



## Application for Facility Use

Must be submitted two weeks prior to the requested date.

 Gym Prairie Room Fitness Studio Kids' Corner Room

Date of Application \_\_\_\_\_ Contact Person \_\_\_\_\_

Name of Organization (if applicable) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Email \_\_\_\_\_ Website (if applicable) \_\_\_\_\_

Primary Phone \_\_\_\_\_ Secondary Phone \_\_\_\_\_

### Requested Day(s) & Date(s)

### Time

1. Preferred Date(s) \_\_\_\_\_ to \_\_\_\_\_

2. Alternate Date(s) 1 \_\_\_\_\_ to \_\_\_\_\_

3. Alternate Date(s) 2 \_\_\_\_\_ to \_\_\_\_\_

Purpose of Use \_\_\_\_\_

Estimated Attendance \_\_\_\_\_ Is your requested rental part of a fundraiser?  Yes  No

**Depending on the request and group size, a special use application may also be required. Special use requests required 60 days advance notice.**

Description of planned activities

Do you plan to hire a service provider for your event? (i.e. entertainment, catering, instruction)  Yes  No

If yes, description of services provided

Completed applications can be sent via:

Email [rentals@nbparks.org](mailto:rentals@nbparks.org)

Mail Techny Prairie Activity Center  
180 Anets Drive  
Northbrook, IL 60062

**After you submit the completed application, staff will contact you regarding your request within 3-5 business days. Additional forms may be required to finalize your use. Please refer to next page which lists when applications are accepted. Applications completed before the accepted time will be asked to re-submit.**

# NORTHBROOK PARK DISTRICT

## When Can I Submit a Facility Use Application?

**Winter Applications Accepted October 1 – November 1:** Rentals January 1 – March 31

**Spring Applications Accepted January 1 – February 1:** Rentals April 1 – May 31

**Summer Applications Accepted March 1 – April 1:** Rentals June 1 – August 31

**Fall Applications Accepted June 1 – July 1:** Rentals September 1 – December 31

## Northbrook Park District Rental Order of Priority

The Park District uses the following the priority ranking system listed below when scheduling rentals to best serve the Northbrook community. Applications submitted during the accepted application period will be processed in the order of priority listed below. Rentals submitted after the deadline are processed on a first come/first serve basis.

1. Northbrook Park District Programs
2. Northbrook Schools or Village of Northbrook
3. Affiliate Programs
4. Resident/Member (Non-Profit)
5. Resident (Commercial)
6. Non-Resident (Non-Profit)
7. Non-Resident (Commercial)

## In addition to Park District ordinances, the following rules apply:

- A permit is required for a party or gather with 15 or more people
- A permit is required for the use of any indoor facility
- A \$75 security deposit is due two weeks before the first use of the facility. (The Park District may establish an earlier deadline.) The deposit will be forfeited, and additional fees may be charged if the facility is damaged, requires excessive clean up or is used in excess of the permitted time.
- A 10% administrative fee will be charged to cancel or change a contract. A cancellation must be received in writing if less than 15 business days before the reserved date. The Park District may cancel a contract if deemed necessary. If inclement weather conditions result in the cancellation of an outdoor facility, a request for a refund must be received within 5 work days of the event.
- Requests for the use of service providers (entertainers, caterers, instructors, etc.) must be made 10 business days before use.
- Certificates of Insurance for service providers must be submitted 5 business days before use with the Northbrook Park District listed as additionally insured. Required coverage is a minimum of \$1,000,000 per occurrence.
- The Park District may cancel or relocate a use, due to weather conditions, a power outage, unsafe conditions, a safety hazard to participants, or a risk of damage to property.
- Amplified sound is not allowed without permission.
- Site layouts or room set-ups must be provided 5 business days before the first use.
- Rental fees are due before a firm agreement or permit is issued.
- Smoking, alcohol, guns and gambling are prohibited.
- Rentals will not be issued to a group or individual who will charge admission or fees for private monetary gain, unless written permission is given.
- No person shall buy or sell, offer to buy or sell property, collect money or property of value in the park system. The posting of advertisements for any product or services not allowed.
- Indoor room rentals provide 30 minutes before and 15 minutes after the scheduled time for setup and clean up. Any additional time must be requested with the application

***Thank you for your interested in the Northbrook Park District. We look forward to working with you.***

Questions? Call 847-897-6180