



Village of North Riverside

Park and Field Permit Application

2401 S. DesPlaines Avenue
 North Riverside, IL 60546
 Phone (708) 442-5515
 Fax (708) 442-7310
 www.northriverside-il.org

Organization/Group Name		<input type="checkbox"/> Resident <i>(Include roster)</i> <input type="checkbox"/> Non-Resident	
Group Contact (During Event)		Secondary Contact	
Address		Address	
City, State	Zip	City, State	Zip
Phone	Cell Phone	Phone	Cell Phone
Email Address		Signature (I have read and agree to follow the rules and regulations on the reverse of this form)	

Event Information

Type of Activity or Sport	Age of Participants Children Adults Both	Approx. Headcount	<input type="checkbox"/> One Day Permit Only <input type="checkbox"/> Permit is valid through: _____
Field will be used for:			
<input type="checkbox"/> Practice <input type="checkbox"/> Games <input type="checkbox"/> Tournament <input type="checkbox"/> Open Play <input type="checkbox"/> Other: _____			
Event Description			

Location Requests

Field	Date	Time	\$	Field	Date	Time	\$
Field	Date	Time	\$	Field	Date	Time	\$
Field	Date	Time	\$	Field	Date	Time	\$
Field	Date	Time	\$	Field	Date	Time	\$
Field	Date	Time	\$	Field	Date	Time	\$
Field	Date	Time	\$	Field	Date	Time	\$
Field	Date	Time	\$	Other	Date	Time	\$

For Office Use Only

Approved by: _____ on: _____ <input type="checkbox"/> Confirmation Sent _____	Site approved: Yes No Initial _____ <input type="checkbox"/> Entered into R/T _____ Initials: _____ <small>Reservation Number</small>	NOT VALID WITHOUT SEAL
Security Deposit: _____ Check/ MC/V _____ Cash Deposit Returned on: _____		

Police and CSO's have the right to request this form. Keep it with you at all times.

Field Utilization Policies and Procedures

In addition to the Field Rental Guidelines, the renter agrees to the following:

- Fields are rented for 1 hour and 55 minute time periods. **Time begins ON** the hour and **Ends** five minutes prior to the start of the hour (i.e., if start time is 2:00 pm, field must be vacated and available for next team at 3:55 pm). **Should you exceed your time allotment, your security deposit will be forfeited.**
- All equipment must be returned to the proper storage areas.
- Parking is allowed in the handicap areas **ONLY** with a legal handicap permit.
- Use of profanity or unsportsmanlike conduct will not be tolerated from coaches, players and/or spectators at any time. Such conduct will result in warnings and/or other action taken by the North Riverside Recreation Board
- For the safety and security of all persons, all bathrooms and storage rooms should be checked and locked prior to leaving.
- All teams are required to clean up after themselves. All litter should be disposed of properly.
- Grilling and alcoholic beverages are not allowed on the premises at any time.
- No pets are allowed on the premises.

Field 1: Softball field: no raised mound
(60 and 65 feet base path length)

Field 2: Skin field, no grass, raised mound
(60, 65, 70, 80 and 90 feet base path length)

Field 3: Baseball field, grass and raised mound. Fence at 200ft
(60 feet base path and 46 mound)

Field 4: T-Ball field, grass and raised mound. Fence at 174ft
(60 feet base path and 46 mound)



Courtesy of Google Earth

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Village of North Riverside Recreation Department

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North Riverside, IL 60546
(708) 442-5515
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FIELD RENTAL GUIDELINES

Please carefully review the following rental guidelines and rental application form for use of the Village of North Riverside fields:

- 1) Applicant must provide a roster with names and addresses. If more than fifty percent of the group lives in North Riverside, the group will be considered a “resident” group. In addition, the legal address for a church or non-profit organization must be in North Riverside to be considered a resident organization.
- 2) Certificate of Insurance, naming the Village of North Riverside as additionally insured, must be submitted one month prior to rental period.
- 3) Fields are dragged and lined prior to the first game of the day only.
- 4) Fields will be rented for 1 hour and 55 minutes. Your time begins ON the hour, and ends five minutes prior to the start of the hour (i.e., if start time is 2:00 pm, field must be vacated and available for next team at 3:55 pm). **Should you exceed your time allotment, your security deposit will be forfeited.**
- 5) Refunds for cancellations will be given only if cancellation request is made **thirty days** prior to rental period. Cancellations past the 30-day time allotment will forfeit your refund. If the field is closed due to inclement weather and the Village can not reschedule a new date for that game, a refund maybe requested and will be granted at the sole discretion of the Village.
- 6) Renter is responsible for compliance with all rules, regulations and ordinances of the Village of North Riverside.
- 7) Rental is **not guaranteed** until full payment is received.
- 8) Forms must be filled out completely and accurately or approval process may be delayed or denied.
- 9) The waiver and acceptance of terms and conditions must be signed and dated by rental applicant.
- 10) Applicants are urged to submit their request in the recommended time frame to avoid disappointment.
- 11) Once the field supervisor verifies that the Field Policies and Procedures have be met the security deposit will be returned on the next business day.

Veterans Park	<i>Resident Fee*</i>	<i>Non-Resident Fee*</i>	<i>Security Deposit</i>
Field without lights	\$40.00	\$70.00	\$25.00
Field with lights	\$45.00	\$90.00	\$25.00

***Please note: A \$5 discount (per rental) will be given to groups who reserve five or more field times. (\$125 security deposit required).**

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