



Southgate Recreation & Park District

Park Rental Request Form

Park rental fees & guidelines, including locations, are available in the Park Rental Guidelines which can be found online at <https://acrobat.adobe.com/id/urn:aaid:sc:VA6C2:c60bf2d7-f300-4e96-9c77-69b045f43f1e>.

Park Rental Options

- Outdoor basketball, tennis courts
- Sports fields diamonds
- Soccer fields

REQUEST INFORMATION

- Requests are received on a first-come, first-served basis and will be processed in order of acceptance. You will be notified if the request is accepted and provided availability information, along with steps to complete a contract/permit via email. Requests must be completed at least 10 days in advance, but certain requests could take up to 30 days for approval.
- Fields may be rented from March/April to November. All fields are closed for the winter from the last weekend in November until March or April, depending on weather and field conditions. Opening dates may vary from year to year. Reservations are not approved until your contract/permit is paid in full and signed by the permittee.
- A two-hour minimum is required. Reservation times include set-up and clean-up.
- No refunds will be issued if cancellation occurs less than 7 days from the reservation start date. Refunds will not be issued due to inclement weather. See Refund Policy on District website and *Southgator*.

CONTACT INFORMATION

First

Last

Request for (Check all that apply):

- | | | |
|--|---|-------------------------------------|
| ☐ Sports Fields Diamonds | ☐ Basketball Courts | ☐ Tennis Courts |
| ☐ Soccer Fields | ☐ Dog Parks | |

Location Preference, if applicable

Name of Organization, Individual, School, or Business

Phone Number

Email

RENTAL INFORMATION

Requested Dates: _____

Requested Time: _____

Type of Reservation: _____ Total # Guests: _____

ADDITIONAL INFORMATION

Alcohol is **not** permitted during your park rental.

Are you requesting use of amplified sound
(speakers, announcements, DJ, etc.)?

☐ Yes

☐ No

Are you requesting use of lights?

☐ Yes

☐ No

Are you requesting authorization of vending/sales?

☐ Yes

☐ No

Are you requesting authorization of a bounce house/Inflatables?

☐ Yes

☐ No

**Please note: if "yes" to any of the above questions, additional approval is required from the General Manager. Please allow 5 business days to complete this approval process; there are no guarantees of approval. If "yes" to use of lights, an additional fee per hour is required upon payment & completion of permit.*

APPLICANT SIGNATURE

I understand that Southgate Recreation & Park District will contact me within 2 business days from the date the request is submitted. I acknowledge that that my request is for the use of the listed park rental above and my reservation is not final until a contract is signed, and payment is made. I attest that all the information provided in this contract is true and correct.

Requestor Signature: _____ Date: _____

Southgate Recreation & Park District Office Use Only

Date Received:

Time Received:

Received By:

Approved:

Denied:

Date:

Approved By: