

Downers Grove Park District



PAVILION RENTAL MANUAL



DGPARKS.ORG

RENT A PAVILION

RESERVATION INFORMATION

Pavilion Reservations

- Reservations Available: May 1 to Oct. 15
- Resident Reservations Accepted Beginning: March 3, 2026 at 10AM
- Non-resident Reservations Accepted Beginning: April 7, 2026 at 10AM

Many of our most popular parks feature one or more pavilions with barbeque grills, picnic tables and public washroom access. Host your next company picnic, birthday party, graduation party or celebration in one of our parks. Pavilion reservations are accepted on a first-come, first-served basis for the season. Full payment is due at the time the reservation is made.

Pavilion reservations take place online at dgparks.org. If needed, applications can also be found on our website at dgparks.org/park-pavilions and dropped off at the Registration Desk located at the Recreation Center or Lincoln Center, Monday to Friday from 9am to 4pm. Reservations must be made at least 5 days in advance.

Recreation Center: 4500 Belmont Rd. • Downers Grove, IL 60515 • 630.960.7500

Lincoln Center: 935 Maple Ave. • Downers Grove, IL 60515 • 630.960.7500

FEES

	FISHEL PARK	McCOLLUM PARK	GILBERT PARK HUMMER PARK PATRIOTS PARK WHITLOCK PARK
Deposit	\$100	\$100	\$100
Per day for residents	\$400	\$300	\$200
Per day for non-residents	\$600	\$500	\$300
Per hour for additional labor (if needed)	\$50	\$50	\$50
Additional event space	N/A	\$100	N/A

PAVILION DETAILS

LOCATION	ACRES	MAX CAPACITY	REST-ROOMS	PAVED TRAIL	GRILLS	PARKING SPOTS	PICNIC TABLES
Fishel Park*	1.9	N/A	Yes	N/A	0	N/A	4
Gilbert Park	7.7	40	Yes	N/A	4	61	8
Hummer Park	11	100	Yes	N/A	7	83	20
McCullum Park†	50	120	Yes	1.2 miles	5	214	24
Patriots Park**	27	25	Portable	N/A	5	80	6
Whitlock Park	22	35	Yes	0.8 miles	2	90	8

*Park features a large performance pavilion.

**Park features Barth Pond.

†Parking availability may be challenging during peak times when activities and events are taking place.

PAVILION LOCATIONS

A perfect location for your next company picnic, graduation party or celebration!



FISHEL PARK



GILBERT PARK



HUMMER PARK



MCCOLLUM PARK



PATRIOTS PARK



WHITLOCK PARK

RULES & REGULATIONS

- Alcohol is prohibited at all parks.
- Tobacco use, smoking and vaping shall be prohibited at Fishel Park during events and at all playgrounds.
- Rentals hosted on behalf of an organization, such as a company picnics, team-building events, or corporate gatherings are required to submit a Certificate of Insurance (COI) at least 2 weeks prior to the reservation date. Failure to submit COI, will result in cancellation of reservation and deposit fees will be forfeited.
- Unmanned aircraft systems (drones and model aircraft) may not be operated on, over or across the District property.
- Portable charcoal and propane gas grills are permitted; however, coals must be disposed of properly by either removing them from the park or placing them in a fireproof container. Hot coals are not to be dumped anywhere in the parks including the base of trees. Failure to comply may result in a \$25 deduction of deposit fees.
- All vehicles and trailers must remain in designated parking areas unless preapproved by the Park District. Parking on the grass is prohibited.
- Rentals will be required to meet all guidelines in place on the date of the rental.
- Only (1) one rental per pavilion, per day is permitted.
- Only (1) one pavilion rental, per household, per date is permitted.
- Full rental fees and \$100 deposit must be made at time of reservation.
- We verify residency for all pavilions reserved with a Downers Grove address. If a pavilion is reserved and the household residency is in question, the renter will have 48 hours from the time notified by Park District staff to provide proof of residency or the reservation will be cancelled and a \$25 cancellation fee will be taken.
- Reservations must be made by an adult (21 years or older) who assumes responsibility for the rental and must be present during the entire rental period. Inaccurate information will result in cancellation of the permit with the loss of rental charges and/or deposit.
- Pavilion usage requires a permit, regardless of the group's size.
- Should you need to contact someone during your event, please call our Parks Hotline 24-hour answering service at 630.929.3136.

SPECIAL EVENT PERMIT GUIDELINES

If the expected attendance for your reservation is 100 or more, a special event permit may be required. A special event permit consists of a Certificate of Insurance listing the Downers Grove Park District as additionally insured and a security plan. You may also be required to pay for additional portable restrooms or any other needs. All rentals at Fishel Park are considered Special Events and require a Special Event Permit.

SECURITY DEPOSIT INFORMATION

A \$100 security deposit is required for every reservation and is refundable provided the park is left in good condition. Credit card refunds for rentals paid with a credit card will be refunded back to the credit card.

The Downers Grove Park District asks all renters to have the reservation contract with them the day of their rental in case it should be needed. The reservation contract is the necessary proof needed for exclusive use of the pavilion during your reserved window of time.

CANCELLATION INFORMATION

A refund request must be submitted to the District no later than 5 calendar days prior to the reservation date to receive a refund of deposit and rental fees less a \$25 cancellation fee. Refund requests received in less than 5 calendar days will result in forfeiture of deposit fees and receive a refund of rental fees less a \$25 cancellation fee.

QUESTIONS & ANSWERS

WHAT ARE THE INSURANCE REQUIREMENTS?

Depending upon the nature of the activity or if events are hosted on behalf of an organization, such as company picnics, team-building events, or corporate gatherings, rental groups are required to submit a Certificate of Insurance with the Downers Grove Park District named as an additional 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, take down or work the event, additional coverage of \$500,000 for workers' compensation is also required. The Downers Grove Park District should be listed as additionally insured on the Certificate of Insurance at 2455 Warrenville Road, Downers Grove, IL 60515.

IS THERE A PLAYGROUND IN THE PARK?

All parks that have rentable pavilions do contain a playground. Playgrounds are not reservable and are open to the public at all times.

IS ELECTRICITY AVAILABLE IN THE PAVILION?

All pavilions except Patriots Park do contain electrical outlets. However, use of the electrical outlets must be indicated on the Pavilion Application.

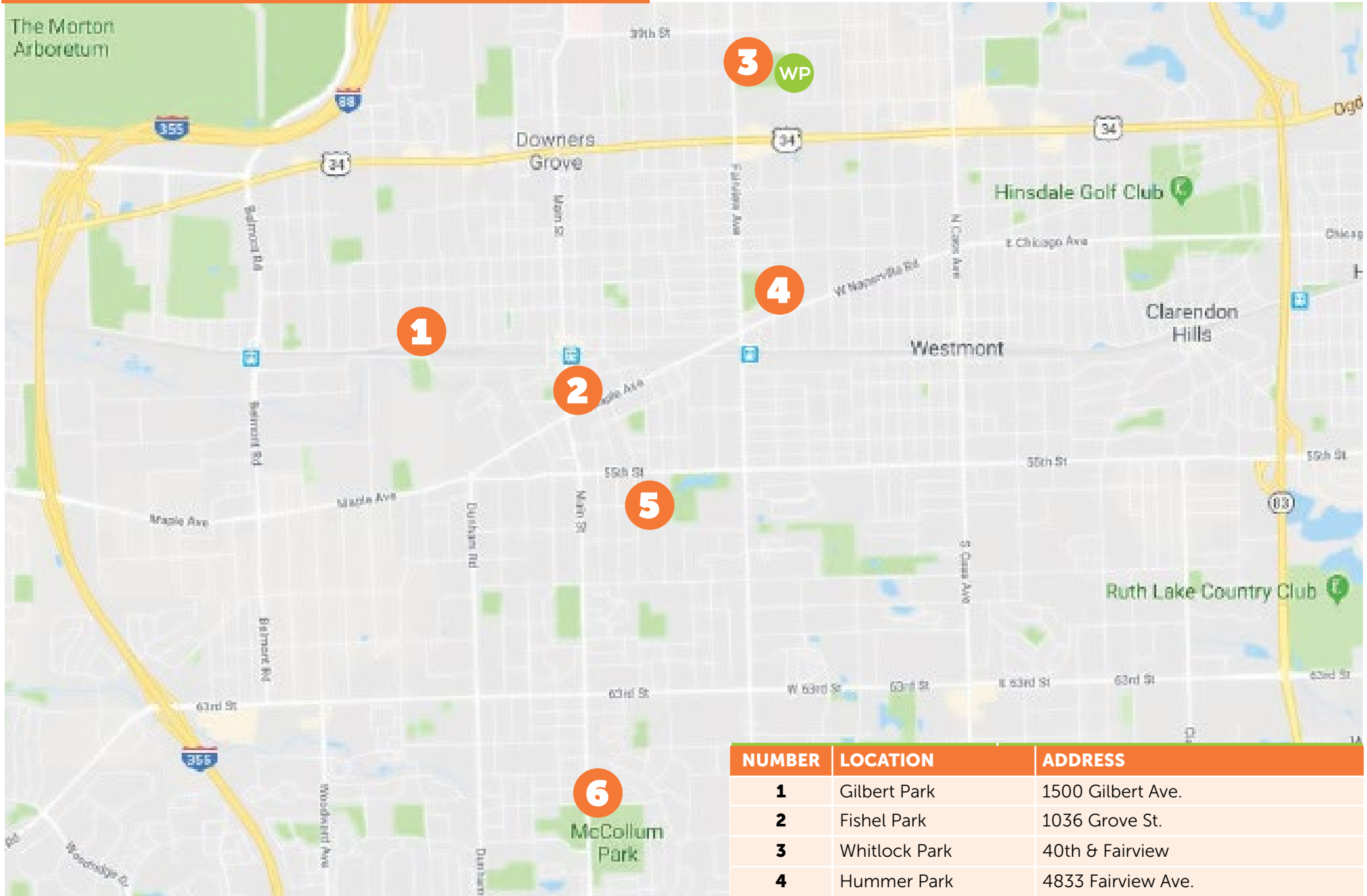
CAN I USE THE DIAMOND OR FIELD AT THE PARK?

Your permit is for the exclusive use of the pavilion you rented and the picnic tables under them. Diamonds and fields are not included. Diamond and field rentals are available, but must be requested separately.

WHAT OTHER FEATURES ARE AVAILABLE AT MCCOLLUM PARK?

The reservable features at McCollum Park are soccer fields and diamonds (seasonally). All other features are non-reservable and include horseshoe pits, concession stands, mini golf course, 1.2 mile paved walking trail, outdoor fitness equipment, basketball, tennis, pickleball and sand volleyball courts. McCollum Park also features Adventure Falls Sprayground and Mini Golf, which are available at an additional fee.

PAVILION MAP



NUMBER	LOCATION	ADDRESS
1	Gilbert Park	1500 Gilbert Ave.
2	Fishel Park	1036 Grove St.
3	Whitlock Park	40th & Fairview
4	Hummer Park	4833 Fairview Ave.
5	Patriots Park	55th & Grand
6	McCollum Park	6801 S. Main St.



your chance to play

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