

Willowbrook Parks and Recreation Department

Park Usage Policy and Fee Schedule

Revised 2/17/06

Willowbrook parks and athletic facilities are available to the public each day of the year. However, by applying for a permit, a group is guaranteed exclusive use of an area per the terms of the permit. Small groups using a park and not needing any special accommodations generally do not need a permit to hold their gathering. Use of park facilities is subject to observance of all Village ordinances whether or not a permit has been issued. There will be times that Parks and Recreation Department activities will receive priority of use.

When you must apply for a permit

Under certain conditions, groups will be required to obtain a permit. These conditions include, but are not limited to, the following:

- Groups in excess of 25 or more persons
- Groups who are renting specialized attractions such as, but not limited to, disc jockey, sound systems, moonwalks, etc.
- Organized athletic groups/teams requesting an athletic facility (e.g. ball field, soccer/football field, basketball court, tennis court, etc.)

Definitions

“Permit” - Written permission to reserve a park or portion thereof for the exclusive use of a group. Permit applications are available for any groups of up to 200 persons. Groups of over 200 persons can only be approved by the Village Board. Such request must be made no less than six weeks before its event.

“Lessee” – The person to whom the permit was issued.

“Resident.”

1. Individuals who reside within the corporate limits of the Village of Willowbrook.
2. Government agencies that generally serve Village residents.
3. Commercial businesses and industries within the Village.
4. Non-profit organizations, clubs and churches that provide service to a “substantial” number of Village residents. Such a groups may be required to submit a list of membership to demonstrate to the Village that a “substantial” number of its members are Willowbrook residents.

“Non-Resident” – those who do not meet the above definition as “Resident.”

GENERAL POLICIES FOR ALL PERMITS

1. Applications for permits will be accepted after January 1 of each year for residents and after March 1 for non-residents.
2. All requests must be made at least 2 weeks prior to the desired date(s)
3. All fees and security deposits must be paid **in full** at the time of the application.
4. Permits can be issued only to persons age 21 or over. Further, no permit shall be issued for an event for minors unless it will be supervised by a person age 21 or over.
5. Groups shall have exclusive use of only the facilities that are listed on the permit.
6. The Village reserves the right to make adjustments to the assignment of park facilities and athletic fields irrespective of the permit issued by providing adequate notice to the group obtaining the permit.
7. **Alcohol is prohibited in all Village parks.** Other restrictions are listed in Village ordinances that are related to the use of parks. These ordinances will be made available to groups when the permit is issued.
8. The lessee shall be responsible to see that the facilities are left in the same condition in which they were found.
9. The Village of Willowbrook is not responsible for injuries or lost articles.
10. Posting of advertisements or the sale of any products or services without Village Board approval is prohibited.
11. The lessee agrees to all policies contained and related Village ordinances as condition for receiving the permit.

Picnic/Event Permits Policies

1. Village residents may apply for a permit under resident status for their business or organization that is outside the Village of Willowbrook.
2. Community organizations that generally serve over 100 Willowbrook residents can apply for a permit up to one year in advance of the desired date.
3. A date can be reserved for up to one week. After that time, the Village reserves the right to make the date available to someone else.
4. Picnic rentals at the Borse Memorial Community Park may also include the use of one softball field and one of the volleyball courts. Other facilities can also be rented if they are available. Please note that you must bring your own volleyball net or else rent one at the Village Hall.
5. Groups are restricted to no more than one (1) amusement, such as dunk tanks, moon walks, etc. Use of such amusements must have the expressed written permission by the Superintendent of Parks & Recreation. The group must provide the Village with a certificate of insurance for the use of the amusement. The amusement shall be only for the use of the group's participants. No admission charge shall be made for the use of the amusement except when the group indicates that the amusement proceeds are dedicated to a charitable organization and has been approved by the Superintendent of Parks & Recreation.
6. The group is responsible for trash to be bagged neatly and left for Municipal Services to remove it. By state law, individuals are not allowed to remove trash off location.
7. Groups may have vehicular access to pavilions (shelters) to set up for the event if it does not interfere with other activities in the park or park maintenance. In making deliveries, vehicles may only be driven on pathways. At the Community Park, after delivery, vehicles must leave via the 75th Street exit and be moved to the parking lot.
8. Village personnel generally are not available to move picnic tables to another park. Requests for additional services by Village personnel will be billed at \$40.00/hour.
9. **Cancellation policy** – Cancellations more than 90 calendar days before the event will be subject to a \$10.00 cancellation fee. Cancellations less than 90 calendar days before the event will be subject to a cancellation fee of 50% of the security deposit.
10. Rainout policy - If a group's event is rained out, a full refund (minus a \$4.00 check processing charge) will be issued upon request if the group does not request a new date.
11. The Village reserves the right to cancel the activity with at least a two-week notice.
12. Any misrepresentation by the applicant in the information submitted in the application may result in forfeiture of the security deposit.

Permit Fee Schedules

Picnic/Events for Borse Community Park or Willow Pond

<i>Persons in Group</i>	<i>Security Deposit -- All Groups</i>	<i>Standard Rates</i>		<i>Premium Rates</i>	
		<i>Resident</i>	<i>Non-resident</i>	<i>Resident</i>	<i>Non-resident</i>
		Mon thru Fri 9 AM - 5 PM	Mon thru Fri 9 AM - 5 PM	Mon thru Fri 5 – 9 PM; all Weekends & Holidays	Mon thru Fri 5 - 9 PM; all Weekends & Holidays
1-49 - - (family, scout & school groups)	\$75 * Security deposit fee waived for scout & school groups	\$0	\$20	\$25	\$50
1-49 - - (other groups)	\$75	\$0	\$30	\$40	\$60
50 – 100	\$150	\$35 plus \$60 for trash removal	\$70 plus \$60 for trash removal	\$45 plus \$60 for trash removal	\$90 plus \$60 for trash removal
101 – 200	\$250	\$50 plus \$80 for trash removal	\$100 plus \$80 for trash removal	\$100 plus \$80 for trash removal	150 plus \$80 for trash removal

Note: To determine whether Standard or Premium rates apply, please use the ending time of the activity.

Note: The capacity for groups at Willow Pond is 49.

Picnic/Events for Other Village Parks – Standard and Premium Rates

<i>Persons in Group</i>	<i>Security Deposit -- All Groups</i>	<i>Resident</i>	<i>Non-Resident</i>
1 – 49	\$75 * Security deposit fee waived for scout & school groups	\$0	\$25
50 – 100	\$150	\$25 plus \$60 for trash removal	Not Available
101 – 200	\$250	\$50 plus \$80 for trash removal	Not Available

Permit No. _____

Park/Event Permit Application
(Please print)

Name _____ Date of application _____

Address _____ Town _____ Zip Code _____

Home Phone _____ Work Phone _____

Facility requested – please check as appropriate

<u>Shelter</u>	<u>Ball Field</u>	<u>Other park or athletic facility – please specify</u>
Borse Pk North ____	Borse #1 ____	_____
Borse Pk South ____	Borse #2 ____	_____
Willow Pond ____	Borse #3 ____	_____

Date(s) requested _____

Time requested from _____ AM to _____ AM Estimated attendance _____
PM PM

Purpose of use _____

Comments _____

Picnic/Event Fees and Security Deposits – please refer to schedule

Permit fee \$ _____ + Security deposit \$ _____ + Trash fee \$ _____

Other (please specify) _____ = \$ _____
Total Fees

Hold Harmless Agreement

_____ agrees (as a person age 21 or older) that it will protect and have harmless and indemnified against and from any penalty, damages, charges of liability that the Village of Willowbrook, its administrators, board members, employees and agents may incur, resulting from the use of the Village of Willowbrook facilities by us, whether occasioned by the neglect of the Village of Willowbrook, and that we will at all times protect, indemnify and save and keep harmless the Village of Willowbrook against and from any and all loss, cost, damage or expense arising out of or from any accident or other occurrence on or about said premises, causing injury to any person or property whatsoever and will protect, indemnify and save and keep harmless the Village of Willowbrook against and from any and all claims from any and all loss, cost damage or expense arising out of any respect to comply with and to perform all the requirements and provisions hereof.

Authorized Signature

Date

I have read, understand and hereby agree to the policies listed above as a condition for receiving this permit.

Print Name

Signature

Date

Checks should be made payable to the **Village of Willowbrook, 7760 Quincy Street, Willowbrook, IL 60527**

Office Use Only

Section IV Permit Fee \$ _____

Trash Removal Fee \$ _____

Damage Deposit \$ _____

Date Paid _____

Total \$ _____

Receipt No. _____

**waived if group agrees to remove its trash from the park

Deposit Fee Returned: Date _____

Amount Returned: \$ _____ V.O.W. Check No. _____

Comments: _____

Permit issued and mailed on ____ / ____ / ____ by _____

Route to: Public Services _____ Police _____