

# STREAMWOOD PARK DISTRICT



# RENTAL GUIDE





# FACILITIES

## Park Place Family Recreation Center

in partnership with RUSH Physical Therapy

550 S Park Blvd.

- kitchen (multi-purpose room)
- three (3) multi-purpose rooms
- family, men's, women's locker room
- basketball/volleyball court(s)
- aquatic center
- Free wifi

### FEES(per hour)

#### Half Gym

Resident/Non-Resident:  
\$65/\$90

Volleyball Net: + \$10

#### Full Gym

Resident/Non-Resident:  
\$115/\$140

#### Multi-Purpose Room (3-hour rental)

Single: \$225  
Capacity: 50

Double: \$275  
Capacity: 51+

Sat: 11 a - 2p or 3 - 6p. Su: 1 - 4p

## Splash Parties

What's included?

- Three (3) hours in the party room, and one and a half (1.5) hours in the aquatic center (part of your 3-hour rental)
- Thirty (30) minutes before/after to setup, decorate, and clean up. Trash bags/trash removal is included.
- A dedicated Party Host/Hostess to help setup with periodic checks on you and your guests during your time and for post-party cleanup.
- Cart to bring in and take out party supplies.
- Plastic table covers
- Ice and ice bucket with a scoop
- You are welcome to bring in your own food, decorations, juice, soda, and cake.

Saturdays & Sundays: 1 - 4p

### FEES

Single Room (50 people or less): \$350

Double Room (100 people or less): \$400



# FACILITIES

## Community Center

777 S Bartlett Road

- Fieldturf
- batting/pitching tunnel
- vending
- multi-purpose rooms
- free wifi

### FEES(per hour)

#### FieldTurf

R/NR: \$140/\$180

Volleyball Net: + \$25

#### Multi-Purpose Room

\$30

Sat: 11a - 2p or 3 - 6p. Su: 1 - 4p





# FIELDS & COURTS

## Canton Middle School

1100 Sunset Circle (use in cooperation with School District U-46)

- soccer fields
- parking lot

### FEES (per hour):

R/NR: \$45/\$70

Soccer field dimensions vary based on season and YSSL/USSF requirements.

## Dolphin Park

880 S Park Blvd

- soccer fields
- sand volleyball
- street parking
- parking lot
- practice areas
- press box

### FEES (per hour):

R/NR: \$65/\$90      Lights: + \$35/game

### FIELD DIMENSIONS

Field 1: 187' (LF), 200' (CF), 189' (RF)

Field 2: 192' (LF), 200' (CF), 193' (RF)

## Glenbrook Park

124 W Green Meadows Blvd

- (2) futsal courts
- walking path
- playground

### FEES (per hour):

R/NR: \$45/\$70

**COURT DIMENSIONS:** 103' x 55'

Courts are side-by-side with fencing separating the two courts. Ideal for tournaments.

## Hoosier Grove Park

700 W Irving Park Road

- (1) ballfield
- walking path
- parking lot
- soccer fields
- playground
- gazebo/shelter

### BALLFIELD FEES (per hour):

R/NR: \$65/\$90      Lights included in fee

### FIELD DIMENSIONS

Field 1: 255' (LF), 275' (CF), 251' (RF)

### SOCCER FIELD FEES

Practices: \$40/session      Games: \$75/session

Soccer field dimensions vary based on season and YSSL/USSF requirements.

## Rahlf's Woods Park

1300 S Park Blvd

- (3) ballfields
- walking path
- parking lot
- practice areas
- gazebo/shelter
- playground

### FEES:

Field 1 Practice: \$40/session      Field 1 Game: \$65/game  
 Field 2 Practice: \$40/session      Field 2 Game: \$75/game  
 Field 3 Practice: \$40/session      Field 3 Game: \$75/game

### FIELD DIMENSIONS

Field 1: 205' (LF), 202' (CF), 230' (RF)

Field 2: 205' (LF), 202' (CF), 230' (RF)

Field 3: 275' (LF), 296' (CF), 273' (RF)

Lights included and are mandatory in April, May, Sep., & Oct.

Mound: \$7/game each time it needs to be moved

# Tournaments at Rahlf's Woods Park

\$500 NON-REFUNDABLE DEPOSIT PER DAY

FIELD 1: \$45/game

FIELD 2: \$65/game

FIELD 3: \$65/game

(lights included and mandatory from 6p on)

Prepping of fields only happens before the first game on any day used. The job box will be filled with extra chalk, etc.)



# PARKS & SHELTERS



## Hoosier Grove Park

700 W Irving Park Road

- soccer fields
- sand volleyball
- gazebo
- bathrooms
- baseball/softball field

### FEES (3-hour rental):

\$200

\$25 for each additional hour.

## Meadows Park

439 East Ave

- gazebo
- playground
- sand volleyball
- walking path

### FEES (3-hour rental):

\$135

\$25 for each additional hour.



## Jefferson Park

320 W Streamwood Blvd

- sand volleyball
- gazebo
- outdoor fitness equipment

### FEES (3-hour rental):

\$135

\$25 for each additional hour.



## Commissioners' Park

81 Linda Lane

- gazebo
- playground
- basketball court
- walking path
- futsal court
- tennis court
- ninja course
- soccer field
- corn hole
- nature preserve
- parking lot

### FEES (3-hour rental):

\$200

\$25 for each additional hour.



# PARKS & SHELTERS



## Sunny Hill Park

1480 W Irving Park Road

- two (2) shelters
- splash pad
- skate park
- basketball court
- disc golf (9-holes)

### Gazebo

capacity: 40

### FEES (3-hour rental)

M - Th: \$120      F - Su: \$150

\$25 for each additional hour

### Splash Pad

capacity: 40

### FEES (3-hour rental)

M - Th: \$135      F - Su: \$150

\$45 for each additional hour

### Splash Pad + Shelter

### FEES (3-hour rental)

\$200/\$250

\$45 for each additional hour

- exclusive use of the Splash Pad with Park District staff
- exclusive use of the Thoroughbred Shelter





## Rental Guidelines

- Submitted applications may take up to two (2) weeks to process.
- A security deposit may be required upon reservation.
- A rental reservation will not be accepted without a contract. All rental fees must be paid in full no later than ten (10) days prior to the start of your rental, or to the beginning of month if on a monthly contract.
- Rental reservations are only approved by the Facility Supervisor.
- Room capacities are set by the Streamwood Fire Department to ensure your safety, and must be adhered to.
- All Streamwood Park District rules and regulations must strictly be adhered to, including, but not limited to: no smoking, no illegal substances, no alcohol or gambling for cash prizes (bingo, raffles, etc.)
- The Streamwood Park District is not responsible for lost, stolen, or damaged personal items or rental equipment.
- A certificate of insurance may be required upon rental.
- Renters must be 25 years or older and must provide proof of age.
- Rentals will not be reserved without a complete application, and without full payment of rental fee, maintenance deposit, and any other applicable fees.
- Renters must purchase additional insurance through the Park District or provide additional insurance through their own means that totals a \$2,000,000 aggregate limit. The cost of this additional insurance through the Park District will be an additional fee, and providing personal insurance will be at the cost of the renter.
- Additional insurance must include the Streamwood Park District as additionally insured.
- Alcoholic beverages are only allowed with a Hoosier Grove Barn rental, and a bar package must be purchased prior to serving alcohol at your event.
- Any alcoholic beverages served or consumed at non-approved rentals will void the rental agreement, and any monies paid will not be refunded.
- All food and beverages must stay on the facility grounds.

## Facility & Shelter Rental Rules

- All functions conducted in the Streamwood Park District facilities must be in accordance with the Streamwood Park District's rules & regulations ordinances. Violations may result in revocation of permits.
- The permit holder/renter is completely responsible for the behavior for all participants and spectators, and for the prompt departure at the end of the stated facility use.
- The rented facility MUST be left in its original condition.
- Park Place Family Recreation Center is a multi-use facility. Please be aware that other events may be going on during your rental.
- Full payment must be received prior to any room being released for use.
- Any materials/decorations brought in must be removed at the end of the rental. Decorations should not be taped or tacked to any wall, door, window, light fixture, drapes, or any other surface in the room/facility.
- For Room Rentals (Park Place & Community Center), the Park District only provides tables and chairs. All other items must be supplied by the renter.
- All food and drink must be kept in the room you are renting (Park Place & Community Center). Participants may not carry items throughout the building.
- The posting of any signs on Park District property is strictly prohibited, unless approved by the Facility Manager.
- Renters must be present AT ALL TIMES, NO EXCEPTIONS. Otherwise, the security deposit will be forfeited.
- The facility will be used only during the hours stated in your rental application. Your set-up and break-down/clean-up must be included in the time listed in your application. If not, renters are subject to an additional per-hour charge.
- Renters or persons attending your event can not use a facility, grounds, or equipment in any manner not expressly agreed upon in the permit.
- Your event/rental shall not be used by any person or private business where any individual or group makes a profit or gain, unless previously permitted by the Executive Director or Park District Board.
- The Streamwood Park District reserves the right to cancel any permits at any time.
- The renter/permit holder is solely financially responsible for any damage that may occur on Park District property. Violations may result in the forfeiture of security deposits or additional charges.
- If renting the use of the Park Place kitchen, the kitchen can only be used to warm up and store food/beverages. The cooking/preparation of any food on the stove/oven is strictly prohibited.
- Event Supervisors are not on duty to help set-up/break-down, or assist with activities of the rental.

## Special Requests

Groups of 150+ people, the sales of good & services, advertising/commercial activities, religious or partisan political events, amplified sound, tents/stages/stands/structures, the use of any electrical or electronic device requiring auxiliary power, mechanical rides, inflated space walks, dunk tanks, and media (except news transmissions)/motion pictures/commercial photography all require prior approval by the Executive Director and possibly the Park District Board of Commissioners. A minimum of \$1,000,000 in general liability insurance coverage with a certificate of insurance naming Streamwood Park District as additional insure may be required for such special requests.

## FieldTurf Rental Rules and Regulations

- Soccer goals, benches, and garbage cans must remain in their designated locations
- If damage occurs in the field/gym, it will result in the loss of deposit and permit. The permit will be revoked for the remainder of the season, and the party will be ineligible to reapply for a field permit for at least one (1) year following the incident.
- Use of the fields/gyms is only valid if the permit holder and permit is kept on-site during games or practices.
- Renters and all affiliated parties must clean and police the area; removing all refuse, litter, etc. that has accumulated as a result of use.
- All functions conducted on Park District property must be in accordance with the Streamwood Park District rules & regulations ordinances. Violations may result in revocations of the permit.
- The permit holder is solely responsible for the behavior of all participants and spectators, and for the prompt departure at the end of stated facility/park/shelter use.
- The field/gym must be left in the original condition.
- The permit holder is solely financially responsible for any damage that occurs on Park District property.
- There is no food, seeds, gum, candy, soft drinks, sports drinks allowed in the fieldhouse at any time. Only water is permitted.
- The use of metal-studded cleats is prohibited on the FieldTurf at all times. Only plastic/molded studs are allowed.
- The use of any sharp objects on the FieldTurf is prohibited at all times.
- Spitting is strictly prohibited.
- Pets/animals are not allowed to be on the FieldTurf at any time. If any of the above policies are not followed, part or all of the deposit and/or permit may be forfeited.

## Field Rental Guidelines

By signing the rental agreement, you are agreeing to cancel or postpone scheduled games or practices if any of the following conditions occur:

- Standing water on the field
- Soil saturation
- Walking on field with heels of your feet causes indentations
- One inch or more of rain 48 hours prior to scheduled game or practice, accompanied by steady rain on day of game or practice which could cause damage to turf or injury to participants
- Extreme drought conditions where 50% of the playing surface has turned dormant
- Lighting is detected (must clear field and wait 15 minutes after the last bolt of lightning is seen or thunder is heard)
- Conditions inhibit visibility across the length of the field (darkness, fog, etc.)

All renters are responsible for ensuring the safety of field playing conditions at all times during scheduled play. Safety implies protection of the resource, as well as the participants. In addition to the above requirements, cancellations, or suspensions of game play will be enforced when:

- Players' footing becomes unstable, slipping 6" or greater
- Holes 4" in diameter or 2" in depth or larger in field of play
- Surface rocks 3" or greater exposed on playing field
- Standing water in an area 3" or greater
- Soccer/football standards are not securely anchored

## Fields & Gym Rental Rules and Regulations

- Soccer goals, picnic tables, benches, and garbage cans must remain in their designated locations
- If damage occurs in the field/gym, it will result in the loss of deposit and permit. The permit will be revoked for the remainder of the season, and the party will be ineligible to reapply for a field permit for at least one (1) year following the incident.
- Use of the fields/gyms is only valid if the permit holder and permit is kept on-site during games or practices.
- Automobiles must be parked in designated areas. No motorized vehicles in parks or on grass, pathways, or playing fields.
- Alcohol, illegal substances, or tobacco products of any kind are strictly prohibited at all times
- Renters and all affiliated parties must clean and police the area; removing all refuse, litter, etc. that has accumulated as a result of use.
- All functions conducted on Park District property must be in accordance with the Streamwood Park District rules & regulations ordinances. Violations may result in revocations of the permit.
- The permit holder is solely responsible for the behavior of all participants and spectators, and for the prompt departure at the end of stated facility/park/shelter use.
- The field/gym must be left in the original condition.
- The permit holder is solely financially responsible for any damage that occurs on Park District property.
- If any of the above policies are not followed, part or all of the deposit and/or permit may be forfeited.



## Frequently Asked Questions

### **How do I reserve a room or shelter?**

Complete the application form and submit it to the appropriate supervisor. Once the application is received, it will be reviewed by the supervisor and they will be in contact with you regarding the next steps.

### **Is there a deposit?**

No. In order to confirm your reservation, full payment must be made within 48 hours of receiving a contract. If payment is not received, the rental time may be refused.

### **Are refunds given for inclement weather?**

No. If weather impacts the ability to host your rental, the district will apply the amount to an alternate date.

### **Is a refund issued if I cancel?**

A refund of rental fees and deposits paid will be granted minus a 10% service charge if requests are received in writing (14) fourteen days in advance of your rental date. Fees are non-refundable for requests received less than (14) fourteen days in advance.

### **Can we decorate?**

Yes, decorating is allowed. Any materials/decorations brought in must be removed at the end of the rental. No decorations may be taped or tacked to any wall, window, light fixture, drapes, or any other surface in the room/facility.

### **Can I have alcohol at my party?**

Alcohol is not permitted at Community Center or Park Place Family Recreation Center.

### **Are tables and chairs included?**

Tables and chairs will be provided for indoor rentals. Gazebo rentals will have access to any park benches that are located underneath the shelter. If you choose to bring your own equipment, a written request will need to be provided as well as a certificate of insurance naming the Streamwood Park District as additional insured.

## Certificates of Insurance

The following are general guidelines when a Certificate of Insurance is required, which names the Streamwood Park District as additional insured. If an event or activity involving one or more of the following circumstances falls into the "required" column, a certificate MUST be submitted prior to the rental date. Failure to submit a certificate will cancel your reservation, and any deposits will not be reimbursed.

ACTIVITY OR CIRCUMSTANCE	REQUIRED	NOT REQUIRED
sports and athletic events	•	
large special events, festivals, or celebrations	•	
public demonstrations or rallies	•	
music concerts	•	
bounce house	•	
food being prepared/served by vendors/caterers	•	
small refreshment stands (not for sale)		•
picnics: people bring and consume their own food		•
service group general meetings (no liquor)		•
low-risk activities		•
senior citizen activities (non-district sponsored)	•	
private groups/individuals reserving parks for personal profit	•	
group has insurance	•	

# RENTAL APPLICATION

**Application Date:**

**Purpose of Rental:**

**Permit Date(s):**

**# of Participants**

**Start Time:**

**End Time:**

## CONTACT INFORMATION

**Name:**

**Organization:**

**Address:**

**City/State/Zip:**

**Phone:**

**Email:**

## FACILITIES *(Check all that apply)*

### Park Place Family Recreation Center

half gym (1 court)

full gym (2 courts)

meeting room

splash party

single room

double room

kitchen

Room Shape

banquet

family

classroom

theater

u-shape

### Community Center

FieldTurf

Team Room

Viewing Room

Lower Party Room

## SHELTERS *(Check all that apply)*

### Sunny Hill Park

Thoroughbred Gazebo

Palomino Gazebo

Splash Pad

### Jefferson Park Gazebo

### Meadows Park Gazebo

## FIELDS *(Check all that apply)*

### Rahlf's Woods Park

field 1

field 2

field 3

### Dolphin Park

field 1

field 2

sand volleyball court

### Hoosier Grove Park

baseball/softball field

soccer field(s)

### Glenbrook Park

futsal court 1

futsal court 2

### Canton Middle School

soccer field

By signing below I notify that I have read and understand the Facility & Shelter Guidelines and Rules & Regulations, and agree that our group will follow them. I will inform and explain the guidelines to all the guests and participants. I also understand that if there is damage to the field or park the deposit will be forfeited. The Streamwood Park District and its employees will be held harmless for claims resulting from our use.

**Renter's Signature**

**Date**