



# Willowbrook

835 Midway Drive  
Willowbrook, IL 60527-5549

Phone: (630) 323-8215 Fax: (630) 323-0787 [www.willowbrookil.org](http://www.willowbrookil.org)

## **Mayor**

Frank A. Trilla

## **Village Clerk**

Leroy R. Hansen

## **Village Trustees**

Sue Berglund

Umberto Davi

Terrence Kelly

Michael Mistele

Gayle Neal

Paul Oggerino

## **Village Administrator**

Tim Halik

## **Chief of Police**

Robert Schaller

## **Director of Finance**

Carrie Dittman



Proud Member of the  
Illinois Route 66 Scenic Byway

## **A G E N D A**

REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION  
OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON TUESDAY,  
SEPTEMBER 4, 2018, AT 7:00 P.M. AT THE VILLAGE HALL, 835 MIDWAY  
DRIVE, IN THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY,  
ILLINOIS.

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF MINUTES:
  - A) August 7, 2018 Regular Meeting of the Parks & Recreation Commission
4. REPORT:
  - A) Back to School Bash – Wednesday, August 15, 2018
5. DISCUSSION:
  - A) 2018 Children's Holiday Party
  - B) Marketing Plan
  - C) Park Rental Policy
  - D) Calendar
  - E) Park Maintenance Update
6. NEW BUSINESS/IDEAS
7. VISITOR'S BUSINESS – Public comment is limited to three (3) minutes per person
8. COMMUNICATIONS
9. ADJOURNMENT

Time permitting, a park tour of Ridgemoor and Creekside parks to follow.

MINUTES OF THE REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION  
HELD ON TUESDAY, AUGUST 7, 2018, AT THE VILLAGE HALL, 835 MIDWAY DRIVE,  
WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER

Chairman Robert Pionke called the meeting to order at the hour of 7:01 p.m.

2. ROLL CALL

Those present at roll call were Chairman Pionke, Commissioners Lorraine Grimsby, Catherine Kaczmarek, Ronald Kanaverskis, Laurie Landsman, Carol Lazarski, and Douglas Stetina.

ABSENT: None.

Also present was Temporary Interim Superintendent of Parks and Recreation John Fenske.

A QUORUM WAS DECLARED

3. APPROVAL OF MINUTES

a. Minutes – July 10, 2018 Regular Meeting – Parks & Recreation Commission

The Commission reviewed the July 10, 2018 minutes. Commissioner Landsman wanted it noted that she had recommended a greeter to be present if there is an after-race party for next year's 5K Race.

MOTION: A Motion was made by Commissioner Kanaverskis and seconded by Commissioner Lazarski to approve the July 10, 2018 minutes as amended.

ROLL CALL VOTE: AYES: Chairman Pionke, Commissioners Grimsby, Kaczmarek, Kanaverskis, Landsman, Lazarski, and Stetina. NAYS: None. ABSENT: None.

4. REPORT

a. Movie in the Park – Friday, July 13, 2018

Interim Superintendent Fenske advised that Chick-fil-A and Sprint were this year's sponsors for the event. Sandwiches, tea, and popcorn were distributed. Kona Ice Company was passing out snow cones and was a big hit. Interim Superintendent Fenske stated there were approximately 90 people in attendance.

Commissioner Lazarski suggested that banners be put up around town to advertise. Several residents were not aware of the event.

b. Parent/Child Fishing – Friday, July 20, 2018

Interim Superintendent Fenske advised that there were eight (8) couples registered and six (6) attended. Forest Preserve employees distributed information.

c. Family Campout – July 28-29, 2018

Interim Superintendent Fenske related that this event was cancelled due to low registration. After the event was cancelled, Interim Superintendent Fenske advised that more families had called to register. Since there is interest, this event will again be offered next year.

d. Theft of Picnic Table Tops

Interim Superintendent Fenske advised that he had alerted neighboring municipalities to the thefts. The theft occurred between 1:00 p.m. and 3:00 p.m. and there were no witnesses to the theft.

Chairman Pionke suggested looking into replacing the tables with a different material. Interim Superintendent Fenske related that when the replacement tops are installed, it will be with tamper-proof hardware.

5. DISCUSSION

a. Back to School Bash – Wednesday, August 15, 2018

Interim Superintendent Fenske this event will be held at Gower West Elementary School from 6:00 p.m. – 8:00 p.m. Face painter, bounce house, and Chick-fil-A will be providing chicken nuggets. Burr Ridge Park District and the school will also have activities.

b. 2018 Children's Holiday Party

After discussion, Interim Superintendent Fenske related that he will look into pricing for either a magician, musical act, or animal trainer. Superintendent Fenske advised that he was contacted by a local dance studio that wished to be the entertainment at the party. The commissioners stated that they wanted additional information about pricing and what type of performance they would have before agreeing.

Commissioner Stetina recommended hiring a balloon artist for the event.

Commissioner Stetina advised that he and Commissioner Landsman will be going out to purchase gifts for the party. Commissioner Landsman stated that the older kids should be given a \$5 gift certificate.

Commissioner Landsman suggested that the high schools should be contacted at this time for student volunteers for the party.

Commissioner Kaczmarek volunteered to organize the craft tables.

Interim Superintendent Fenske advised that he will contact the vendors that have donated food in the past for donations for this year.

c. Park Maintenance Update

Interim Superintendent Fenske advised that the hot coal receptacles have been received but have not been installed at the parks as of today. Interim superintendent Fenske stated that garbage cans have been installed in the bathrooms at Willow Pond.

Interim Superintendent Fenske related that the drinking fountain at Waterford Park was not working and will be repaired.

Commissioner Stetina recommended that a bulletin board be placed in Willow Pond to provide general information such as hours and emergency contact numbers.

Commissioner Landsman had spoken to Tod Stanton from Design Perspectives in reference to the electrical power that is located in the pavilion at Willow Pond. He advised that the power source in the first pavilion is not up to code and cannot handle multiple electrical devices. Interim Superintendent Fenske related that it was not the breaker was blowing during the Willow Pond Grand Opening. It was the power strip that was being used. Chairman Pionke advised that it should be looked at in the future for a price quote to have the pavilion rewired.

Interim Superintendent Fenske advised that the fence replacement project began on July 23<sup>rd</sup>. The fences for the tennis courts in Waterford Park and backstop at Community Park have been repaired. Work has begun on replacing the fences at Lake Hinsdale Park.

Commissioner Kanaverskis suggested placing mums around the sign at Lake Hinsdale Park.

d. Marketing Plan

Chairman Pionke related that there is currently no marketing or publicizing for park events other than the program guide and postcards. Chairman Pionke proposed that a marketing guide should be created. Chairman Pionke stated that the Village Board may need to approve the funding. Chairman Pionke has reached out to three marketing firms to provide proposals.

Chairman Pionke stated that the Marketing Plan should provide direction and a vision.

After discussion, the Commissioners concurred with obtaining proposals for creating a marketing plan.

Chairman Pionke advised that he will contact Village Administrator Tim Halik for guidance on how to proceed with the concept.

6. VISITORS' BUSINESS

None presented.

7. COMMUNICATIONS

Interim Superintendent Fenske related that at the Movie in the Park event, he was approached by a gentleman that worked for the movie company that wished to host another movie in the park event as a fundraiser for the West Suburban Humane Society. Interim Superintendent Fenske advised that the event will be held on August 26<sup>th</sup> in Borse Community Park. There will be no cost to the Village.

Interim Superintendent Fenske advised that he had reached out to Costco for a water donation for the Back to School event. He received a letter back advising that all donation requests need to be sent directly to their corporate office.

Interim Superintendent Fenske stated that the new park books should be sent to residents by the end of the week.

Chairman Pionke requested address and phone number information for each of the park commissioners. The list will be distributed to each commissioner once complete.

Chairman Pionke updated the commissioners on the discussion from the previous meeting pertaining to the table rental at the 5K race.

8. ADJOURNMENT

MOTION: Made by Commissioner Stetina, seconded by Commissioner Grimsby to adjourn the meeting at the hour of 8:41 p.m.

ROLL CALL VOTE: AYES: Chairman Pionke, Commissioners Grimsby, Kaczmarek, Kanaverskis, Landsman, Lazarski, and Stetina. NAYS: None. ABSENT: None.

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

\_\_\_\_\_, September 5, 2018

\_\_\_\_\_  
Chairman

**PARKS & RECREATION COMMISSION MEETING  
AGENDA ITEM SUMMARY SHEET**

**AGENDA ITEM DESCRIPTION**

**REPORT – Back to School Event**

**COMMISSION REVIEW**

- ☒ Report  
☐ Discussion  
☐ Seeking Feedback

Meeting Date:

September 4 2018

**BACKGROUND**

Report on the Back to School Event held at Gower West on Wednesday, Aug. 16<sup>th</sup>.

**REQUEST FOR FEEDBACK**

**STAFF RECOMMENDATION**

**PARKS & RECREATION COMMISSION MEETING**

**AGENDA ITEM SUMMARY SHEET**

**AGENDA ITEM DESCRIPTION**

**DISCUSSION – 2018 Children’s Holiday Party**

**COMMISSION REVIEW**

- ☐ Report  
☒ Discussion  
☒ Seeking Feedback

Meeting Date:

September 4 2018

**BACKGROUND**

Planning for the 42<sup>nd</sup> annual Children’s Holiday Party.

**REQUEST FOR FEEDBACK**

Staff received price quotes on both “Popeye & Sailor” & Circus Boy, and a decision should be made tonight.

**STAFF RECOMMENDATION**

From a cost perspective, Staff recommends going with “Circus Boy” as the entertainment this year.

Event

# 42<sup>nd</sup> Annual Village of Willowbrook Children's Holiday Party



Name

Aalia Razi

Date+Time

Sunday, December 16, 2018  
from 2:00 PM to 4:00 PM (CST)

Location

Hinsdale South High School  
7401 Clarendon Hills Road  
Darien, IL 60561

Payment Status

Free Order

Order Info

Type

GIRL Age 3-4



708261859884439322001



## Event Information:

Thank you for signing up for the Village of Willowbrook's 42nd Annual Children's Holiday Party.

Please print out the attached ticket, and bring it with you to the event.

Hinsdale South is located at the Southeast corner of Clarendon Hills Rd. & Elm St. in Darien

Parking is in the north lot, off of Elm St.

Please enter the school through the gym doors (with canopy entrance #)

Signs will be posted in the school directing you to the event.

Doors to the event open at 1:45pm

This is a free event, but we ask each child to bring a Non-perishable food item for donation to HCS Family Services of Hinsdale.

This ticket will be needed for your child to receive his or her gift.



708261859884439322001

**Eventbrite**

Do you organize events?



**PARKS & RECREATION COMMISSION MEETING**

**AGENDA ITEM SUMMARY SHEET**

**AGENDA ITEM DESCRIPTION**

**DISCUSSION – Marketing Plan**

**COMMISSION REVIEW**

- ☐ Report  
☒ Discussion  
☐ Seeking Feedback

Meeting Date:

September 4 2018

**BACKGROUND**

A discussion on creating a comprehensive Marketing Plan for current and future Park Department programs.

**REQUEST FOR FEEDBACK**

**STAFF RECOMMENDATION**

**PARKS & RECREATION COMMISSION MEETING  
AGENDA ITEM SUMMARY SHEET**

**AGENDA ITEM DESCRIPTION**

**DISCUSSION – Park Pavilion & Athletic Facility Usage Policy  
& Fee Schedule**

**COMMISSION REVIEW**

- ☐ Report
- ☒ Discussion
- ☒ Seeking Feedback

Meeting Date:

September 4 2018

**BACKGROUND**

At the August meeting it was mentioned on how groups go about renting the pavilions at both Borse and Willow Pond Parks. Staff included the Permit application and a printout of what shows on the Outlook calendar.

**REQUEST FOR FEEDBACK**

The Policy and fee schedule were last updated in May 2013.

**STAFF RECOMMENDATION**

With the renovation of Willow Pond, and the addition of the 2<sup>nd</sup> shelter and splash pad, this has become a popular park for rentals. Staff recommends that the application be updated to show these changes.

# **Willowbrook Parks and Recreation Department**

## **Park Pavilion and Athletic Facility Usage Policy and Fee Schedule**

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*Revised 5/28/13*

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 picnic 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 the 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 whose membership include at least 50% Village of Willowbrook residents. Such groups may be required to submit a list of membership to demonstrate to the Village that at least 50% of its members are Willowbrook residents.
- “Non-Resident”: Those who do not meet the above definition as “Resident.”

## **Conditions for All Permits**

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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. Park hours are dawn to dusk. Only individuals or groups with official Village of Willowbrook Parks and Recreation Department permits may be in the park when the park is officially closed.
3. Fees include trash removal. Security Deposit includes deposit for Community Park restrooms. The Village reserves the right to deduct a reasonable portion of the security deposit for any excessive garbage left outside the garbage cans.
4. 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. Rental of pavilions does not include exclusive use of the park playground. Playground is open to the public.
5. 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.
6. 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.
7. 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.
8. **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.
9. Any use of sound amplification equipment must be applied for on the application and is subject to approval by the Superintendent of Parks & Recreation. Noise produced by sound amplification equipment shall not go beyond the sound level described in the Village ordinance. All sound amplification equipment must be turned off by dusk.
10. 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 and, if applicable, additional charges.
11. The Village is not responsible for injuries or lost articles.
12. Restrooms are generally available at the Community Park during park hours of operation. A portable restroom will be available at Willow Pond from May 1 through October 20. No restrooms are available at other parks, unless special arrangements are made.
13. Rental does not include access to the Community Park concession stand.
14. For reasons of safety, **access into parks is strictly prohibited via any vehicle** other than Village vehicles and emergency vehicles. Violators will be ticketed. Permit holders who have received approval for a large amusement (moon walk, etc.) may be allowed vehicular access only with a Village employee's escort and only if this arrangement has been pre-approved. This accommodation shall not be given for delivery of normal picnic materials such as grill, coolers, etc. Other persons or groups with large deliveries of materials into the park will also need to receive approval for an escort by a Village employee in order to gain vehicular access.
15. The lessee agrees to all policies contained and related Village ordinances as condition for receiving the permit.

16. Any misrepresentation by the applicant in the information submitted in the application may result in forfeiture of the security deposit.
17. For activities at any Village facility/park, the Village reserves the right to schedule additional staffing and assess appropriate additional charges should the scope of the usage, in the opinion of the Village Recreation staff require such measures.

\_\_\_\_\_ I have read and understand the Conditions for all Permits (please initial).

### **Special Conditions for Picnic/Event Permits**

1. Rentals at the Borse Memorial Community Park generally 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. Please inquire if there are any exceptions to this policy.
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. If it is determined by Village staff that an applicant had more people than what was stated on permit, additional fees may be deducted from the applicant's security deposit.
5. 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. Contact the Superintendent of Parks & Recreation for the required types of insurance. 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.
6. Note that use of any electrical appliances is limited to the 15 AMP service at the pavilions.
7. The group is responsible to see that trash is bagged neatly and left for staff to remove it.
8. Village personnel are generally not available to move picnic tables to another park. Requests for additional services by Village personnel will be billed at \$50.00/hour.
9. 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.
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. 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.

\_\_\_\_\_ I have read and understand the Special Conditions for all Picnic/Event Permits (please initial).

## **Special Conditions for Athletic Facilities Permits**

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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 ordinance.

\_\_\_\_\_ I have read and understand the Special Conditions for Athletic Facilities Permits (please initial).

## Permit Fees and Services Schedules

Revised 11/25/13

### Picnics and Events Borse Community Park or Willow Pond

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 serving Willowbrook residents)	\$20  (Waived for scout & school groups serving Willowbrook residents)	\$35  (Waived for scout & school groups serving Willowbrook residents)	\$40  (Waived for scout & school groups serving Willowbrook residents)	\$80  (Waived for scout & school groups serving Willowbrook residents)
26-49 *	\$200  (Waived for scout & school groups serving Willowbrook residents)	\$30  (\$20 for scout & school groups serving Willowbrook residents)	\$60  (\$40 for scout & school groups serving Willowbrook residents)	\$50  (\$30 for scout & school groups serving Willowbrook residents)	\$100  (\$60 for scout & school groups serving Willowbrook residents)
50 – 100 *	\$250  (Waived for scout & school groups serving Willowbrook residents)	\$50  (\$30 for scout & school groups serving Willowbrook residents)	\$90  (\$60 for scout & school groups serving Willowbrook residents)	\$90  (\$60 for scout & school groups serving Willowbrook residents)	\$180  (\$80 for scout & school groups serving Willowbrook residents)
101-150 **	\$300  (Waived for scout & school groups serving Willowbrook residents)	\$90  (\$45 for scout & school groups serving Willowbrook residents)	\$180  (\$90 for scout & school groups serving Willowbrook residents)	\$125  (\$90 for scout & school groups serving Willowbrook residents)	\$250  (\$100 for scout & school groups serving Willowbrook residents)
151 – 200 **	\$375  (Waived for scout & school groups serving Willowbrook residents)	\$150  (\$75 for scout & school groups serving Willowbrook residents)	\$250  (\$125 for scout & school groups serving Willowbrook residents)	\$180  (\$140 for scout & school groups serving Willowbrook residents)	\$360  (\$150 for scout & school groups serving Willowbrook residents)
200 + **	Costs are determined based on the size of the group. Permission for groups of more than 200 persons require pre-approval by the Village Board. Allow six-weeks from request.				

**Notes:**

1. The ending time of the activity determines whether Standard or Premium rates apply
2. Rentals are based on a six (6) hour rental time period.
3. Fees include trash removal.

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

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

## Picnics and Events All Other Village Parks

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

**Notes:**

1. Rentals are based on a six (6) hour rental time period.
  2. Fees do not include trash removal. Trash removal fees will be based on the size of the group.
- \* \$10.00 for each additional two-hour time period

## Athletic Facilities Fees and Services

<b>Permit Fee</b>		\$15
(Non-refundable fee to be paid for issuance of each permit)		
<b>Basic Usage Fees- updated 2012</b>		
(Fees apply for each field or court per date)		
	Athletic fields	
	<i>Borse Community Park:</i>	
	Softball field	\$20 Resident \$25 Non-Resident
	Football / soccer field	\$15 Resident \$20 Non-Resident
	<i>All other parks</i>	\$15 Resident \$20 Non-Resident
	Basketball or volleyball court	\$10 Resident \$15 Non-Resident
	Tennis court (per court)	\$15 Resident \$20 Non-Resident
	Other athletic facilities	Determined at time of application

**Notes:**

1. The above rentals are based on a four (4) hour rental time period.
2. Additional time for each field or court can be rented at \$10.00 per two (2) hour block.



<b>Borse Community Park Optional Services</b>		
	Grading softball field	\$ 40.00 per field per date
	Lining softball field	
	Infield lining with non-caustic chalk	Material: \$ 15 per field/date Labor: \$40 per field /date
	Outfield foul lines with spray paint	Material: \$ 20 per field/date Labor: \$40 per field /date
	Lining football field or soccer field	
	Initial lining	Material: \$225 per field Labor: \$300 per field
	Re-lining	Material: \$125 per field Labor: \$200 per field
	Ball field lights	
	Usage fee	\$15 per field / date
	Security deposit	\$100
<b>Other services</b>		Fees determined at time of application.

### **Policy for Refunds of Athletic Field Facilities and Services Fees**

If an applicant cancels an athletic facility reservation or event, refunds will be issued for 90% of the Permit Fee and Basic Usage Fees and, **if** the work has not been performed (e.g. ball field grading), 100% of the Optional Services Fees. Please note: A request for this refund must be made no later than two weeks after the first date of the reservation as noted on 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.

## Park and Athletic Facility Permit Application

Name		Date of Application	
Address			
City	State	Zip Code	
Home Phone	Work Phone		
Email			
<b>Facility Requested: (Check all that apply)</b>			
<b><u>Pavilion*</u></b>	<b><u>Ball Field</u></b>	<b><u>Other park or athletic facility (specify)</u></b>	
Borse Park North _____	Borse #1 (SW) _____	_____	
Borse Park South _____	Borse #2 (SE) _____	_____	
Willow Pond _____	Borse #3 (NW) _____	_____	
<b>Date(s)</b>	<b>Time</b>		
<b>Requested:</b> _____	<b>Requested:</b> From: _____	AM	AM
	PM	To: _____	PM
<b>Purpose of use:</b> _____			
<b>Estimated Attendance:</b> _____			
<b>*Pavilion permit does not include exclusive use of playground. Playground is open to the public.</b>			
<b>Picnic / Event Fees and Security Deposits <input type="checkbox"/> (Please refer to schedules)</b>			
Permit fee	\$ _____	<b>*Optional Services:</b> (Please specify other desired services)	
+ Security Deposit	\$ _____		
+ Optional Services*	\$ _____		
<b>Total</b> \$ _____			
<b>Athletic Field Permit Fees <input type="checkbox"/> (Please refer to schedules)</b>			
Permit Fee	\$ _____	<b>**Optional Services:</b> (Please specify services & list labor and materials costs)	
Basic Usage Fees	\$ _____		
+ Optional Services**	_____		
<b>Total</b> _____			

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## Hold Harmless Agreement for All Permits

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\_\_\_\_\_ 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.**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

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**For office Use Only**

Permit/Usage Fee(s)	\$ _____	Date Paid	_____
Security Deposit	\$ _____	Receipt Number	_____
Optional Service Fee(s)	\$ _____		
<b>Total Paid</b>	<b>\$ _____</b>		
Authorized Approval of Permit _____		Date _____	
<i>Superintendent of Parks &amp; Recreation</i>			
Security Deposit(s) returned:	_____	_____	_____
	<i>Date</i>	<i>Amount</i>	<i>V.O.W. Check #</i>

Comments \_\_\_\_\_

Permit issued and mailed on: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ By: \_\_\_\_\_

Comments \_\_\_\_\_

Route To: Municipal Services \_\_\_\_\_ Police \_\_\_\_\_

# September 2, 2018

Sunday

September 2018						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October 2018						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

	SUNDAY	Notes
	2	
7 <sup>AM</sup>		
8		
9		
10		
11		
12 <sup>PM</sup>	<b>Park Permit #31</b> Willow Pond	
1		
2		
3		
4		
5		
6		

## John Fenske

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**Subject:** Park Permit #31  
**Location:** Willow Pond  
  
**Start:** Sun 9/2/2018 12:00 PM  
**End:** Sun 9/2/2018 6:00 PM  
  
**Recurrence:** (none)  
  
**Organizer:** Willow Pond

### **Park Permit #31 Willow Pond**

Doug Stetina  
6774 S. Madison  
WB  
630-323-3448

**PARKS & RECREATION COMMISSION MEETING**  
**AGENDA ITEM SUMMARY SHEET**

**AGENDA ITEM DESCRIPTION**

**DISCUSSION – Park Maintenance**

**COMMISSION REVIEW**

- ☒ Report
- ☒ Discussion
- ☒ Seeking Feedback

Meeting Date:

September 4 2018

**BACKGROUND**

Update on Park Maintenance issues.

- Fence replacement at Lake Hinsdale
- Electrical system at Willow Pond

**REQUEST FOR FEEDBACK**

**STAFF RECOMMENDATION**

**PARKS & RECREATION COMMISSION MEETING**

**AGENDA ITEM SUMMARY SHEET**

**AGENDA ITEM DESCRIPTION**

**DISCUSSION – Calendar**

**COMMISSION REVIEW**

- ☐ Report  
☒ Discussion  
☒ Seeking Feedback

Meeting Date:

September 4 2018

**BACKGROUND**

A discussion on creating a calendar for current and future Park Department programs, to keep track of when the approximate date to start the planning of such events, send sponsor letters if necessary, book entertainment/vendors.

**REQUEST FOR FEEDBACK**

Staff is requesting possible events to add to the calendar.

**STAFF RECOMMENDATION**

# Park and Recreation Commission Calendar

August 2018

15	GW- BTSB 6-8pm
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September 2018

4	P&R Meeting
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October 2018

2	P&R Meeting
26	Gower West Pumpkin Fest

November 2018

6	P&R Meeting
12	Holiday Party postcards mailed out

December 2018

4	P&R Meeting
16	Children's Holiday Party

January 2019

7	5K Sponsorship letters mailed out
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February 2019

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March 2019

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April 2019

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May 2019

5	Spring Fling 5K
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June 2019

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July 2019

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