

Facility Rentals—Indoor

Let Us Help You Celebrate! Banquets, Parties, Corporate Meetings, Receptions, Luncheons & Golf Outings!

No matter the season, we're here to help create the perfect setting for your next memorable special event! Whether it's a banquet, corporate meeting, golf outing, holiday party or family gatherings -- we have a facility that can accommodate your needs!

Location	Events & Accommodations	Room Name	Per Hour Rate (Subject to Change)			Dimensions	Square Footage	Capacity	Banquet	U-Shape	Classroom
			Weekday	Weeknight	Weekend						
Belvidere Recreation Center 412 S. Lewis Avenue 847-360-4700	Meetings, Receptions, Private Events & Parties	Multipurpose Room	\$38	\$38	\$67	37x70	2,600	150	●	●	●
		Lounge	\$31	\$31	\$51	34x25	690	40	●	●	●
		East/West Room	\$23	\$23	\$30	20x23	480	30	●	●	●
		Kitchen	\$70	\$70	\$70						
Field House Sports & Fitness Center 800 N. Baldwin Avenue 847-782-3300	Events, Expos/Trade Shows, Meetings, Parties & Athletic Tournaments	Meeting Room A	\$32	\$38	\$44	20x22	440	30	●	●	●
		Meeting Room B	\$32	\$38	\$44	20x22	440	30	●	●	●
		Meeting Rooms A&B	\$54	\$65	\$76	20x44	880	60	●	●	●
		Climbing Wall (2 hours)	\$150	\$150	\$175			20			
		Gym Court	\$50	\$65	\$65	66x100	6,600	n/a			
Bonnie Brook Clubhouse 2800 N. Lewis Avenue 847-360-4732	Catered Banquets, Parties, Meetings & Golf Outings	Banquet Room A	Room fee may be			27x30	810	150	●	●	●
		Banquet Room B	waived with food and			30x30	900	125	●	●	●
		Large Banquet Room	beverage service			30x60+	2,949	275	●	●	●
Jane Addams Center* 95 Jack Benny Drive 847-360-4700	Meetings, Receptions, & Parties	Multipurpose Room	\$34*	\$34*	\$64	39x51	2,000	100	●	●	●
		Kitchen	\$70	\$67	\$70						
Lilac Cottage* 1911 N. Sheridan Road 847-360-4740	Meetings, Showers, Small Parties & Family Portraits	Main Room	\$30 Res / \$40 Non-Res			18x30	540	24	●	●	
		Blue Room	\$20	\$20	\$20	15x20	300	6			
		Kitchen (per rental)	\$30	\$30	\$30	9x12	108	n/a			
Dance Studio-JBC 39 Jack Benny Drive 847-360-4740	Practice & Rehearsals	Dance Studio	\$75	\$75	\$100	29x40	1,160	30			
Schorrick Theatre-JBC 39 Jack Benny Drive 847-360-4740	Meetings, Presentations & Special Gatherings	Schorrick Theatre	\$75	\$75	\$100	27x21 Stage	567	99			

*Viewing: To schedule a time to view the Jane Addams Center please call 847-360-4700, for Lilac Cottage call 847-360-4740.

General Rental Policies

- Renters must submit a \$75/\$150 (depending on rented room) security deposit to secure a reservation. Reservations must be made in person by the person responsible for the rental.
- Alcohol consumption is not permitted in any indoor/outdoor facility. Smoking is not permitted in any indoor facility.
- Reservations must be made at least 2 weeks prior to the rental date.
- Contract hours must include decorating and clean up hours.
- Youth parties (events geared for 13-20 year-olds) require police coverage. The Waukegan Park District provides the police officer at the renter's expense of \$40 per hour with no exceptions. Youth parties must have one adult for every ten youth. Youth parties are by invitation only, no flyers will be accepted at the door. Refund of 50% will be made if cancellation is more than one month before the event. Youth parties must be paid for (in full) one month before party date. Youth parties will forfeit deposit if cancelled inside of one month of rental date.
- Use of the kitchen is available at the Belvidere Recreation Center and the Jane Addams Center for an additional flat fee of \$70.
- For continuous rentals, such as church services, please call Marilyn at 847-360-4700.
- No items can be stored at the facility before or after contracted rental time.

- At all indoor rentals, a supervisor is present throughout the length of the rental.
- Damage to the facility will result in the loss of the rental deposit.
- Failure to abide by the rental contract may result in deposit loss or shut down of the rental. Time lost will not be reimbursed.
- An accurate, state-issued ID card must be presented to rent a facility.
- Must be 21 years of age to sign an agreement. Proof of current residency is required.
- Please see contract for additional rental policies not stated here.
- Leaving early does not result in an additional refund to security deposit.

This is a great place to have family events. This is my fifth rental and I've been happy each time. I look forward to more fun at the park district.

Hugo Aranda



Facility Rentals—Outdoor



Washington Park Bandshell



Janet & Robert Morrison Memorial Picnic Center

Bevier Park Picnic Pavilion

Res/Non-Res

Seating capacity: 48 (6 tables). Limited electricity available.

Full day rental only.

Monday–Friday \$65/\$88

Saturday–Sunday \$70/\$95

Bowen Park Formal Garden

Rental per hour. Limited electricity available.

Monday–Friday \$70/\$95hr

Saturday–Sunday \$70/\$95hr

Janet & Robert Morrison Memorial Picnic Center

(Maximum Capacity 165)

Seating capacity: 112 (14 tables). Limited electricity available.

Full day: 8am–sunset

Monday–Friday \$85/\$118

Saturday–Sunday \$90/\$125

1/2 day

8am–2pm or 3pm–sunset

Monday–Friday only \$65/\$88

Hinkston Park Main Pavilion

(Maximum Capacity 185)

Seating capacity: 112 (14 tables). Limited electricity available.

Full day: 8am–sunset

Monday–Friday \$85/\$118

Saturday–Sunday \$90/\$125

1/2 day 8am–2pm or 3pm–sunset

Monday–Friday only \$65/\$88

Hinkston Park South Pavilion

(Maximum Capacity 48)

Seating capacity: 32 (4 tables)

Full day rental only

Monday–Friday \$65/\$88

Saturday–Sunday \$70/\$95

Washington Park Bandshell

Limited electricity available with notice

Rental per hour \$70/\$95hr.

Additional picnic tables may be available at \$10.00 each. Other miscellaneous services may be available to accommodate special needs. Call 847-360-4725 for information. All rentals require a \$75.00 security deposit.



Bevier Park Picnic Pavilion



Hinkston Park Main Pavilion

Park Use Permit Information



Bevier Park Pavilion

Using Parks & Facilities

Waukegan Park District's parks and facilities are ideal sites for groups and individuals. You will enjoy the natural beauty of the parks, and appreciate the convenience of facilities provided in various areas. See the application form for the various locations and features of each park.

Why Park Use Permits Are Required

Our mission is to provide facilities, parks and open spaces that are attractive and safe for the people of our community. The Park Use Permit allows us to avoid overcrowding and accommodate groups for a pleasant, enjoyable park experience. It also allows you to reserve a specific pavilion.

There are two different types of Park Permits available:

- **A permit for a specific pavilion** (Bevier, Bowen or Hinkston Parks). These permits reserve the pavilion for your group and include picnic tables and grills. Reservations are also available for the Bowen Park Formal Garden and the Washington Park Bandshell. These two sites do not have picnic tables or grills.
- **A "Green Space" Permit.** (\$25 fee) This permit is issued for groups of 25 or more who wish to gather in the park, but do not wish to rent a pavilion. The Green Space Permit allows us to schedule larger groups using the parks to prevent overcrowding, and also assists the Park Patrol officers in enforcing regulations. This permit does not reserve any particular space in a park, nor does it guarantee the use of picnic tables or grills, which are on a "first-come, first-served" basis.

Examples of different functions that require a Park Use Permit:

- A teacher or school planning an annual field day or class fun day activity
- A family wishing to host a reunion or celebration
- A company, organization or church desiring to have a picnic
- A church desiring to hold a church service—note that any type of religious ceremony must first be approved by the Board of Commissioners of the Waukegan Park District. Please submit a letter with an agenda or program at least six weeks prior to your event. The Board meets on the second Tuesday of each month, and all requests must be put on the agenda before the meeting.
- An organization wishing to have a rally, walk-a-thon or other community event. Please call our offices for help in organizing. These types of events must be reviewed and approved by Park District staff.

Requirements

- The permit holder must declare on the permit application all activities which will take place and all equipment/supplies which will be used on the park premises.
- All Park Use Permits are subject to approval by the Superintendent of Parks.
- Some activities will require a certificate of insurance naming the Waukegan Park District as an "additional insured."
- Permits may not be considered or approved if submitted on short notice.

General Rules

- All functions conducted in District parks or facilities must be held in accordance with District ordinances, policies and rules.
- Observe closing hours for park site (in most cases sunset).
- Alcoholic beverages are not allowed in District parks or facilities.
- Vehicles are restricted to designated parking areas and are not allowed on grass areas.
- Loud music, obscene language or boisterous behavior breaching the public peace is not permitted.
- Facilities must be cleaned after use, trash and recyclables placed in proper containers and coals must be disposed of in designated concrete containers.
- **The Park Patrol officer will monitor Park Use Permits. Please make sure to have your copy with you.**
- **You must notify the Parks Department if your event is cancelled at 847-360-4725.**

Sports Facilities

If you wish to reserve a baseball field, softball field, soccer field or basketball court, please inquire about field availability and field usage charges at 847-782-3622.

Application for Pavilion Rentals & Green Space Permits

A Park Use Permit Application must be filled out for Pavilion Rentals and Green Space Permits. Applications shall be made in person at the Belvidere Recreation Center, 412 South Lewis Avenue, Waukegan, IL 60085 during regular business hours (Monday thru Friday, 9am to 4:30pm). Proof of residency and identification is required.

Park Use Permit applications may be submitted beginning March 1 for the upcoming season. Applications are processed on a "first-come, first-served" basis.



Hinkston Park Main Pavilion

The rental fees and security deposit must accompany the application. Personal checks shall not be accepted less than fourteen (14) days prior to the reservation date. Cash, MasterCard or Visa are accepted at anytime with application.

Applications must be submitted as follows:

- Weekday rentals—No later than noon the weekday before the rental.
- Weekend rentals—No later than noon the Thursday before the rental. Last minute requests may be processed after noon, however, no additional District services will be provided.

All cancellations must be in writing. Cancellation refunds of facility fees and deposits are issued on the following basis:

- Cancellations made up to one (1) week prior to reservation: Full refund of security deposit and facility fees.
- Cancellations made less than one (1) week prior to reservation date: **Refund of security deposit only. Facility fee not refundable. Refunds will not be made if the cancellation is due to inclement weather.**
- **Mail cancellation requests and return permit to:** Parks Department, Park Maintenance Facility, 2211 Ernie Krueger Circle, Waukegan, IL 60087.

Security deposit refunds will be made after the facility has been inspected and is deemed clean and undamaged. The District reserves the right to assess additional charges for damages and/or additional cleaning. Security deposit refunds will usually be mailed to renters within two (2) weeks after the rental. **If the actual attendance is larger than the number stated on this application, the deposit may be forfeited.**

The application must be signed by an adult (21 years of age or older) who will be in attendance and who will assume full responsibility for group use.

Standards for Issuance

One or more of the following items may pertain to issuing a Park Use Permit.

1. That the proposed activity or use of the park shall not unreasonably interfere with or detract from the general public environment of the park.
2. That the proposed activity and use will not unreasonably interfere with or detract from the promotion of public health.
3. That the proposed activity or use is not unreasonably anticipated to incite violence, crime or disorderly conduct and will not entail unusual, extraordinary or burdensome expense or police operation by the Park District.



Bowen Formal Garden



Janet and Robert Morrison Memorial Picnic Center in Bowen Park

4. That the park desired has not been reserved for other use at the day and hour required in the application.
5. A permittee shall be bound by all park rules and regulations and all applicable ordinances.
6. An applicant is required to provide the Waukegan Park District with a **certificate of insurance naming the Waukegan Park District as an "additional insured" for bounce houses and other such activities that pose a risk of injury.**
7. An applicant shall be required to indemnify and hold harmless the Waukegan Park District's officers and employees for liability arising out of such permitted activities before issuance of a permit.
8. An applicant may be required to hire off-duty Waukegan Police Department officers for security.
9. An applicant may be required to provide a refundable \$250 deposit to the District for cleanup and/or damage. The District reserves the right to assess charges for damages and/or additional cleaning. Deposits are refundable provided all rules and policies are followed. Refunds shall be made after the area has been inspected and is deemed clean and undamaged.
10. If an applicant is requesting to sell food at the proposed activity, it will be necessary to obtain a permit from the Lake County Health Department.
11. **Due to parking constraints, the Waukegan Park District may limit attendance when necessary.**
12. **The Waukegan Park District reserves the right to terminate its permits if: a) Applicant misrepresents, falsifies, or withholds information, or b) If requirements, restrictions, terms and conditions or rules pertaining to this permit or any Waukegan Park District ordinances are violated.**
13. **Applicant requesting a park (and not renting a pavilion) must submit a \$25.00 permit fee.**

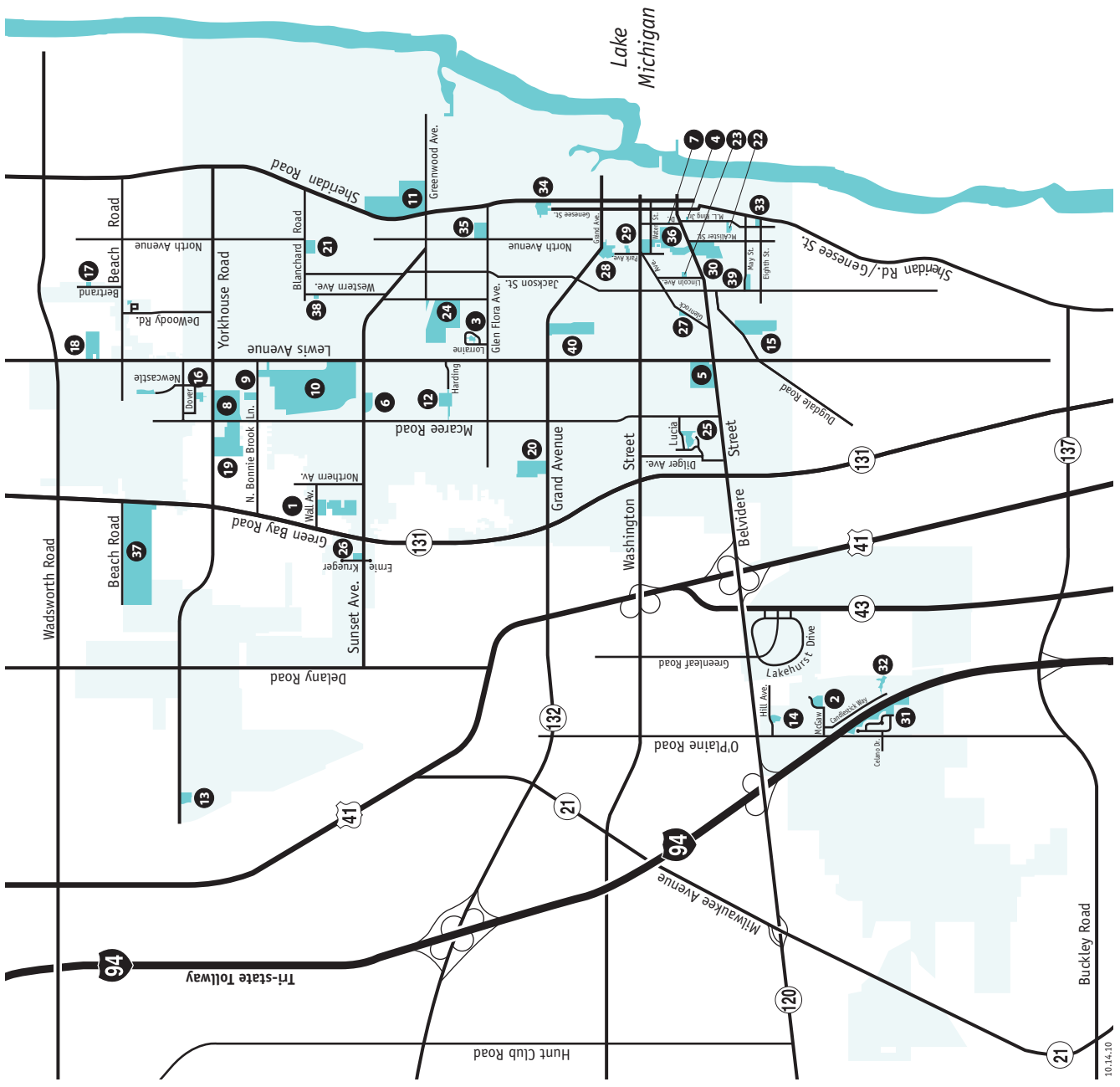
For More Information

If you have any questions regarding Park Use Permits, call the Waukegan Park District Parks Department at 847-360-4725 between 8am and 4pm Monday through Friday.

The Waukegan Park District reserves the right to assess additional fees if the proposed activity is outside the scope of general use of the parks.

WAUKEGAN PARK DISTRICT
2000 Belvidere Street
Waukegan, Illinois 60085-6172

Location Map



- Legend**
- Park District Boundary
 - Park Site
 - Major Roads
 - Highways
 - Interstate

North

Scale in Miles

WAUKEGAN PARK DISTRICT Facilities & Locations

Map No.	Facility	Location	Acres	Baseball Courts	Diamond Baseball	Fish & Softball	Golf	Gymnasium	Hiking/Logging	Historic Registered Site	Ice Skating Rink	Outdoor Volleyball	Physical Fitness Course	Play Area/Grills	Restrooms	Soccer Fields	Tennis Courts	Special Facilities/Status								
1	Adelphi Park	3151 Wall Avenue	17.7																							
2	Arbor Park	1151 Pleasant Hill Gate	4.5	1																						
3	Armory Park	1335 Lorraine Place	0.6																							
4	Bedrosian Park	201 W. Liberty Street	0.8	2																						
5	Belvidere Park	412 South Lewis Avenue	29.7	2	1													Sprayground								
6	Ben Diamond Park	2413 Sunset Avenue	4.5	1														Admin. Bldg./Rec. Center/Ganster Pool/Park Place								
7	Besley Park	205 S. Martin Luther King Jr. Avenue	0.2																							
8	Bevier Park	2255 Yorkhouse Road	30.4	2	1													Bevier Center/Disc Golf Course								
9	Bonnie Brook Bird Sanctuary	2350 North Bonnie Brook Lane	4.0																							
10	Bonnie Brook Golf Course	2800 North Lewis Avenue	157.6	1														18 Hole-Par 72/Pro Shop/Restaurant & Banquets								
11	Bowen Park	1800 North Sheridan Road	60.1	1	1													Benny/Lilac/Haines/Grosche Field/Garden/Pavilion								
12	Clearview Park	1600 North Berwick Boulevard	11.4	1	1																					
13	Country Lane Park	3353 North Country Lane	4.3	1	1																					
14	Diversity Park	4499 W. Hill Avenue	1.2																							
15	Dugdale Park	1525 Dugdale Road	18.2	1	1																					
16	Fireman's Memorial Park	2115 Dover Road	1.6																							
17	Graham Park	3935 Bertrand Lane	0.9																							
18	Greenshire Golf Course	38727 North Lewis Avenue	15.5	1														9 Hole-Par 3/Pro Shop								
19	Henry Pfau Callahan Park	2785 Yorkhouse Road	24.9															Waukegan BMX Track								
20	Hinkston Park	810 North Baldwin Avenue	21.4															The Field House Sports & Fitness Center								
21	Joe Sisolak Park	505 Blanchard Road	8.8																							
22	King Park	301 South Avenue	2.7																							
23	Kirk Park	321 Lincoln Street	1.5	1	1																					
24	Larsen Nature Preserve	1720 Western Avenue	34.3															Callahan-Franklin Dog Exercise Area								
25	Park In The Glen	2675 W. Lucia Avenue	5.7															Wetland/Boardwalk/Interpretive Trail								
26	Park Maintenance Facility	2211 Ernie Krueger Circle	3.0															Park Maintenance & Planning Department								
27	Plonien Park	1216 Glen Rock Avenue	1.7	1	1																					
28	Powell Park	533 Grand Avenue	6.5																							
29	Ray Bradbury Park	41 North Park Avenue	1.6																							
30	Roosevelt Park	520 South McAlister Avenue	12.0																							
31	Rudd Farm Park	1645 South Falcon Drive	14.4	1																						
32	Serenity Park	1561 S. Candlestick Way	5.2																							
33	Smith Park	724 South Genesee Street	1.2															Boys & Girls Club of Lake County								
34	Upton Park	732 North Genesee Street	4.9	1	1													Douglas House, Special Recreation Office								
35	Victory Park	1325 North Avenue	8.5															Pickleball Courts								
36	Washington Park	15 South Park Avenue	19.0															Bardshehl, River/Wetland Interpretive Area, Veterans Plaza								
37	Waukegan SportsPark	3391 W. Beach Road	138.3	2	4													Sports Complex, Sprayground								
38	Western Tot Lot	2500 Western Avenue	0.5																							
39	Woodard Park	905 May Street	3.8	1																						
40	Yeoman Park	1535 Grand Avenue	9.5																							
	Unimproved Land	7 sites (not shown on map)	28.4																							
TOTALS			721.0	14	7	2	17	3	16	3	2	15	2	6	1	3	16	2	12	7	33	11	15	15	13	

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