



Janet Morrison Picnic Center



Bevier Park Picnic Pavilion



Washington Park Bandshell



Hinkston Park Main Pavilion

Reservations

Belvidere Recreation Center
412 South Lewis Avenue
Waukegan, IL 60085
(847) 360-4700 Telephone
(847) 662-6621 Fax



Bowen Formal Garden

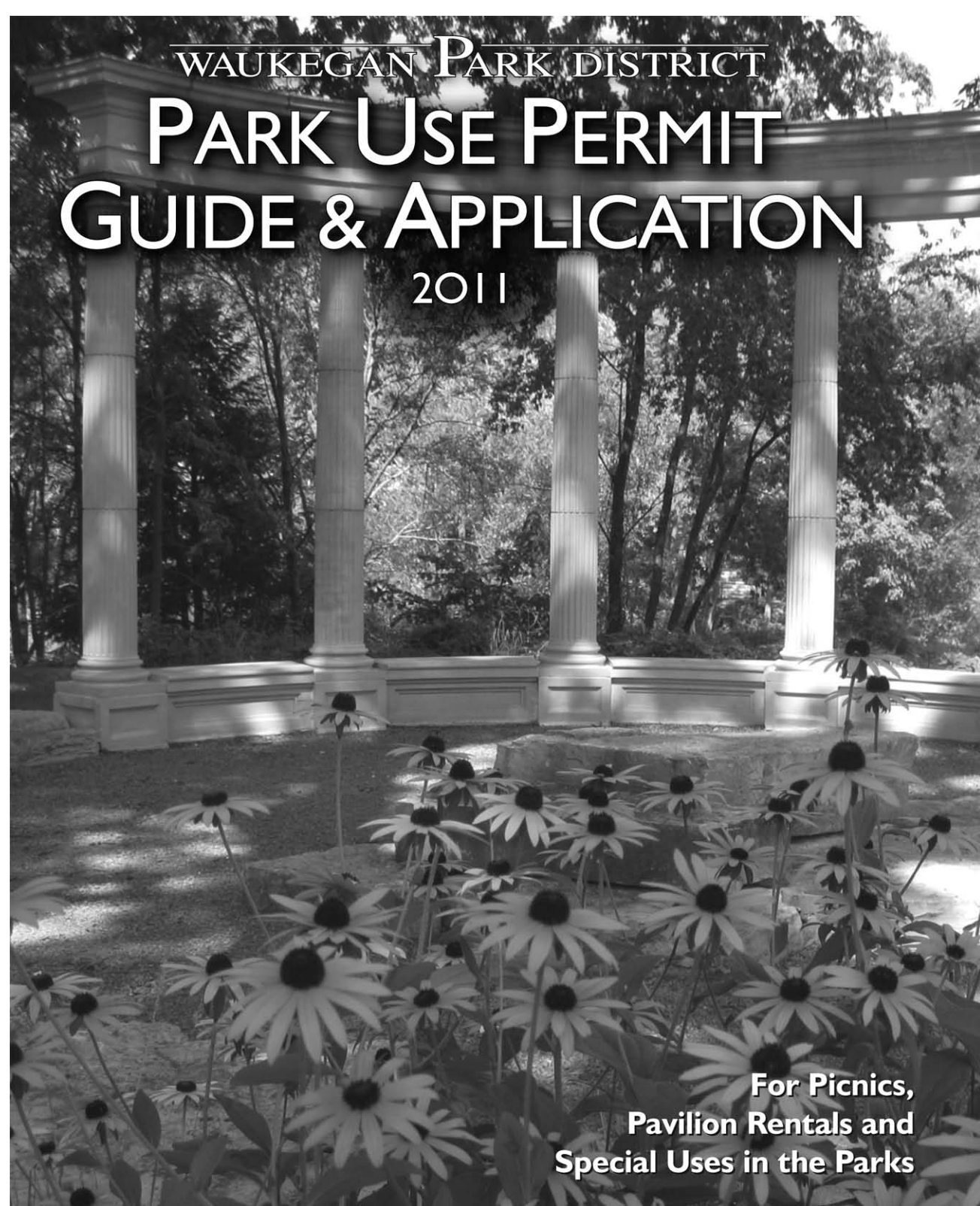
Cancellation & Inquiries

Parks Department/
Park Maintenance Facility
2211 Ernie Krueger Circle
Waukegan, Illinois 60087
(847) 360-4725 Telephone
(847) 244-7345 Fax

Visit <http://waukeganparks.org/parks/park-use-info-permit.htm>



- On our website, you can:
- Download park maps
 - Download applications
 - Download our quarterly *Recreation Connection*
 - View facility and amenity information and photos
 - And much more!



WAUKEGAN PARK DISTRICT
**PARK USE PERMIT
GUIDE & APPLICATION**
2011

**For Picnics,
Pavilion Rentals and
Special Uses in the Parks**

USING PARKS & FACILITIES

KEEP THIS PORTION

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**. (\$20 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, 9 a.m. to 4:30 p.m.). 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.

The rental fees and 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 deposit and facility fees.
- Cancellations made less than one (1) week prior to reservation date: **Refund of 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.

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. 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.



Proof of residency and identification is required

ID that is accepted:

- Valid Driver's License
- Valid State ID

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 \$20.00 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 8:00 a.m. and 4:00 p.m. 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.

1 GENERAL

- Please complete the **entire application**.
- After the completed application is received, it will be reviewed for action.
- A Park Use Permit will not be issued until all required paperwork is submitted and processed.
- If the request is approved, a **Park Use Permit** will be issued to the applicant.
- Please direct all inquiries regarding your permit to the Parks Department by phone at (847) 360-4725, fax at (847) 244-7345 or e-mail at wkparksdept@waukeganparks.org.

(PLEASE PRINT)

Today's Date _____

1 Name _____
 Address _____

 City _____ State _____ Zip _____
 Phone (Day) _____
 Phone (Eve) _____
 Fax _____

2 Organization _____
 Address _____

 City _____ State _____ Zip _____
 Phone (Day) _____
 Phone (Eve) _____
 Fax _____

3 Date(s) Requested _____
 Circle Day(s) Mon Tue Wed Thu Fri Sat Sun

4 **Estimated Attendance (Must Be Completed)** _____
There may be a \$50 charge as well as loss of deposit if this number is exceeded.

5 Actual Arrival Time _____ AM
 _____ PM
 Actual Departure Time _____ AM
 _____ PM

6 Describe in detail the type of activity or event that will take place: _____

2 PICK A PARK

- 7 Please **choose a park** from the following list:
- Adelphi Park 3151 Wall Avenue
 - Arbor Park 1151 Pleasant Hill Gate
 - Armory Park 1335 Lorraine Place
 - Bedrosian Park 401 S. Martin Luther King Jr.
 - Belvidere Park 412 South Lewis Avenue
 - Ben Diamond Park 2413 Sunset Avenue
 - Besley Park 205 S. Martin Luther King Jr.
 - Bevier Park 2255 Yorkhouse Road
 - Bowen Park 1800 North Sheridan Road
 - Clearview Park 1600 North Berwick Blvd.
 - Country Lane Park 3353 North Country Lane
 - Diversity Park 4499 W. Hill Avenue
 - Dugdale Park 1525 Dugdale Road
 - Fireman's Memorial Park 2115 Dover Road
 - Graham Park 3935 Bertrand Lane
 - Henry Pfau Callahan Park 2785 Yorkhouse Road
 - Hinkston Park 810 North Baldwin Avenue
 - Joe Sisolak Park 505 Blanchard Road
 - King Park 301 South Avenue
 - Kirk Park 321 Lincoln Street
 - Larsen Nature Preserve 1720 Western Avenue
 - Park In The Glen 2675 W. Lucia Avenue
 - Plonien Park 1216 Glen Rock Avenue
 - Powell Park 533 Grand Avenue
 - Ray Bradbury Park 41 North Park Avenue
 - Roosevelt Park 520 South McAlister Avenue
 - Rudd Farm Park 1645 South Falcon Drive
 - Serenity Park 1561 S. Candlestick Way
 - Smith Park 724 South Genesee Street
 - Upton Park 732 North Genesee Street
 - Victory Park 1325 North Avenue
 - Washington Park 15 South Park Avenue
 - Western Tot Lot 2500 Western Avenue
 - Woodard Park 905 May Street
 - Yeoman Park 1535 Grand Avenue

PERMIT WILL NOT BE ISSUED UNTIL ALL THE REQUIRED PAPERWORK IS SUBMITTED AND PROCESSED.

FAILURE TO COMPLETELY FILL-OUT OR SIGN YOUR APPLICATION WILL RESULT IN A DELAY IN PROCESSING.

PARK PATROL WILL MONITOR PARK USAGE AND ENFORCE PARK ORDINANCES AND RULES.

DUE TO PARKING CONSTRAINTS, THE WAUKEGAN PARK DISTRICT MAY LIMIT ATTENDANCE WHEN NECESSARY.

3 PICK A FACILITY

8 If you are not renting a pavilion, please skip to item 9.

All rentals require a \$50 deposit.

Please choose from the following list:

- | | Weekdays
(Res./Non-Res.) | Weekends/
Holidays
(Res./Non-Res.) |
|---|-----------------------------|--|
| BEVIER PARK | | |
| <input type="checkbox"/> Picnic Pavilion | | |
| Seating capacity: 48 (6 tables). | | |
| Limited electricity available. | | |
| Full day rental only. | \$60/\$83 | \$65/90 |
| BOWEN PARK | | |
| <input type="checkbox"/> Formal Garden Rental per hour. | | |
| Limited electricity available. | \$65/90 hr. | \$65/90 hr. |
| <input type="checkbox"/> Janet Morrison Picnic Center (Maximum Capacity 165) | | |
| Seating capacity: 112 (14 tables). | | |
| Limited electricity available. | | |
| Full day: 8 a.m. to sunset | \$80/113 | \$85/120 |
| 1/2 day (Mon.-Fri. only): | | |
| 8 a.m. to 2 p.m. or 3 p.m. to sunset | \$60/83 | |
| HINKSTON PARK | | |
| <input type="checkbox"/> Main Pavilion (Maximum Capacity 185) | | |
| Seating capacity: 112 (14 tables). | | |
| Limited electricity available. | | |
| Full day: 8 a.m. to sunset | \$80/113 | \$85/120 |
| 1/2 day (Mon.-Fri. only): | | |
| 8 a.m. to 2 p.m. or 3 p.m. to sunset | \$60/83 | |
| <input type="checkbox"/> South Pavilion (Maximum Capacity 48) | | |
| Seating capacity: 32 (4 tables) | | |
| Full day rental only | \$60/83 | \$65/90 |
| WASHINGTON PARK | | |
| <input type="checkbox"/> Bandshell Rental per hour | | |
| Limited electricity available with notice | \$65/90 hr. | \$65/90 hr. |

Additional picnic tables may be available at \$10 each.

9 **Fees**

Facility Fee	\$ _____
Facility Rental Deposit @ \$50	\$ _____
Extra Tables @ \$10 ea.	\$ _____
Permit Only Fee @ \$20	\$ _____
TOTAL FEES:	\$ _____

4 ABOUT YOUR EVENT

- 10 Will any temporary structures be set up (Examples: tents, canopies, stages, volleyball nets, piñatas)?
 No Yes If No, go to question 11.
 How many structures? _____
 What type (i.e. tent)? _____
 What is the size? _____
 Where in the park? _____
A J.U.L.I.E. locate may be required for large tents.
- 11 Will your activity include any carnival rides, dunk tanks, pony/horse rides, any animals, bounce house, etc.?
 No Yes If Yes, describe _____
Such an activity requires a certificate of insurance naming the Waukegan Park District as additional insured and a \$250 damage deposit.
- 12 Will your activity include music (i.e. boombox, band, etc.)?
 No Yes If Yes, source? Band DJ
 Radio (Boombox) Other: _____
- 13 Since electricity is not available in the parks (only in some shelters), will your activity involve the use of generators or sound amplifiers?
 No Yes If Yes, what activity is the generator to be used for (i.e. radio, sound system, band, etc.)? _____
- 14 Will your activity require the use of motorized vehicles in the park areas other than on roadways and/or other areas?
Requires special permission.
 No Yes If Yes, describe _____
- 15 Are you planning on having food prepared/served by vendors/caterers or to sell food at the proposed activity (Examples: food booths, vending trucks, grills/other equipment)? **Such an activity requires a certificate of insurance naming the Waukegan Park District as additional insured and/or a permit from the Lake County Health Department.**
 No Yes If Yes, describe _____
- 16 Any request for special services from the Waukegan Park District (Additional picnic tables may be available for \$10 each)?
 No Yes If Yes, describe _____

I have read, understand and will abide by the ordinances, policies and procedures established by the Waukegan Park District. I take responsibility for the conduct of my party. I will notify the Parks Department if my event is cancelled.

I shall indemnify and hold harmless the Waukegan Park District, its officers, employees, volunteers and agents against any claims, demands, costs and expenses, including reasonable attorney's fees for the defense thereof, arising from or in connection with my use of District property provided that said claims, demands, costs and expenses have not been caused by the negligence of the District, its officers, employees, volunteers and agents.

Signature: **X** _____ Date: _____