



APPLICATION FOR PERMIT TO RESERVE PRESIDENTIAL PARK BALL FIELDS

(Allow 10 Business Days for Processing Rentals-Tournaments will require 30 days)

APPLICANT INFORMATION

Applicant Name: _____ **Organization (if applicable):** _____
Address: _____ **City:** _____ **Zip:** _____ **Phone:** _____
Email: _____

Contact Person (if different):

Name: _____ **Phone:** _____ **Email:** _____

Algonquin Resident/Organization Non-Resident/Organization

RESERVATION DETAILS

Rental Type:

Hourly Single Field Rental (Minimum 2 hours on Weekdays and 4 hours on Weekends)

Daily Tournament Rental (All 3 Ballfields)

(Tournament Rentals will also require a Public Event permit application to be submitted through Community Development Department, along with appropriate fees and insurance for permit application)

Field (if applicable):

Field A Field B-Championship Field (*Lights available upon request*) Field C

Requested Date(s): _____ **Alternate Date(s):** _____

Arrival Time: _____ **Departure Time:** _____

Purpose of Rental: _____

Number of Participants Expected: _____

(If over 100 participants, a park usage plan and Certificate of Insurance are required.)

FACILITY RENTAL FEES

Facility / Rental Type	Resident Fee	Non-Resident Fee
Presidential Park – Hourly (Fields A or C)	\$45/hour	\$65/hour
Presidential Park – Hourly (Field B – Championship)	\$60/hour	\$80/hour
Presidential Park – Daily Tournament (All 3 Fields)	\$500/day	\$650/day
Lights for Championship Field B	\$25/hour	\$25/hour

SECURITY DEPOSITS

Deposit Type	Amount
Hourly Field Rental Security Deposit	\$125
Presidential Park Tournament Rental Deposit	\$500

PAYMENT & SECURITY DEPOSIT REQUIREMENTS

All rental fees, permit fees, and deposits are non-refundable and must be submitted with this application. This includes cancellations by the applicant for any reason, including weather-related cancellations.

In the event the Village cancels the rental for any reason, including but not limited to maintenance, emergencies, or facility unavailability, all rental fees and deposits will be fully refunded.

If the need to reschedule is known in advance, the Village will work with the renter to accommodate rescheduling to the extent reasonably possible; however, rescheduling is not guaranteed.

Security deposits will be refunded following inspection by the Public Works Department, provided the facility is left in acceptable condition.

DAMAGE TO BALL FIELDS & PARK IMPROVEMENTS

The permittee is financially responsible for any damage caused by negligent, reckless, or improper use, including but not limited to:

- Turf
- Irrigation systems
- Infields
- Fencing, lighting, goals, bases, dugouts, and related structures

Repair costs may be deducted from the security deposit. If damages exceed the deposit amount, full restitution is required. Failure to remit payment may result in denial of future permits.

TURF PROTECTION & PROHIBITED USES

The following are **strictly prohibited** on turf ball fields:

- Gum, food, sunflower seeds and tobacco products
- Paint, adhesives, tape, or stakes
- Unauthorized cleats or spikes

Violations may result in immediate removal and restitution for damages.

TURF FIELD SCHEDULING, RULES & GUIDELINES

All turf field use is scheduled and approved by the Village of Algonquin due to lighting and maintenance schedules. Any tournament play requires a **Public Event Permit** and applicable fees. Permit holder responsible for cleanup and reporting issues.

Rules in addition to the above include, but are not limited to:

1. Water only on turf fields
2. No glass containers
3. No smoking inside fenced areas
4. No metal spikes or cleats
5. No stakes, posts, or driven markers
6. No tables, chairs, or tents on turf
7. No pets on turf
8. No alcohol or grills
9. No use of pine tar

PERMITTEE CERTIFICATION & ACKNOWLEDGEMENT

I acknowledge that I have read, understand, and agree to comply with all Village of Algonquin park and turf rules, regulations, and Algonquin Municipal Code requirements, and accept financial responsibility for any damages.

Applicant Signature: _____

Printed Name: _____ **Date:** _____

FOR OFFICE USE ONLY

Application Received By: _____ Date: _____ Fees Paid: \$ _____ Deposit Paid: \$ _____

Permit Approved: Yes No