

RECREATION CENTER  
 4500 BELMONT ROAD  
 DOWNERS GROVE, IL 60515  
 630.960.7250 Fax 630.960.7251



**SPECIAL EVENT APPLICATION  
 FOR PARK USAGE AND REGULATIONS**

Date of Application: \_\_\_\_\_

Applicant's Name \_\_\_\_\_ Home Phone # \_\_\_\_\_ Work # \_\_\_\_\_

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

Organization \_\_\_\_\_ Phone # \_\_\_\_\_

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

Park Requested: \_\_\_\_\_ Pavilion Requested: Yes \_\_\_\_\_ No \_\_\_\_\_

Private or Business Event: \_\_\_\_\_ Estimated Attendance\*: \_\_\_\_\_

\* Groups at or over 100 are required to fill out special event questionnaire.

Description of Activity: \_\_\_\_\_

Will you be contracting the services of any vendor in conjunction with this rental? Yes \_\_\_\_\_ No \_\_\_\_\_

Inflatable play sets, Dunk Tank etc.: Yes \_\_\_\_\_ No \_\_\_\_\_

<u>Requested Dates</u>	<u>Time</u>
1. _____ / _____ / _____	_____ am/pm TO _____ am/pm
2. _____ / _____ / _____	_____ am/pm TO _____ am/pm
3. _____ / _____ / _____	_____ am/pm TO _____ am/pm

I the undersigned, have read, understand and agree to abide by the Downers Grove Park District rules, regulations and guidelines for rentals of park land property. I am also aware that in renting a facility for myself and/or for other participants I invite for participation in the above rental, I will be waiving and releasing all claims for injuries myself or my participants might sustain arising out of the above rental. I agree that while we use the park district facilities we will not discriminate on the basis of disability.

\_\_\_\_\_  
 Signature of Applicant Date (Please Print Name)

-----  
 Office Use Only Reservation # \_\_\_\_\_

Park Charge \$ \_\_\_\_\_ Resident: \_\_\_\_\_ Nonresident: \_\_\_\_\_ Affiliate/Community \_\_\_\_\_

Security Deposit \$ \_\_\_\_\_ Governmental \_\_\_\_\_ For Profit \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
 Signature of Authorized Park District Staff

-----  
 Method of Payment:  
 Cash: \$ \_\_\_\_\_  Check: # \_\_\_\_\_ Amount: \$ \_\_\_\_\_  Security Deposit: \$ \_\_\_\_\_

Credit Card:  Visa  MasterCard  Discover  AMEX

-----  
 Expiration Date \_\_\_\_\_ Amount \$ \_\_\_\_\_

Cardholder Name \_\_\_\_\_  
(Please Print Name)

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

**DOWNERS GROVE PARK DISTRICT  
OUTDOOR PARK FACILITY RENTAL PROCEDURES**

It is the intent of the Downers Grove park district to make our facilities available to the public on a fair and equitable basis. A person seeking issuance of a permit shall sign the application form stating that he or she has read and understands any District rules, regulations and guidelines for rentals and use of park buildings, land property and/or any other park district facility.

1. Applications must be completed in full and signed by an adult (21 years old or older) who must assume responsibility for the group and be present during the entire rental period. Inaccurate information will result in cancellation of the permit with the loss of rental charges and/or deposits.
2. Outdoor facility permits are required for groups of 20 or more. Special event permits are required for groups of 100 or more. Resident groups may submit requests beginning the first business day in February; nonresident groups may submit permit requests beginning the first business day in March.
3. A resident must be the applicant for all resident groups.
4. Applications are processed in order of receipt and given priority in facility scheduling in accordance with Annual Operating Guidelines.
5. All functions in park district facilities must be in compliance with all District regulations and ordinances.
6. The established closing hour for outdoor park district facilities is dusk. Parks with operational, artificially lighted athletic facilities, pavilions and/or band shells shall be closed to the public at 11:00 pm. Security lighting shall not be considered operational, artificial lighting. All park sites reopen at daybreak.
7. Individuals, groups and organizations are responsible for any set up, clean up and orderly condition of the facility upon their departure. Any damages to facilities deemed to be in excess of normal wear and tear, or excessive clean up, will be charged to the individual signing the application. The park district reserves the right to require a security deposit from any group utilizing District parks or facilities.
8. A refund of rental fees minus a 10% service charge will be granted if requests are received in writing at least 24 hours prior to the rental date. A full refund of rental fees will be granted if inclement weather conditions result in the park district cancelling the permit.
9. The park district reserves the right to terminate or reschedule any and all permits for any reason deemed to be in the best interest of the District. Disorder amongst patrons may be grounds for cancellation of a permit and subsequent denial of future permits.
10. Dependent upon the nature of the activity, (inflatable play sets, dunk tanks, etc.), rental groups may be required to submit a certificate of insurance with the Downers Grove Park District named as additionally insured for not less than \$1,000,000 per occurrence (general liability). If the rental group requires that a third party be present to perform setup and take down of equipment, additional coverage of \$500,000 for worker's compensation is also required.
11. Alcoholic beverages are not permitted at any time on park district athletic fields or in parks.
12. Any use of loudspeakers or public address instruments is strictly prohibited except by special written permission from the park district. The Park district may cancel permit for use of amplification equipment at any time.
13. Individuals, groups and organizations must agree not to discriminate on the basis of disability, in accordance with the American with Disabilities Act, while utilizing any park district facility.
14. Permits are not issued to individuals or groups charging admission or fees for the purpose of private monetary gain unless written permission is granted. No person shall sell, offer to sell or exchange property, or buy, or exchange any property, or take up any collections of any money or property of value in or on park district facilities.
15. The posting of advertisements of any product or service for sale is prohibited.
16. Please be aware that the signee of the application is waiving and releasing all claims for injury for themselves and to the others of his/her group that might arise out of the rental. The Downers Grove Park District shall assume no responsibility for any accident, theft or loss of property. The renter shall hold the Downers Grove Park District Board and staff members harmless for any costs or liability resulting from activities or programs of the renter.
17. Facility rental policies are subject to change without prior notice.

**SPECIAL EVENT QUESTIONNAIRE**

Contact Name: \_\_\_\_\_

Group/Business Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Group Category:

Resident \_\_\_\_\_ Non-Resident \_\_\_\_\_ Government \_\_\_\_\_ Affiliate/Community \_\_\_\_\_ For Profit \_\_\_\_\_

Will you be contracting the services of any vendor in conjunction with this rental? Yes \_\_\_\_\_ No \_\_\_\_\_

List all vendors participating: \_\_\_\_\_

\_\_\_\_\_

Tents Required? Yes \_\_\_\_\_ No \_\_\_\_\_ Qty. \_\_\_\_\_ Size \_\_\_\_\_ Location \_\_\_\_\_

\_\_\_\_\_

Description of Event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Park Setup/Layout (may require diagram or overhead map): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Electricity Required? Yes \_\_\_\_\_ No \_\_\_\_\_

Marketing Materials Distributed? Yes \_\_\_\_\_ No \_\_\_\_\_ (All marketing flyers, advertisements, banners, etc. must be submitted prior to approval of event)

Additional Parking Needed? Yes \_\_\_\_\_ No \_\_\_\_\_ (Parking provisions are the responsibility of the group and must be presented prior to approval of event)

Additional Restroom Facilities? Yes \_\_\_\_\_ No \_\_\_\_\_

Amplified Sound/Music? Yes \_\_\_\_\_ No \_\_\_\_\_ (Amplified sound must be approved prior to booking event)

Additional Cleaning / Onsite Maintenance Required: Yes \_\_\_\_\_ No \_\_\_\_\_

Additional Staff/Contact Information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_