



23680 W. Cuba Road, Deer Park, Illinois 60010  
Lake and Cook Counties

Phone: 847-726-1648  
Email: [deerparkoffice@comcast.net](mailto:deerparkoffice@comcast.net)

Fax: 847-726-1659  
Website: [www.village.deer-park.il.us](http://www.village.deer-park.il.us)

**PARK USE REQUEST**

**Organization:** \_\_\_\_\_

Organization's Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Website: \_\_\_\_\_  Non-profit  Profit

**Contact Person:** \_\_\_\_\_

Address: \_\_\_\_\_

Day Phone #: \_\_\_\_\_ Evening Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Nature of Activity:  Baseball  Softball  Soccer  Other \_\_\_\_\_

**Name of Park(s)/Field(s) or check below:** \_\_\_\_\_

Date(s) requested (or attach schedule): \_\_\_\_\_

Arrival Time: \_\_\_\_\_ Departure Time: \_\_\_\_\_

Additional requests: \_\_\_\_\_

Total number expected to play and attend: \_\_\_\_\_ Approx. number of Deer Park residents: \_\_\_\_\_

Registrations open to Deer Park residents?  Yes  No Approximate fee: \_\_\_\_\_

**I, as an authorized agent of the organization listed above, have read and understand the rules and regulations that have been set forth by the Village of Deer Park regarding the use of park facilities. It is understood the organization listed above will assume responsibility for maintaining sufficient insurance to protect against any loss, damage or liability arising from the use of park property. In addition, the organization will, regardless of the availability or unavailability of any insurance, indemnify, save harmless, and reimburse against any and all lawsuits, claims, demands, damages, liabilities, losses, costs and expenses that may arise from the use of park property.**

Date: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Address, if different than Contact listed above: \_\_\_\_\_

Park	Field	Use Needs (please check)
Chapel Hill Park, 21585 Chapel Hill Drive .....	<input type="checkbox"/> Soccer Field: up to U12 _____	<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Both
.....	<input type="checkbox"/> Tennis Court _____	<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Both
Charles Brown Park, 23125 Long Grove Road .....	<input type="checkbox"/> Baseball Field: practice only _____	<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Both
.....	<input type="checkbox"/> Soccer Field: up to U12 _____	<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Both
.....	<input type="checkbox"/> Basketball Court _____	<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Both
.....	<input type="checkbox"/> Tennis Court _____	<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Both
Dover Pond Park, 20347 Wallingford Lane .....	<input type="checkbox"/> Basketball Court _____	<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Both
.....	<input type="checkbox"/> Tennis Court _____	<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Both
Michael D' Angelo Park, 20365 Rue Jardin .....	<input type="checkbox"/> Soccer Field: up to U12 _____	<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Both
.....	<input type="checkbox"/> Practice area only _____	<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Both
Peterson Park, 22922 Corners Drive.....	<input type="checkbox"/> Practice area only _____	<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Both
Town Center Park, 21880 Field Parkway .....	<input type="checkbox"/> Baseball Field: up to U12 _____	<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Both
Vehe Farm Park, 23570 Cuba Road .....	<input type="checkbox"/> Soccer Field: up to U12 _____	<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Both
Other.....	<input type="checkbox"/> Detail below _____	<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Both

**Park Use Request**

- Park Facility Use form, received signed and dated
- Received Certificate of Insurance \_\_\_\_\_
- Total fee Received: \$ \_\_\_\_\_  
Reservation fee: \$ \_\_\_\_\_ Deposit fee: \$ \_\_\_\_\_  
Date paid: \_\_\_\_\_  cash \_\_\_\_\_  check: \_\_\_\_\_ Initials: \_\_\_\_\_
- Above three received, application approved:  Yes  No Authorized by: \_\_\_\_\_
- Confirmation sent:  Yes  No \_\_\_\_\_

**Park Follow up:**

- Sent to Parks Trustee to modify for  special use  QRAL agreement  Other \_\_\_\_\_
- Sent to Parks Maintenance to verify park left in good shape  
Clean up:  excellent  good  poor If damage, explain \_\_\_\_\_
- \_\_\_\_\_
- Estimate cost of damage: \$ \_\_\_\_\_

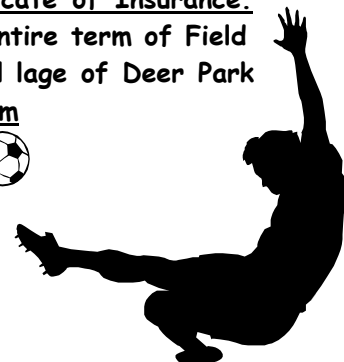
**Deposit Reimbursement:**

- Yes, Deposit reimbursement authorized, if clean up excellent or good, and no damage  
Date returned: \_\_\_\_\_ Entered in the computer:  Yes
- Reimburse deposit less damages  
Date returned: \_\_\_\_\_ Entered in the computer:  Yes
- Damages exceed deposit - referred to Parks on \_\_\_\_\_

VILLAGE OF DEER PARK  
ATHLETIC FIELD RULES AND REGULATIONS



- Reservations of athletic Fields and parks are on a first come, first serve basis, unless reserved ahead of time. *Qualified Resident or Affiliated leagues will be given first priority in scheduling of athletic Fields and parks.*
- Village of Deer Park reserves the right to cancel any reservation for the use of an athletic Field if the Field is needed for the use of a *Qualified Resident or Affiliated league*. Village of Deer Park shall endeavor to provide a 72 hour notice in the event a reservation is required to be cancelled.
- Rental Fees: One time rental: The rental fee for use of the Deer Park Baseball Field with score board is \$60. All other softball/baseball/soccer Fields are \$40 per game. In addition a \$40 deposit fee will also need to be paid. The deposit will be refunded, unless damage and or clean-up were needed after the rental. For multiple rentals the above rental fees apply, however, only a \$100 deposit is required per organization, and will be refunded, unless damage or clean-up issues are identified. Special use fees may be granted to serve special circumstances. These rental fees do not apply to *Qualified Resident or Affiliated leagues that have met qualifying criteria and have an active agreement with the Village of Deer Park.*
- All rental fees and deposits must be paid upon application of permit for any Park facilities, or the facilities will not be held for that group. No reservations are final until payment and forms are completed and turned in. No reservations can be made over the phone.
- All alcoholic beverages are prohibited in all Village of Deer Park facilities at all times.
- All garbage must be removed by applicant or placed in proper containers on site on the permit date (deposit fee or portion of could be forfeited if not done).
- In the event of rain, reservations can be transferred to an alternate date. Rain-out dates will not be refunded. No rain dates can be made in advance. The Village of Deer Park reserves the right to cancel athletic Field reservations in the event of wet weather conditions that could result in damage to turf areas.
- Vehicles may be parked only in designated areas. Vehicles are not allowed on the grass. Violators of this will be ticketed by the Police Department.
- No reservations will be given which conflict with the Village of Deer Park sponsored activities.
- The Village of Deer Park reserves the right to terminate any permit if the group violates any rule or regulation.
- All organized athletic league rentals must provide the following: 1) Certificate of Insurance. Organizations must secure and maintain general liability insurance for the entire term of Field use. Insurance must be for at least \$2 million per occurrence, and the Village of Deer Park named as additional insured. 2) League schedule and 3) A copy of the team rosters (if available) prior to league play. Payment of fees must be made prior to any scheduled league games.
- Any change in scheduled games must be cleared with the Village of Deer Park office to avoid conflicts with other organization schedules.



## How to become a Qualified *Resident or Affiliated league*

Local organizations that meet the following criteria are considered a Qualified Resident or Affiliated League.

1. A non-profit organization recognized and in good standing in the state of Illinois
2. Holds open registration that includes Deer Park residents. Registration must be advertised in methods that it would be reasonable Deer Park residents would be informed about the registration. Promotions through local schools or newspapers are examples that would qualify. Just having a Deer Park resident participating in the organization, does not meet this criterion.
3. Organization willing and able to take over responsibility of maintaining the Field(s) they use, and agree to assist in further developing Field(s) for use per Qualified Resident or Affiliated League Agreement.
4. Have completed and properly executed a Qualified Resident or Affiliated League Agreement.

If your organization meets the first three criteria, you may request a Qualified Resident or Affiliated League Agreement by contacting the village office.