



2023 Park Pavilion and Athletic Field Facility Usage Policy and Fee Schedule

Revised
9/13/2022

Willowbrook park facilities are available to the public each day of the year. However, by issuance of a permit, the group is only guaranteed exclusive use of the area reserved 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 and state laws 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 may 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. Village of Willowbrook Park & Recreation activities will have priority of use of all facilities.

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
- 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 in writing no less than six weeks before the event.
- “Licensee”: 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 with offices or facilities within the corporate limits of 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

1. Unless otherwise noted above, 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. No requests made less than two weeks before the date will not be accepted.
2. Park hours are dawn to dusk. All rentals and uses **MUST** be held within these hours.
3. Fees include trash removal. Security Deposit includes a deposit for the Community Park & Willow Pond restrooms. The Village reserves the right to deduct a reasonable portion of the security deposit to cover the cost of removal of for any excessive garbage left outside the garbage cans.
4. Rentals for pavilions are based on a five (5) hour rental time. Fees for athletic facilities are based on a four (4) hour rental time period. Additional time can be rented. Rental of the pavilions does not include exclusive use of the park playground. Playgrounds are open to the public. At Willow Pond, rental does not include exclusive use of the splash pad. The splash pad 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 other persons or groups.
6. Permits will only be issued only to persons aged 21 years or over. No permit shall be issued for an event for minors unless it will be supervised by a person aged 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- Evidence of alcohol/drinking will result in forfeiture of deposit, (Village Ord. # 4-4-2(H) and issuance of a citation.**
9. No domestic animals of any type, whether leashed or unleashed are allowed in Village parks, except 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.
10. The licensee shall be responsible to see that the facilities are left in the same condition in which the facility was prior to the event. Failure to comply may result in loss of the security deposit and, if applicable, additional charges.
11. The Village is not responsible for injuries to persons or lost mislaid or stolen property.
12. Restrooms are available at Community Park & Willow Pond during normal park hours of operation, beginning at the end of May. A portable restroom will be available at Community Park from May 1 through May 31st. No restrooms are available at other parks.
13. Rental does not include access to the Community Park concession stand.
14. **Vehicular access into any park is strictly prohibited** other than Village vehicles and emergency vehicles. Violators will be ticketed. **(Village Ord. 4-4-2(D))**
15. The licensee(s) agrees to all policies contained and related Village ordinances as condition for receiving the permit.
16. Any material misrepresentation by the applicant in the information submitted in the application will 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 for Willow Pond are restricted to groups of fewer than 50 persons. Permit does not include exclusive use of the Splash Pad or Playground.
2. Groups shall have exclusive use of only the facilities that are listed on the permit.
3. 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.
4. Note that use of any electrical appliances is limited to the 15 AMP service at the pavilions.
5. The group is responsible to see that trash is bagged neatly and left for staff to remove it.
6. 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.
7. 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.
8. The Village reserves the right to cancel, for cause, the activity with at least a two-week notice.
9. With the approval of the Village Administrator, the Parks & Recreation Manager 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

1. The Parks & Recreation Manager 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, its Officers, Employees, volunteers, and Agents as Additional Insureds.
2. Permits are not issued, nor can athletic facilities be used for conducting private lessons or instruction for profit without the expressed written authorization of the Parks & Recreation Coordinator.
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 Parks and Recreation Manager 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, understand, and agree to be bound by the Park Pavilion, Athletic Facility Policy, Fee Schedule and all conditions and Special Conditions.

Printed Name

Signature

Date

2023 Permit Fees and Services Schedules

Revised 2/14/2022

Effective 3/20/2023

Picnics and Events - Borse Community Park or Willow Pond

Persons in Group	Security Deposit	Resident Rate	Non-Resident Rate
Up to 25*	\$100 - Waived for School & Scout groups serving Willowbrook	\$100 - Waived for School & Scout groups serving Willowbrook	\$200- Waived for School & Scout groups serving Willowbrook
25-50*	\$200 - Waived for School & Scout groups serving Willowbrook	\$150- \$75 for School & Scout groups serving Willowbrook	\$300 - \$135 for School & Scout groups serving Willowbrook
51-100*	\$300 - Waived for School & Scout groups serving Willowbrook	\$175 - \$95 for School & Scout groups serving Willowbrook	\$350- \$175 for School & Scout groups serving Willowbrook
101-200*	\$400 - Waived for School & Scout groups serving Willowbrook	\$250 - \$115 for School & Scout groups serving Willowbrook	\$500 – \$215 for School & Scout groups serving Willowbrook
200 +**	Permission for groups of 200 or more requires pre-approval by the Village Board. Costs are based on the size of the group. Please allow six (6) weeks from date of request for approval.		

Notes:

1. Rentals are based on a five (5) hour rental time.
2. Fees include trash removal.
3. Additional \$40 fee for bathroom maintenance will be added for groups over 51 people
3. **Security Deposit will be refunded by check within three (3) weeks of rental. Refunds must be approved by the Village Board.**
4. Effective as of January 1, 2023, **3.6% fee charged by processing company** there is a \$4.50 fee for credit card payments and a \$2.25 fee for debit card payments. This fee goes to the processing company and is not refunded.

* \$10.00 for each additional two-hour 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	\$50	\$100
50 – 100 *	\$150	\$100	\$200

Notes:

1. Rentals are based on a five (5) hour rental time period.
- * \$10.00 for each additional two-hour time period.

Athletic Facilities Fees and Services-

PERMIT FEE (Non-refundable, to be paid for issuance of each permit) \$15 Resident \$20 Non-Resident
Security Deposit- Refundable \$100.00

Basic Usage Fees- updated 2012 (Fees apply for each field or court per date)	
Athletic fields	
<i>Borse Community Park:</i>	
Softball field (per field)	\$40 Resident \$80 Non-Resident
Football / soccer field	\$35 Resident \$70 Non-Resident
<i>All other parks</i>	\$35 Resident \$70 Non-Resident
Basketball or volleyball court	\$20 Resident \$40 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.
3. Security Deposit will be refunded by check within three (3) weeks of rental. The Village Board must approve refunds.
4. Effective July 1, 2021, there is a \$4.50 fee for credit card payments and a \$2.25 fee for debit card payments, this fee is not refunded. **3.6% fee charged by processing company.**
5. Lights available at \$25.00/field per slot. Lights are turned off at 10:00PM

Borse Community Park Optional Services	
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
Other services	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 Parks & Recreation Manager 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.

