \$500,000.00 for personal injury per person per occurrence. Policy must include coverage of participants. The certificate of insurance or copy of endorsement shall name the Winfield Park District, DuPage County, Winfield, officers, agents, employees, all in their official capacities, as also insured and shall be filed with the park district when the facility usage contract is executed. The insurance coverage shall be with a company acceptable with the Winfield Park District and in form satisfactory to the Winfield Park District Board.
- No Alcohol allowed in park facilities or on park grounds.
- No canopies, tents or structures of any kind allowed.
- No chairs, benches, or tables allowed except on concrete surfaces at Creekside Park.
- No fires except where designated and only when such fire is in a picnic stove. Permission for use of a picnic stove must be requested on the facility rental application.
- No signs, decorations or items of any kind may be affixed to any walls, structures or trees.
- The C.R.B. Activity Center must have tables and chairs cleaned and returned to racks provided, kitchen cleaned, stove turned off and trash put into containers provided.
- No solicitation or gambling allowed.
- Rental contract must be in your possession on the day or dates of the event.
- If entertainment is to be used in any Park District facility, it must be approved by the Park District prior to the event.
- No vehicles are allowed onto Park District property, outside of designated parking areas, for any purpose unless specifically authorized by Park District.

I HAVE READ AND AGREE TO THE ABOVE TERMS AND CONDITIONS.

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SIGNATURE

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DATE