

## Downers Grove Park District OUTDOOR FACILITY RENTAL FEES & CHARGES

**RESIDENT:**

Resident rate applies to resident individuals, groups, organizations and/or businesses. Included in this category are special interest civic, charitable, religious groups. This rate also applies to non-profit state certified groups that are based within the Downers Grove Park District boundaries. Proof of State of Illinois Not-For-Profit status is required.

**NON-RESIDENT:**

Non-Resident rate applies to non-profit and for profit non-resident individuals, groups, organizations and/or businesses.

**Park Pavilions (groups of less than 100 people)**

Pavilion Area	Capacity	RESIDENT	NON-RESIDENT
McCullum Park	200	\$35/hour	\$45/hour
Hummer Park	100	\$25/hour	\$35/hour
Patriots Park	75	\$25/hour	\$35/hour
Gilbert Park	75	\$25/hour	\$35/hour
Washington Park	50	\$20/hour	\$30/hour
Whitlock Park	45	\$20/hour	\$30/hour

- Picnic areas/shelter fees are a minimum of two hours.** All other facilities are a minimum of one hour and fees are charged on a ½ hour basis.
- Full payment for all outdoor facility rentals is required upon reservation of the facility. 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 permit.
- The Park District reserves the right to require a security deposit from any group renting a Park District facility. Any damages to facilities deemed to be in excess of normal wear and tear, or excessive clean up, will result in retention of all or a portion of said security deposit.
- The Park District reserves the right to assess additional fees for special requests, size considerations, and unusual activities. Additional charges may be levied if the Park District incurs expenses preparing special requests for a rental.

**Special Events**

Groups of 100 or more people will be considered a special event and must fill out a special event permit. Special event permits may require a detailed description of the event, park layout, list of vendors, marketing materials, and provisions for overflow parking and restroom facilities. A 4 hour minimum is required for all special event permits.

Category	Rental Fee	Additional Time	Security Deposit	Labor
<b>Resident</b>	<b>\$200</b>	<b>\$50/hr.</b>	<b>\$200</b>	<b>\$25/man hour</b>
Non-Resident	\$300	\$75/hr.	\$200	\$25/man hour
Government Units	No Charge	No Charge	\$0	\$25/man hour
<b>Affiliate/Community</b>	<b>\$100</b>	<b>\$25/hr.</b>	<b>\$200</b>	<b>\$25/man hour</b>
For Profit	\$500	\$125/hr.	\$200	\$25/man hour
Vendor / Sponsor	A vendor / sponsor fee of \$100 will be assessed per provider.			

**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 permit for any reason deemed to be in the best interest of the District. Disorder amongst patrons may be grounds for cancelling 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.