

Itasca Park District: Outdoor Facility Rental Application

Name of Individual: _____ Name of Group: _____

Purpose: _____ Supplemental Vendor: Yes No See Attached

Address: _____ Alcohol Request Form: Yes No

City: _____ State: _____ ZIP: _____

Contact Phone: _____ Work Phone: _____

Email: _____ Number of Guests: _____

Baseball/Softball Fields Requested

- Washington 1 Washington 2 Washington 3 Peacock 1 Franzen 1

- Softball Complex (Lighted Fields) (Baseball/Softball)** **Benson Pickle-ball Courts**
 Rohlwing East Rohlwing West #1____#2____#____#4____

- Soccer Fields** **Franzen Pickle-ball Courts #1____#2____**
 Franzen 1 Peacock Park

Neighborhood Picnic Shelters

- Clayson Park Shelter Country Club Park Shelter Depot Museum Shelter Franzen Park Shelter
 Peacock Park Shelter Washington Park Shelter Benson Park Shelter (South)

Community Picnic Shelters

- Benson Park Shelter (North) Nature Center Shelter Softball Complex Shelter Waterpark Shelter

Number of Additional Picnic Tables: _____ Certificate of Insurance Required:
 Additional picnic tables can be requested at the cost of \$50 for every two tables. Yes ____ No ____

Number of additional port-a-potties at \$100 each: _____

An additional fee of \$50 will be charged for rentals that exceed the capacity on grounds listed on the Rental Amenities page.

Option	Day	Date	Time
<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	_____	_____	_____

All groups renting facilities from the Itasca Park District agree to abide by the rules and regulations established by the Itasca Park District on the other side of this application.

Representative's Signature _____ Date _____

Office Use Only

Facilities/Service	No. of Hours		Rate	Sub-Total
		x		
		x		
Total Amount Due				

Approved by: _____ CC: Supt. of Parks
 Signature _____ Date _____

	Amount Due	Date Due	Paid by:	Check #	Date Paid	Staff
Balance Due			C K Credit			
Misc. Add on			C K Credit			
Total						

Application Procedures

1. Applications will be processed in order of receipt.
2. Applications must be completed in full and signed by an adult, 21 years or older, who will assume responsibility for the group and be present during the rental period.
3. The facility will not be reserved until payment is received.
4. Refund requests made 10 days prior to the rental will receive a 100% refund, less \$10 for an administrative fee.
5. The Itasca Park District reserves the right to retain all or a portion of the payment if the facility rental is canceled within 10 days before the rental date.

Rental Rules and Regulations

1. The Itasca Park District shall assume no responsibility for any accident, injury or loss of property. The renter shall hold the Itasca Park District Board and staff members harmless for any costs or liability resulting from activities or programs of the renter. Please be aware that by signing the application, the signee is waiving and releasing all claims for injury and/or damages for themselves and to the others of his/her group that might arise out of the rental.
2. All functions at Itasca Park District facilities must be in accordance with Park District standards and, therefore, not in violation of any Park District regulation or ordinance.
3. Facility use may be terminated by the Park District in the event of an emergency, breach of the rental agreement or in the event that the facility is required for any Park District program. It is the prerogative of the Park District Administrator to cancel any standing permit if deemed in the best interest of the Park District. Disorder among patrons may be cause for cancellation of a permit, and may cause for denial of future permits.
4. The closing hour for outdoor facilities is dusk for non-lighted facilities and 11:00 PM for lighted facilities.
5. Alcoholic beverages and illegal drug use is not allowed on Itasca Park District property. (Alcohol Permit Required)
6. Pets are not allowed on Itasca Park District property.
7. The renter is responsible for returning the facility to the same condition as it was before the rental. The renter should pick up any waste and place in the proper receptacles.
8. Grills are allowed although charcoal should be disposed of in the proper manner.
9. Please report any damage immediately to a park district employee.
10. The Itasca Park District is not responsible for any clothing, equipment or other articles left at the facility.
11. Applications will not be accepted for individuals or groups charging admission or fees with purpose of private monetary gain unless permission is granted from a Park District Administrator.
12. Posting of advertisements of any product or service for sale is not permitted.

Rates: Based upon Itasca Park District Boundaries.

Effective 5/20/2025

	Itasca Softball Complex	Softball Complex Lights	Baseball/Softball Fields**	Soccer Fields	Pickle-ball Court	Neighborhood Picnic Shelters	Community Picnic Shelter
Residents	\$45/hr	\$25/hr	\$35/hr	\$45/h	\$15/hr	\$50/day	\$40/2 hours
Non-Residents	\$60/hr	\$25/hr	\$40/hr	\$65/hr	\$20/hr	\$60/day	\$45/2 hours
Commercial	\$75/hr	\$25/hr	\$50/hr	\$75/h	n/a	\$70/day	\$45/2hours
After Hours	n/a	n/a	n/a	n/a	n/a	n/a	\$25/hour
Alcohol Permit	\$150.00	\$150.00	\$150.00	\$150.00	n/a	\$150.00	\$150.00

Alcohol Permit – A two week minimum request is required for approval. Rental MUST purchase and provide their own certificate of insurance in order to have alcohol. NO alcohol may be sold during a rental. Further details will be provided.

Additional picnic tables can be requested at the cost of \$50 for every two tables.

Additional port-a-potties can be requested at the cost of \$130 each.

An additional fee of \$50 will be charged for rentals that exceed the capacity on grounds listed on the Rental Amenities page.

**Return completed applications to Michael Scarpinato - Athletics Supervisor – mcarpinato@itascaparkdistrict.com
Return completed Nature Center applications to Chris Carling – Nature & Recreation Supervisor – ccarling@itascaparkdistrict.com**



Itasca Park District

Rental Application

Supplement Vendor Form

Itasca Park District
350 E. Irving Park Road
Itasca, IL 60143
(630)773-2257
(630)773-4524 (fax)

Date: _____

Company Name: _____

Contact Name: _____

Address: _____

City: _____ State _____ Zip Code: _____

Phone Number: _____ E-Mail: _____

Event Date: _____ Certification of Insurance Received: _____

We will be providing the following service:

Is electricity needed? Yes No

Certificate of Insurance Received: _____

By signing this form, you agree to all terms and conditions of the Itasca Park District rental agreement. You also acknowledge that a Certificate of Insurance naming the Itasca Park District as additionally insured has been completed and submitted.

Signature

Date: _____

Itasca Park District Outdoor Rental Amenities

Location – Picnic Shelters	Capacity Under Shelter	Capacity on Grounds	# Of Picnic Tables	Grill Available	Electricity Available	Port-a-Potty
Benson Park North	20	50	6	n/a	n/a	1
Benson Park South	30	25	4	1	n/a	1
Clayson Park Shelter	30	75	3	n/a	n/a	n/a
Country Club Park Shelter	30	25	3	n/a	n/a	n/a
Depot Museum Shelter	30	25	2	n/a	Yes	n/a
Franzen Park Shelter	30	25	3	n/a	n/a	1
Nature Center Shelter	60		6/4*	Yes	n/a	n/a*
Peacock Park Shelter	30	25	0	n/a	n/a	1
Softball Complex Shelter	20	50	4	Yes	Yes	Restrooms
Washington Park Shelter	20	50	2	n/a	n/a	n/a
Waterpark Park Shelter	60		8	Yes	n/a	n/a

*Nature Center has 6 picnic tables under the shelter and 4 on the grounds. Nature Center restrooms are available for use when the Nature Center is open. There is a fee for after-hours usage.