# RENTAL REQUEST FORM

**Full Name** (please print) ___________________________ **Organization** ___________________________

**Address** ___________________________ **City** ___________________________ **State** ___________________________ **Zip** ___________________________

**Home** - ___________________________ **Work** - ___________________________ **Cell** - ___________________________

**Email** ___________________________ **Birthdate** ___________________________

**Rental Dates** ___________________________ **Rental Days** Su M Tu W Th F Sa ___________________________ **# of Guest** ___________________________

**Event Time** ___________________________ to ___________________________ **Total Hours** ___________________________

**Purpose of Event** ___________________________

**Will a Fee be Charged?**  □ Yes  □ No  **Open to the Public?**  □ Yes  □ No  

**Other Information** ___________________________

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**Fees:** $75 Damage Deposit **plus** $30 for up to 3 hours (without prep) $10/hour after $100 for full prep for up to 3 hours $10/hour after

<table>
<thead>
<tr>
<th>AMBUCs Park</th>
<th>East Ball field (lights)</th>
<th>West Ball field</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blair Park Baseball Fields</td>
<td>Northwest</td>
<td>Southwest</td>
</tr>
<tr>
<td>Brookens Soccer Fields</td>
<td>Kicker North</td>
<td>PeeWee North</td>
</tr>
<tr>
<td></td>
<td>Kicker South</td>
<td>PeeWee South</td>
</tr>
<tr>
<td>Canaday Park</td>
<td>Ball field (lights)</td>
<td></td>
</tr>
<tr>
<td>Chief Shemauger</td>
<td>Ball field</td>
<td></td>
</tr>
<tr>
<td>Lohman Park</td>
<td>Soccer Field</td>
<td>Cricket Pitch</td>
</tr>
<tr>
<td>Prairie Park</td>
<td>North Ball field (lights)</td>
<td>South Ball field (lights)</td>
</tr>
<tr>
<td>Weaver Park</td>
<td>Soccer Field</td>
<td></td>
</tr>
</tbody>
</table>

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Please Select any **Extra Fees** you would like included in your reservation.

□ Lights - $40/hour  □ Scoreboard - $250 deposit
Rental Waiver

Urbana Park District will not be liable for any claims for injury or damages resulting from or arising out of the use of the District’s facility or premises and the permit holder agrees to indemnify the Park District and hold harmless against any and all such claims, damages, losses and expenses except to the extent the Park District caused the injury. If requested by the District, the permit holder shall carry insurance against such claims and furnish the District with a certificate of insurance evidencing same.

Customer agrees to pay all charges applied to their credit card or deducted from their checking account. Customer has read all attachments and agrees to all terms on reverse. There will be a $25 service charge on all returned payments.

I have read all the Rules and Conditions of Use attached. I understand and agree to them as a condition of my use of Urbana Park District parks/facilities. I further understand that noncompliance with these conditions may result in loss of permit, additional fees and charges or any other applicable consequences under the ordinances of the Urbana Park District or under the law.

Signature ___________________________ Date ___________________________

OFFICE USE ONLY

Deposit $75.00 Check__________ CC: Amex V M D
Taken by_________ Date_________ Time_________
Balance $_________ Check__________ CC: Amex V M D
Taken by_________ Date_________ Time_________
Approved by_________ Approved on_________
Active entry by_________ UPD ID #_________
Active entry on_________ Permit #_________
Refund $_________ Refunded by_________ Refunded on_________

Damage Deposit $75
Rental Fee _____ x _____ hours $_____
Extra Fees $_____
Equipment Fee $_____
Total $_____
Total Received $_____
Balance Due $_____
Balance Due On_______