

Willowbrook Parks and Recreation Department Park and Athletic Facility Usage Policy and Fee Schedule

Revised 3/10/08

Willowbrook park 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.

Applications for permits will be accepted after January 1 of each year for Willowbrook residents and after March 1 of each year for non-residents. Community organizations that generally serve over 100 Willowbrook residents can apply for a permit up to one year in advance of the desired date. Village residents may apply for a permit under Resident status for their business or organization that is outside the Village of Willowbrook. There will be times when Parks and Recreation Department activities 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 or groups 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 of Willowbrook 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 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.”

Special Conditions for All Permits

1. All requests must be made at least 2 weeks prior to the desired date(s). All fees and security deposits must be paid in full at the time of the application.
2. Fees include trash removal. Security Deposit includes deposit for Community Park restrooms.
3. Rentals for pavilions are based on a 6-hour rental time period. Fees for athletic facilities are based on a four (4) hour rental time period. Additional time can be rented.
4. A date can be reserved without payment for up to one week. After that time, the Village reserves the right to make the date available to someone else.
5. Permits can be issued only to persons age 21 or over. No permit shall be issued for an event for minors unless it will be supervised by a person age 21 or over.
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.

7. Alcohol is prohibited in all Village parks. No domestic animals of any type, whether leashed or unleashed are allowed in Village parks, except as provided for dog obedience classes offered by the Parks and Recreation Department or to accommodate domestic animals as seeing-eye dogs or other aides. Posting of advertisements or the sale of any products or services without Village Board approval is prohibited. Other restrictions are listed in Village ordinances that are related to the use of parks. A copy of these ordinances will be made available to groups when the permit is issued.
8. Any use of sound amplification equipment must be applied for on the application and is subject to approval by the Superintendent of Parks & Recreation.
9. The lessee shall be responsible to see that the facilities are left in the same condition in which they were found. Failure to comply may result in loss of the security deposit.
10. The Village is not responsible for injuries or lost articles.
11. Community Park restrooms are open only when a Parks and Recreation Department activity is being conducted or when there a group in the park holding a permit. Portable restrooms will be available at the Community Park and Willow Pond from May 1 through October 20. No restrooms are available at other parks, unless special arrangements are made.
12. Rental does not include access to the Community Park concession stand.
13. The lessee agrees to all policies contained and related Village ordinances as condition for receiving the permit.
14. Any misrepresentation by the applicant in the information submitted in the application may result in forfeiture of the security deposit.

Special Conditions for Picnic/Event Permits

1. Rentals at the Borse Memorial Community Park also include the use of one softball field and one of the volleyball courts. Bring your own volleyball net or you can rent one at the Village Hall.
2. Rentals for Willow Pond are restricted to groups of fewer than 50 persons.
3. Groups shall have exclusive use of only the facilities that are listed on the permit.
4. Groups are restricted to no more than one (1) amusement, such as, moon walks, etc. Use of such amusements must have the expressed permission by the Superintendent of Parks & Recreation. Dunk tanks are not permitted. 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 the request has been approved by the Village.
5. The group is responsible to see that trash is bagged neatly and left for staff to remove it.
6. Groups may have vehicular access to the pavilions 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. After delivery, vehicles must be moved to the parking lot.
7. Village personnel are generally not available to move picnic tables to another park. Requests for additional services by Village personnel will be billed at \$45.00/hour.
8. Cancellation notice must be received at least one working day before the event or a \$15.00 cancellation fee will be deducted from the security deposit.
9. 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.
10. The Village reserves the right to cancel the activity with at least a two-week notice.
11. With the approval of the Village Administrator, the Superintendent of Parks & Recreation may waive permit fees in whole or in part for those entities that provide pro bono services or waive similar fees to the Village.

Special Conditions for Athletic Facilities Permits

1. The Superintendent of Parks & Recreation will assign Athletic Facilities Permits based on the following:
 - Past record by the organization in the care of Village facilities in accordance with Village ordinances, policies and procedures.
 - The number of Willowbrook residents served by the organization in the previous year.
 - The organization's submission of a certificate of insurance with appropriate coverage and a Hold Harmless Agreement naming the Village as an Additional Insured.
2. Permits are not issued nor can athletic facilities be used for conducting private lessons or instruction for profit without the expressed written permission of the Superintendent of Parks & Recreation.
3. Fees for athletic facilities are based on a four (4) hour rental time period. Additional hours can be rented at the rate of \$10.00 per two-hour hour time period per field/court.
4. The Village reserves the right to waive or modify fees to those organizations which provide the Village with funding for park capital improvements.
5. The Superintendent of Parks and Recreation can revoke the Athletic Facilities permit at any time for a group's violation of the terms of the permit, Village policies or Village ordinances.

Permit Fees and Services Schedules

Revised 3/10/08

Picnic/Events for Borse Community Park or Willow Pond

Fees include restroom security deposit at the Community Park and trash removal

Persons in Group	Security Deposit	Standard Rates (Monday thru Friday 9 AM - 5 PM)		Premium Rates (Monday thru Friday 5 – 9 PM and all weekends & holidays)	
		Resident	Non-resident	Resident	Non-resident
Up to 25*	\$100 (Waived for scout & school groups)	\$20 (Waived for scout & school groups)	\$35 (Waived for scout & school groups)	\$35 (Waived for scout & school groups)	\$70 (Waived for scout & school groups)
26-49 *	\$200	\$30 (\$20 for scout & school groups)	\$60 (\$40 for scout & school groups)	\$45 (\$30 for scout & school groups)	\$85 (\$60 for scout & school groups)
50 – 100 *	\$250	\$50 (\$30 for scout & school groups)	\$90 (\$60 for scout & school groups)	\$85 (\$60 for scout & school groups)	\$140 (\$80 for scout & school groups)
101-150 **	\$300	\$90 (\$40 for scout & school groups)	\$180 (\$80 for scout & school groups)	\$120 (\$80 for scout & school groups)	\$190 (\$100 for scout & school groups)
151 – 200 **	\$375	\$150 (\$60 for scout & school groups)	\$250 (\$80 for scout & school groups)	\$175 (\$80 for scout & school groups)	\$320 (\$80 for scout & school groups)
200 + **	Costs are determined based on the size of the group. Permission for groups of more than 200 persons requires pre-approval by the Village Board.				

Note: The ending time of the activity determines whether Standard or Premium rates apply

Rentals are based on a 6-hour rental time period.

* \$10.00 for each additional two-hour time period

** \$20.00 for each additional two-hour time period

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

Persons in Group	Security Deposit -- All Groups	Resident	Non-Resident
1 – 49 *	\$100	\$25	\$50
50 – 100 *	\$150	\$50	\$100

Rentals are based on a 6-hour rental time period.

* \$10.00 for each additional two-hour time period

Athletic Facilities Fees and Services

Application fee - \$15.00 -- Non-refundable fee to be paid for issuance of each permit

Basic Usage Fees -- Fees apply for each field or court per date

Borse Community Pk. softball field	\$ 15.00: (\$10.00 for other parks)
Borse Community Pk. football/soccer field	\$ 12.00: (\$10.00 for other parks)
Basketball or volleyball court	\$ 10.00
Tennis court (per court)	\$ 15.00
Other athletic facilities	Fees determined at the time of the application

Note: The above fees are based on a four-hour rental period. Additional blocks of time for each field or court can be rented at \$10.00 per two-hour block

Refundable Community Park Restroom and/or Ballfield Lights Security Deposit

\$ 100.00 *

Optional Services

Grading softball field	\$ 35.00 per field per date
Lining softball field	Infield lining with non-caustic chalk - Material- \$ 10.00 per field/per date; Labor -- \$ 35.00 per field/per date Outfield foul lines with spray paint - Material - \$ 15.00 per field/ per date; Labor -- \$ 40.00/field
Lining football field or soccer field Initial lining	Material \$ 200.00; Labor \$ 275.00; Re-lining Material \$ 125.00; Labor \$ 175.00
Ball field lights use fee	\$ 15.00 per field/per date

Other services Fees determined at the time of the application

Policy for Refunds of Athletic Permit Fees

Cancellation rebates for weather-related or other reasons - 90% of the Basic field permit fee and 100% of the Additional Services Fees **if** the work had not been performed. Please note: Applicant must provide the Superintendent of Parks & Recreation with the dates that were cancelled within two weeks after the final date on the application in order to receive this refund after the season.

Cancellation refunds for program cancellation by the applicant - 90% of the Basic Field Permit fee and 100% of the Additional Services Fees) **if** the work had not been performed). Please note: Request for this rebate must be made no later than two weeks after the first requested date of the application.

Waiver of Application and Basic Field Permit Fees With the approval of the Village Administrator, the Superintendent of Parks & Recreation may waive the Basic Field Permit fees in whole or in part for those organizations that provide capital improvements to the Village's park system.

Hold Harmless Agreement for All Permits

_____ agrees (as a person age 21 or older) that it will protect and have harmless and indemnified against from any penalty, 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.

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

_____ Signature _____ Date _____
Print Name

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

Office Use Only

Permit/Usage Fee(s) \$ _____ Security Deposit \$ _____

Other _____ \$ _____

Total Paid \$ _____

Date Paid _____ Receipt Number _____

Authorized Approval of Permit _____ Date _____
Superintendent of Parks & Recreation

Security Deposit Fee(s) returned Date _____ Amount Returned \$ _____

V.O.W Check # _____

Comments _____

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

Comments _____

Route To: Municipal Services _____ Police _____