



SCHAUMBURG PARK DISTRICT • THE SPORT CENTER FACILITY RENTAL APPLICATION



The Sport Center | 1141 W. Irving Park Road, Schaumburg, IL 60193
PHONE: 847/891-1266 • FAX: 847/891-1178 • EMAIL: sscreg1@parkfun.com

Renter's Name:		Organization Name:	
Contact Address:		City/Zip:	
Primary Phone:	Alternate Phone:	Fax:	
Email:		Americans with Disabilities Act Special Needs? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Fields Requested:			
Soccer/Softball Field <input type="checkbox"/> 2 Soccer Fields/1 Softball Field: Prime <input type="checkbox"/> 2 Soccer Fields/1 Softball Field: Non-Prime <input type="checkbox"/> 1 Soccer Field: Prime <input type="checkbox"/> 1 Soccer Field: Non-Prime		Basketball Courts <input type="checkbox"/> Prime # of cts _____ <input type="checkbox"/> Non-Prime # of cts _____	
		<input type="checkbox"/> Volleyball # of cts _____ <input type="checkbox"/> Meeting/Party Room	
		<input type="checkbox"/> Baseball Batting Tunnel <input type="checkbox"/> Softball Batting Tunnel	
Rental Day/Date(s):		Rental Time (From/To):	
Activities Planned:		Number of Participants:	
Equipment Requested and Set-up:		Will there be an admission fee/donation? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how much and why?	

Rental Categories and Hourly Rates:

	Resident	Non-Resident	Civic	Commercial
2 Soccer Fields/1 Softball Field: Prime	\$250	\$345	\$190	\$590
2 Soccer Fields/1 Softball Field: Non-Prime	\$190	\$265	\$145	\$440
1 Soccer Field: Prime	\$160	\$210	\$120	\$360
1 Soccer Field: Non-Prime	\$120	\$160	\$90	\$260
Bubble Soccer	\$250	\$300	N/A	N/A
Basketball (per court): Prime	\$70	\$90	\$55	\$150
Basketball (per court): Non-Prime	\$50	\$65	\$34	\$95
Volleyball (per court)	\$50	\$50	\$50	\$50
Batting Tunnel (½ hr/1 hr)	\$22/\$35	\$28/\$45	\$15/\$25	\$37/\$63
Meeting Room/Party Room	\$50	\$65	\$26	\$90

Rental rates subject to change.

Prime: Monday-Friday 5 p.m.-12 a.m.; Saturday/Sunday 8 a.m.-8 p.m.
 Non-Prime: Monday-Friday 6 a.m.-5 p.m.; Saturday/Sunday 6-8 a.m., 8 p.m.-12 a.m.

Rental Group Categories:

Resident: Individuals residing within Schaumburg Park District whose usage is not intended to make a profit or charge an admission fee.

Non-resident: Individuals not residing within Schaumburg Park District whose usage is not intended to make a profit or charge an admission fee.

Civic: Predominantly (60%) Schaumburg Park District residents. Nonprofit groups, civic organizations, governmental units, etc. whose usage is not intended to make a profit or charge an admission fee.

Commercial: Commercial enterprise of any nature (Resident or Non-Resident).

X

Organization/Authorized Signature _____ Date _____ Park District Official _____ Date _____

Cash Check Number _____ Credit Card (Check one): Visa MC AMEX Discover

Credit Card Number _____ CVV # _____ Expiration Date _____
(3 digit number on back of card)

Name (print as it appears on card) _____ Signature _____ Date _____

Office Use Only

Approved Denied | Fee \$ _____ Deposit Paid: _____ Final Payment Due By: _____



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PARK DISTRICT

THE SPORT CENTER FACILITY RENTAL AGREEMENT

INITIAL

- _____ The Sport Center facility rentals are to be booked one week in advance of the first rental date. Any rentals beginning after 10 p.m. or before 8 a.m. must be made one month in advance of the first rental date. Only The Sport Center Manager and Assistant Manager may approve facility rentals.
- _____ Persons applying to rent facility space must be 21 years of age and present at all rental dates.
- _____ Organizations renting at The Sport Center are required to provide Schaumburg Park District with a commercial general liability certificate of insurance. The certificate of insurance must be for a minimum of \$1,000,000.00 and list Schaumburg Park District and Schaumburg Park District Sport Center as additionally insured, and include an "additional insured endorsement." Also, should the renter's organization have employees, the certificate of insurance must include workers compensation insurance per statutory requirements.
- _____ The Rental Group's authorized contact person must be a Schaumburg Park District resident to receive the resident rental rate. A rental group not following this rule will result in a fee change to non-resident rental rate for all rental dates. All extra fees will be due before the next rental date.
- _____ Any amendments to the original rental must be made in writing to The Sport Center Manager or Assistant Manager. Any cancellations of bookings must be made in writing at least 7 days in advance or the rental group will be charged for the booking. Tournaments require a 60-day written cancellation notice.
- _____ Rental dates will not be booked unless accompanied by a signed rental application and the appropriate initial payment. The initial payment is applied to the renter's final rental date.
- _____ The Initial Deposit for all The Sport Center rentals will be a minimum of 50 percent of the total rental cost up to \$1000.00. Payments for rentals must be made at the time of each booking, prior to start time, unless otherwise approved by management. Rental groups carrying an overdue balance will NOT be allowed to use the facility until payment is made.
- _____ Rental group's facility set-up needs, equipment or items brought into the facility for use during the rental, payment schedule, admissions fee and merchandise sales authorization must be finalized with The Sport Center Management prior to the rental.
- _____ No food, drink, gum, sunflower seeds or chewing tobacco is allowed on the soccer/softball fields or in the gymnasium, except water and Gatorade (no glass bottles). No bags of any kind are allowed on the field. The Sport Center provides lockers, bathrooms and team rooms for use by rental groups and league participants for changing clothes, storage bags and other belongings.
- _____ No spectators are allowed on the fields.
- _____ Alcohol is not allowed in The Sport Center.
- _____ No pets, skateboards, roller skates, scooters, hoverboards, "heelines," bicycles or drones are allowed in the facility.
- _____ Children must remain supervised at all times. Unsupervised children in the facility will result in the cancellation of the group's rental without refund.
- _____ Renter is responsible for the cost of all facility and equipment damages incurred in the facility space rented during their rental time.
- _____ Once the group's scheduled rental time has ended, the group must immediately leave the field/court to allow for the timely start of the next rental, program, league or event. Groups not leaving in a timely fashion will be charged for additional field or court usage.
- _____ Baseball/softball rentals may not conduct live hitting without authorization from The Sport Center Management prior to the rental.
- _____ Batting tunnel rentals must adhere to the following: only the provided yellow machine balls may be used in the pitching machines. The only hitting allowed is hitting pitches from the pitching machine (no live pitching). Pitchers may pitch to a catcher, but not to a batter. Players may play catch. No sports other than baseball or softball may take place inside the batting tunnels.
- _____ Schaumburg Park District reserves the right to cancel any part of this contract at any time as it deems necessary.
- _____ I, the undersigned, have read and understand Schaumburg Park District's Soccer Goal Safety and Education Policy. I take full responsibility as a Permitted User for my organization to comply with this policy. This policy can be viewed at www.parkfun.com/about/policies.

X

Authorized Rental Group Contact

Date

The Sport Center Management

Date