

GREEN SPACE PERMIT



GUIDE & APPLICATION 2016



APPLICATION GUIDE & GENERAL PARK RULES

A “Green Space” 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. **Parks are limited by capacity—please see the Green Space Park Listing on Page 3 for details on which site can best suit your needs.**

Group Size	Resident/Non-Resident
1-24	Free
25-50	\$50 / \$75
51-75	\$75 / \$100
76-100	\$100 / \$125

WHY DO I NEED A PARK USE PERMIT?

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.

Examples of functions that require a Park Use Permit:

- ◇ Picnics with groups of 25 or more
- ◇ A family wishing to host a reunion or celebration
- ◇ A company, organization or church desiring to have a picnic
- ◇ A teacher or school planning an annual field day or class fun day activity
- ◇ A church desiring to hold a church service. All religious ceremonies must 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.**
- ◇ An organization wishing to have a rally, walk-a-thon or other community event. Please call our offices at 847-360-4725, for help in organizing. These types of events must be reviewed and approved by Park District staff.

GENERAL PARK 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.**
- ◇ The possession or use of any cigar, cigarette, e-cigarette, smokeless tobacco or tobacco in any of its forms is prohibited while in District parks.
- ◇ Vehicles are restricted to designated parking areas and are **not allowed on grass areas.**
- ◇ Loud music, obscene language or boisterous behavior disturbing 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 hot coal containers.
- ◇ **The Park Patrol officer will monitor Park Use Permits. Please make sure to have your copy with you.**

Groups larger than 100 should contact the Parks Department at 847-360-4725 for pricing and assistance in planning their event.

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.
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 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.
7. An applicant may be required to hire off-duty Waukegan Police Department officers for security.
8. An applicant is required to provide a refundable \$75 deposit to the District for cleanup and/or damage when renting a pavilion. An applicant may be required to provide an additional refundable \$250 deposit for certain high impact activities. 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.
9. 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.
10. **Due to capacity constraints, the Waukegan Park District may limit attendance when necessary.**
11. **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.

APPLICATION PROCESS & REQUIREMENTS

- A Park Use Permit Application must be filled out for 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.
- **Proof of residency and identification are required.** All deposit refunds are mailed to the address provided on the application. Incorrect residency information can result in the delay or loss of security deposits.
- Applications should be submitted **no later than 1 week prior to rental date.** Permits may not be considered or approved if submitted on short notice.
- The application must be signed by an adult (21 years of age or older) who will be in attendance and assume full responsibility for group use.
- 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.
- 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 in person at the Belvidere Recreation Center with application. **Payment cannot be made over the phone.**
- All Park Use Permits are subject to approval by the Park District.

CANCELLATION, REFUND, & SECURITY DEPOSIT POLICY

Cancellations:

You must notify the Parks Department at 847-360-4725 or via email at lsalinas@waukeganparks.org, if your event is cancelled. To process your refund, all cancellations must also be submitted 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 is not refundable. Refund will not be made if the cancellation is due to inclement weather.**
- **Mail or email cancellation requests and return permit to:** Waukegan Park District, Park Maintenance Facility, 2211 Ernie Krueger Circle, Waukegan, IL 60087, or lsalinas@waukeganparks.org

Security Deposit Refunds:

Green Space Permits do not require security deposits, **unless you are holding a high impact activity, equipment, or event.** A **\$250.00 security deposit** is required for high impact activities or equipment, like bounce houses. This deposit can be made as a check, which the park district will hold.

The security deposit check will be returned after the site 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 deposits paid by Credit Card will be refunded back to your account. Deposits made by cash or check will usually be mailed to renters within two (2) weeks after the rental. **All deposit refunds are mailed to the address provided on the application.** Incorrect residency information can result in the delay or loss of security deposits.

If actual attendance is larger than the number stated on this application or unapproved activities or equipment are used, there may be a fine as well as loss of deposit.

Please call the Parks Department at 847-360-4725 or email lsalinas@waukeganparks.org for more information.

CERTIFICATES OF INSURANCE

Some activities will require a certificate of insurance naming the Waukegan Park District as an “additional insured.” For example:

- Carnival rides, bounce houses
- Food prepared/served by a vendor or caterer
- Games, tournaments, charity walks or runs
- Public demonstration or rally
- Other large special events

Parks Department staff are available to help you through this simple process. For more information on Special Event Insurance, please visit: <https://www.theeventhelper.com/partner/pdrma>.

ADDITIONAL PERMITS

The following items will require special permission from the Park District and may require additional permits.

- Tents, sporting nets, carnival rides, bounce houses and any other equipment being staked into or disturbing the ground may require a **JULIE Locate**.
- If you are planning on having food prepared/served by vendors or caterers or to sell food at the proposed activity (Examples: food booths, vending trucks, grills/other equipment) **a permit from the Lake County Health Department** may be needed.

Please call the Parks Department at 847-360-4725 or email lsalinas@waukeganparks.org for more information.

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

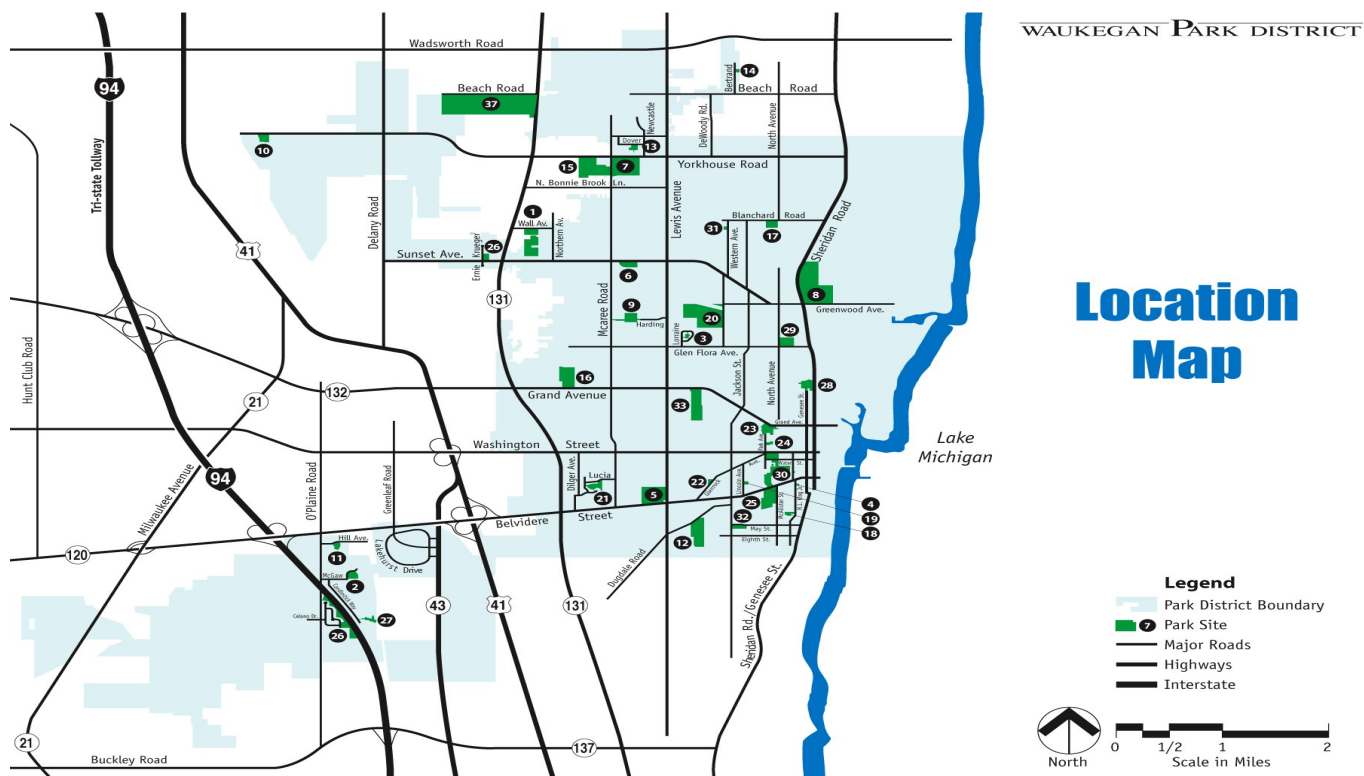
FAILURE TO COMPLETELY FILL OUT OR SIGN YOUR APPLICATION WILL RESULT IN A DELAY IN PROCESSING.

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

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

PARKS GREEN SPACE LOCATIONS

Please use the following map and table to help select a location for your event



Map No.	Facility	Location	Capacity	Grills	Parking	Portable Toilets	Picnic Tables	Restrooms	Baseball Diamonds	BMX Track	Fishing Areas	Hiking/Jogging	Horseshoe Pits	Play Equipment	Skate Park	Soccer Fields	Softball Diamonds	Splash Pads	Tennis Courts	Volleyball (Outdoor)
1	Adelphi Park	3151 Wall Avenue	25																	
2	Arbor Park	1151 Pleasant Hill Gate	50						1											
3	Armory Park	1335 Lorraine Place	25																	
4	Bedrosian Park	201 W. Liberty Street	50					1												
5	Belvidere Park	412 South Lewis Avenue	300					2			2				2		2	2		
6	Ben Diamond Park	2413 Sunset Avenue	100					1							1		2			
7	Bevier Park	2255 Yorkhouse Road	200					1	2								4			
8	Bowen Park	1800 North Sheridan Road	300					1												
9	Clearview Park	1600 North Berwick Boulevard	100					1												
10	Country Lane Park	3353 North Country Lane	50					1							1					
11	Diversity Park	4499 W. Hill Avenue	25																	
12	Dugdale Park	1525 Dugdale Road	100												1	1				
13	Fireman's Memorial Park	2115 Dover Road	50																	
14	Graham Park	3935 Bertrand Lane	25																	
15	Henry Pfau Callahan Park	2785 Yorkhouse Road	250																	
16	Hinkston Park	810 North Baldwin Avenue	200																	
17	Joe Sisolak Park	505 Blanchard Road	50																	
18	King Park	301 South Avenue	50												1					
19	Kirk Park	321 Lincoln Street	50					1							1					
20	Larsen Nature Preserve	1720 Western Avenue	50																	
21	Park In The Glen	2675 W. Lucia Avenue	25																	
22	Plonien Park	1216 Glen Rock Avenue	25					1												
23	Powell Park	533 Grand Avenue	50																	
24	Ray Bradbury Park	41 North Park Avenue	25																	
25	Roosevelt Park	520 South McAlister Avenue	75																	
26	Rudd Farm Park	1645 South Falcon Drive	50					1										1		
27	Serenity Park	1561 S. Candlestick Way	50															1	1	
28	Upton Park	732 North Genesee Street	50								4			1		2				
29	Victory Park	1325 North Avenue	100											3		3				
30	Washington Park	15 South Park Avenue	100																	
31	Western Tot Lot	2500 Western Avenue	25					1												
32	Woodard Park	905 May Street	50																	
33	Yeoman Park	1535 Grand Avenue	50																	

KEEP THIS PORTION FOR YOUR RECORDS

PARK USE PERMIT APPLICATION—GREEN SPACE

KEEP THIS PORTION FOR YOUR RECORDS