

# PAVILION APPLICATION

## APPLICANT INFORMATION

DATE OF APPLICATION \_\_\_\_\_

APPLICANT'S NAME \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ ZIP \_\_\_\_\_

## ORGANIZATION INFORMATION

ORGANIZATION \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ ZIP \_\_\_\_\_

## PAVILION REQUESTED

OPERATING HOURS OF EACH PAVILION LISTED BELOW.  
CHECK THE BOX BELOW FOR THE PAVILION REQUESTED.



FISHEL PARK  
9AM-8:30PM

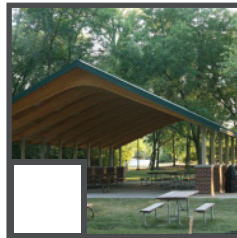
NOTE: CLEAN UP  
UNTIL 9:30PM



GILBERT PARK  
9AM-DUSK



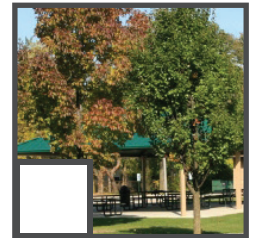
HUMMER PARK  
9AM-DUSK



MCCOLLUM  
PARK  
9AM-DUSK



PATRIOTS  
PARK  
9AM-DUSK



WHITLOCK  
PARK  
9AM-DUSK

## EVENT INFORMATION

EVENT PURPOSE \_\_\_\_\_ ESTIMATED ATTENDANCE \_\_\_\_\_

DESCRIPTION OF ACTIVITY \_\_\_\_\_

REQUESTED DATES	TIMES
1.	____ AM PM TO ____ AM PM
2.	____ AM PM TO ____ AM PM
3.	____ AM PM TO ____ AM PM

### SUBMIT FORMS IN PERSON:

RECREATION CENTER | 4500 BELMONT ROAD  
DOWNERS GROVE, IL 60515 | P: 630.960.7250

LINCOLN CENTER | 935 MAPLE AVENUE  
DOWNERS GROVE, IL 60515 | P: 630.963.1300



your chance to play

**DGPARKS.ORG**

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.

INITIALS	PROCEDURES
	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. Resident groups may submit requests beginning the first business day in February; non-resident 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 the order of receipt and given priority based on facility scheduling and availability.
	5   All functions in park district facilities must be in compliance with all District regulations and ordinances.
	6   Renter shall occupy or use the listed facility only during the time frame and date specified on the rental contract. Please refer to park site hours on page 1 of the application for usage availability hours.
	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 District reserves the right to terminate or reschedule an and all permits for any reason deemed to be in the best interest of the District. Disorderly conduct amongst patrons may be grounds for cancellation of a permit and subsequent denial of future permits.
	10   Dependent upon the nature of the activity, 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. All rentals at Fishel Park require a Certificate of Insurance. The Downers Grove Park District should be listed as additionally insured on the Certificate of Insurance at 2455 Warrenville Rd, Downers Grove IL 60515.
	11   Unless otherwise permitted, no beer, liquor or any alcoholic beverages shall be brought or consumed upon the premises or be in the possession of any member of the party. It is agreed that violation of this provision shall result in automatic revocation of all rights hereunder and the forfeiture of all fees. The foregoing shall not be interpreted as limited or revoking any rights of the District under this agreement.
	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 without an approved permit.
	16   Facility rental policies are subject to change without prior notice.
	17   A security plan may be required depending on type and size of event, at the District discretion. All rentals at Fishel Park follow the Special Event guidelines and will require a written Security Plan prior to approval of request.

## EVENT ACTIVITIES

ACTIVITY (\$25 EACH)	LOCATION(S) ALLOWED	VENDOR	QTY	SIZE
<input type="checkbox"/> CARNIVAL GAMES/RIDES	MCCOLLUM (ADDTL. RENTAL SPACE REQUIRED), FISHEL			
<input type="checkbox"/> INFLATABLE	MCCOLLUM, FISHEL, HUMMER (APPROVAL REQUIRED) & PATRIOTS (SMALL ONLY)			
<input type="checkbox"/> CATERING	ALL			
<input type="checkbox"/> DUNK TANK	ADDTL, \$25 TO FILL W/ DGPD WATER; MCCOLLUM (ADDTL. RENTAL SPACE REQUIRED) GILBERT (MUST RENT AND PLACE ON BASKETBALL COURT)			
<input type="checkbox"/> PETTING ZOO	MCCOLLUM (ADDTL. RENTAL SPACE REQUIRED)			
<input type="checkbox"/> TENTS	LOCATION APPROVAL REQUIRED			
<input type="checkbox"/> DJ	ALL			
<input type="checkbox"/> FOOD TRUCK	MUST BE PLACED IN DESIGNATED PARKING LOT. NOT ALLOWED ON GRASS. MCCOLLUM, FISHEL, HUMMER, WHITLOCK (DEPENDING ON PARK ACTIVITIES)			
<input type="checkbox"/> OTHER _____				

## FACILITY NEEDS

- Electricity
- Additional parking (parking provisions are the responsibility of the group and must be presented prior to approval of event)
- Additional portable restrooms (\$75 each per event)
- Amplified sound (must be approved)
- YES  NO Will you be requesting use of any other areas of the park?  
(Trails, athletic space, addtl. green space, etc.)
- YES  NO Will there be a charge for attendance to this event?
- YES  NO Are you publicly promoting this event? If so, where?
- YES  NO Will you be distributing any marketing materials (approval required)?

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 the District does not assume any liability for property damaged, lost or stolen on the District premises, or for personal injuries sustained on the premises during User's use of the premises and User hereby agrees to assume the full risk of any injuries, damages or loss, regardless of severity, that User may sustain as a result of this Agreement. User further agrees to waive and release the District from any and all losses, claims, suites or judgments or damages that User might sustain as a result of any and all activities connected with or associated with this Agreement.

SIGNATURE OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

PRINTED NAME OF APPLICANT \_\_\_\_\_

### FOR OFFICE USE ONLY

EMPLOYEE NAME \_\_\_\_\_ RESERVATION # \_\_\_\_\_

PARK CHARGE	\$	<input type="checkbox"/> RESIDENT	<input type="checkbox"/> NON-RESIDENT	<input type="checkbox"/> AFFILIATE   COMMUNITY
SECURITY DEPOSIT	\$	<input type="checkbox"/> GOVERNMENT		<input type="checkbox"/> FOR PROFIT
TOTAL	\$			

## METHOD OF PAYMENT

CASH  CHECK # \_\_\_\_\_  CREDIT CARD (CIRCLE ONE): VISA | MASTERCARD | DISCOVER | AMEX

APPROVED BY (SIGNATURE OF AUTHORIZED PARK DISTRICT STAFF) \_\_\_\_\_

DATE \_\_\_\_\_