



Hoffman Estates Park District
Athletic Field Rental Permit Request

Thank you for your interest in reserving one of HE Parks’ athletic fields. Please complete the form and submit it to Kyle Thomas, Athletic Manager at kthomas@heparks.org.

All parks are available for rent. By securing a rental permit, your group will have usage of the field for the reserved time. Your permit will allow you to notify other park users that you have it privately reserved.

Fields available for rent:

Field Name	Address	Usage
Cannon Baseball/Softball #1	1675 Nicholson	60/65/70/80
Cannon Baseball/Softball #2	1675 Nicholson	60/65/70
Cannon Baseball/Softball #3	1675 Nicholson	60/65/70/80/90
Cannon Baseball/Softball #4	1675 Nicholson	60/65/70
Cannon Soccer East	1675 Nicholson	Full sized field
Cannon Soccer West	1675 Nicholson	U6, U8, U10, U12
Canterbury Baseball	1950 Maureen	50 foot field
Canterbury Cricket	1950 Maureen	Full sized field w/ pitch
Cricket/baseball Batting Cage	1950 Maureen	60’ L x 12’ W
Canterbury Soccer Field B	1950 Maureen	Full sized field
Canterbury Soccer Field C	1950 Maureen	Full sized field
Cottonwood Creekside Soccer	2029 East Parkview Cir	Full sized field
Cottonwood Tollway Soccer	2029 East Parkview Cir	Full sized field
Eisenhower Track	864 Rosedale Rd.	Full sized field
Eisenhower Soccer Small Field	864 Rosedale Rd	U8
Evergreen baseball/softball	600 Washington Blvd	50 foot field
Fabbrini Baseball Large	1704 Glen Lake Rd	90 foot field
Fabbrini Baseball Small North	1704 Glen Lake Rd	70 foot field
Fabbrini Baseball Small South	1704 Glen Lake Rd	70 foot field
Fabbrini Soccer Field	1704 Glen Lake Rd	U12
Huntington Baseball	4009 Huntington Blvd	80 foot field
Huntington Baseball Small	4009 Huntington Blvd	50 foot field
Olmstead Baseball	4500 Olmstead Dr	80 foot field
Pebble Soccer	1855 Westbury Dr	U10
Pine Soccer	750 Charleston	U8
Sycamore East Baseball	450 Hillcrest Blvd	60 foot field
Sycamore West Baseball	450 Hillcrest Blvd	60 foot field
Sycamore North Baseball	450 Hillcrest Blvd	60 foot field
Valley baseball/softball	850 Park Ln	50 foot field
Victoria baseball/softball	1100 Kingsdale	50 foot field
Victoria Soccer	1100 Kingsdale	U10

Field Rental Rates (hourly rate):

	Resident & 501c3 groups	Commercial & Non-Resident
Field Usage	\$39	\$55
Cannon Crossing (East or West) Lighted Soccer Field – Full Field	+\$75	+\$85
Cannon Crossing (West) Lighted Soccer Field – Half Field	+\$40	+\$50
Cannon Crossing Lighted Baseball/Softball Field	+\$50	+\$60
Cannon Crossing Lighted Football Field	+\$75	+\$85
Eisenhower Track	\$39	\$55
Cricket/Baseball Batting Cage (Canterbury)	\$20	\$25

Payments:

A 50% deposit is due when the reservation is made. Full payment for all games or practices reserved is due no later than 24 hours before the first scheduled rental along with proof of insurance naming the Hoffman Estates Park District as additionally insured under your policy. No permits will be issued to teams until payment and insurance have been received. Any group that does not submit payment by the deadline will lose their use of the assigned field.

If dates that are scheduled are canceled due to rain or Park District events, they will be refunded at the conclusion of the season. Rescheduled games will take place for cancelled games. If there is an issue with a game field that is not playable, that will be handled on a case-by-case basis. **There will be a \$10 service fee charged for every field change made by the rental group. This fee must be paid prior to field use.**

Notice of cancellation must be given to the park district 48 hours in advance of the scheduled game or practice or the rental group will be charged for holding a field. The park district must have the opportunity to reschedule rain-outs on all open fields for the park district program as well as rental groups. This does not apply if the game is rained out. If a game begins (one pitch) and is then called due to rain the fee is assessed.

Holiday rates: If a holiday is reserved for rental, an additional \$120/hour will be required for maintenance of the field. If you choose not to pay for maintenance, your group will take on the responsibility for the field conditions. Notification of maintenance staff will be required no less than 3 weeks (21 days) prior to the start of your rental. Any less notice and there will not be a guarantee of maintenance staff.

Lights

If you wish to use the lights as part of your field rental, let the Athletic Manager know the time you will need the lights turned on and off. This must be done 48 hours prior to the rental.

Field Set Up & Maintenance

All field maintenance will be performed by the Hoffman Estates Park District parks department. This includes infield chalk (striping), which will be done only when all fields in the district are playable. Clarification – ALL fields within the park district are deemed playable before chalk lines are laid on

fields. Chalk lines are secondary to the priority of all games playing. **Rental groups may use field rakes when necessary.**

Fields are conditioned once per day. If there is a game and/or practice before your scheduled event, the field will be in used condition. There will not be any discounts, maintenance staff or additional supplies to refresh fields throughout the day.

Bases and pitching rubbers must be moved by the rental group to appropriate distances. This will not be guaranteed by the park district. Rental groups must provide their own equipment. Suggested tools: rubber mallet, hand shovel, rake and tape measure.

All groups must clean the field area and dugouts after each game or practice. Please help keep our parks clean. Repeated offenses will lead to loss of privileges.

Field Conditions

The Hoffman Estates Park District rain out hotline (847) 285-5508 will be updated Monday through Friday by 4:30 p.m. and Saturdays by 8:00 a.m. **The hotline is not updated on Sundays.** No information will be available before the updates are made at the stated time. This will give the parks department the maximum time to condition fields and make them playable. If individuals need the information earlier than the designated time, it is suggested that a team associate travel to the specific location to check field playing conditions. There will be no field crews available after 4:30pm for maintenance.

There are no motorized vehicles allowed in any park except in designated lots. Any violation will result in immediate revocation of field usage.

No foreign substances or turface (or any other field drying agent) may be applied by rental groups. **Any violation will result in immediate revocation of field usage.**

Hosting Tournaments

If you are interested in hosting a tournament at one of our parks, a request must be submitted and approved by the HE Parks Athletics Manager. Several factors are taken into consideration before a tournament is approved such as conflicting tournaments and seniority, etc. We try to keep as many weekends open for the teams that rent the fields regularly as possible, so it is very important to try and schedule tournaments during off-peak weekends or holidays.

The fees are as follows:

- 50% deposit due when reservation is made.
- Balance due 24 hours prior to the start of the tournament.

Tournament schedule is to be submitted no less than a week before the tournament to ensure the maintenance schedule is correct. The schedule submitted will be the schedule the team is billed for. Any changes to schedule can be discussed after the conclusion of the tournament.

- \$25/hour for lights.
- Maintenance staff is extra depending on the day. Requests for maintenance staff are to be submitted no less than 3 weeks (21 days) prior to the dates needed.

All tournaments will receive field grooming to start the day and once later that day on Saturdays and only to start the day on Sundays.

Thor Guard

All HE Parks fields are equipped with the Thor Guard Lightning Prediction and Warning System. This system detects inclement weather conditions and notifies park patrons of weather related concerns. When the siren sounds all participants must exit field and dugout area until the all clear is given by the Thor Guard system.

Some parks may not have the Thor Guard Lightning Prediction unit at the field, but a very close neighboring field. The unit is still audible and the warning is still real. If your field does not have the unit, please be aware in the event of inclement weather.

The Hoffman Estates Park District procedure will be given to each rental group with their park usage permit. Failure to comply with the procedure will result in revocation of field usage.

Park Rental Terms & Conditions:

NO TOBACCO USE OR ALCOHOL ALLOWED ON PARK PROPERTY

DRIVING VEHICLES ON PATHWAYS OR TURF IS NOT PERMITTED

All persons using the park shall be responsible for abiding by the rules and park ordinances

Groups and organizations are required to complete the Facility Use Agreement and provide a certificate of insurance issued specifically for this rental in accordance with the Hoffman Estates Park District Certificate of Insurance Requirements.

- Only that part of the field/park for which the request is made shall be used.
- If the only activity involves children, ample adult supervision will be in attendance for the entire time of the activity: one (1) adult for every fifteen (15) children
- Proper care will be given to the premises, with garbage and other leftover materials deposited in the appropriate receptacles provided.
- Renter will assume financial responsibility individually and on behalf of said organization for any part of the field/park damaged during the hours the organization is using the field and/or facilities.



Hoffman Estates Park District Athletic Field Permit Request

1685 W. Higgins Road
Hoffman Estates, IL 60169
heparks.org

(847)885-7500

Thank you for your interest in renting one of HE Parks' athletic fields. Please complete application. Allow 10 days for processing. If approved, a copy of your receipt and park use permit will be sent to you.

Rental Information

Field / Park Name: _____ Field Size: _____
Purpose of Activity Soccer Baseball/Softball Football Other: _____ Will you need field lights (if applicable)? _____

Date(s) & Times - list each date & time individually: _____ ** Additional fees will incur with the use of lights.

** Use additional forms for additional dates/times.

Personal Information

HH # _____ Reservation # _____

Name of Organization or Individual _____
Contact Person (if different from above) _____
Address _____
City _____ Zip _____
Telephone (home) _____ Telephone (cell) _____
E-mail _____ Organization Website _____

Will your group or members be preparing food, bringing equipment, using tents or other temporary structures, and if so, please describe and provide a site plan for approval before a permit is to be used.

HE Parks welcomes individuals with disabilities. Please describe any accommodations needed for successful inclusion.

Hoffman Estates Park District Park Rental Terms & Conditions

NO TOBACCO USE OR ALCOHOL ON PARK PROPERTY. Driving Vehicles on Pathways or Turf is not Permitted.

All persons using the park shall be responsible for abiding by the rules and park ordinances.

Hoffman Estates Park District reserves the right to require a Certificate of Insurance (naming Hoffman Estates Park District as additionally insured) to be provided depending on purpose and number of users.

I, the undersigned, hereby certify that I am / we are the sponsor(s) or appointed representative(s) of the organization requesting use of the field / park. I hereby expressly agree individually and on behalf of said organization(s) to indemnify and forever hold harmless the Hoffman Estates Park District as to any claim or claims which arise out of the use of the field/ park. In addition, I assume the following responsibilities:

- Only that part of the field/park for which the request is made shall be used.
- If the activity involves children, ample adult supervision will be in attendance for the entire time of the activity: one (1) adult for every fifteen (15) children.
- Proper care will be given to the premises, with garbage and other left over materials deposited in the appropriate receptacles provided.
- I assume the financial responsibility individually and on behalf of said organization for any part of the field / park damaged during the hours the organization is using the field and / or facilities.

I realize the Hoffman Estates Park District, or a representative thereof, can revoke the privilege of using the field / park should it deem necessary to do so for any reason. Cancellations must be received in the Park District office by 4:30 p.m of the last working day (Monday-Friday) prior to the date the park is to be used, the only exception being weather.

(Card must be saved in payer's household account.)

Payment Method: Check #: _____ Last 4 Digits of Credit Card **: _____ Exp Date: _____

** I authorize the Hoffman Estates Park District to charge the card indicated above and understand that 50% of the rental will be paid when the rental is booked.

Signature _____ Date _____

HEParks Staff Only: Total Fees: _____	Initial Amount Due at time of processing: _____	Balance Due: _____
Initial Amount Paid: _____	Date: _____	Balance Due Date(s): _____ Staff Initials: _____