

# Park Use Permit

The 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. We offer a variety of amenities at reasonable rates with both Green Space and Outdoor Facility Rentals. See pages ( ) for site and fee information. **Park Use Permit Applications** are available online and at the Belvidere Recreation Center, 412 South Lewis Avenue, Waukegan, IL 60085, starting on March 1, 2016. Proof of residency and identification are required. A Park Use Permit Application must be filled out for Pavilion Rentals and Green Space Permits. **Park Use Permits are not required for Indoor Facility Rentals.**

## 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. It also allows you to reserve a specific pavilion.

## Examples of functions that require a Park Use Permit:

- Picnics with groups of more than 25
- 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. Any type of religious ceremony 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 for help in organizing. These types of events must be reviewed and approved by Park District staff.

## REQUIREMENTS

- 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 who will 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. Credit card payments may also be made online. **Payment cannot be made over the phone.**
- All Park Use Permits are subject to approval by the Park District.

## GETTING YOUR PERMIT

1. **Pick a park or facility.** *Whether large or small we have a park or facility that can meet your need.*
2. **Fill out a Green Space or Outdoor Facility Park Use Permit Application.** *Park Use Permit applications may be submitted beginning March 1st for the upcoming season. Applications are processed on a "first-come, first served" basis. We will contact you once your permit is approved.*
3. **Let us know if you need a little something more.** *Some activities, games, and structures require additional permission.*
4. **Your permit will arrive via mail or email.** *Once approved you will be given a copy of your permit. Be sure to have it on hand, the day of the event.*

## 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 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 hot coal containers.
- **The Park Patrol officer will monitor Park Use Permits. Please make sure to have your copy with you.**

## CANCELLATION, REFUND, & SECURITY DEPOSIT POLICY

**You must notify the Parks Department at 847-360-4725 if your event is cancelled.**

To process your refund, all cancellations must be 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 not refundable. Refund will not be made if the cancellation is due to inclement weather.**
- **Mail or email cancellation requests and return permit to:** Parks Department, Park Maintenance Facility, 2211 Ernie Krueger Circle, Waukegan, IL 60087, or [ndutack@waukeganparks.org](mailto:ndutack@waukeganparks.org)

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.**

## 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 parking 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.

## GREEN SPACE RENTAL

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 over-crowding, 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 Rental Application for details on which site can best suit your needs.**

### FEES

Group Size:	Resident/Non-Resident
<b>0-25</b>	Free
<b>26-50</b>	\$50 / \$75
<b>51-75</b>	\$75 / \$100
<b>76-100</b>	\$100 / \$125

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

## Parking & Amenities

**Parking:** Residents are encouraged to use the off-street parking areas provided in many District parks. Vehicles are not allowed on grass in parks. It damages the turf and drainage and also causes unnecessary danger to park patrons.

Belvidere, Bevier, Bowen, Clearview, Dugdale, Hinkston, Joe Sisolak, Larsen Nature Preserve, Powell, Smith, Upton, and Victory Parks have parking lots available.

**Grills & Tables:** Grills are available in Belvidere, Ben Diamond, Bevier, Bowen, Hinkston, Park in the Glen, Rudd Farm, Serenity, Upton, and Yeoman Parks. Each grill has two picnic tables. Additional picnic tables can be rented at \$10.00 / each.

Personal grills and tables can be used in the park, as long as park rules prohibiting vehicle use on grass are followed.

**Restrooms:** Public restrooms are located at Bedrosian, Belvidere, Ben Diamond, Bevier, Bowen, Dugdale, and Hinkston Parks. Restrooms are open from mid-April through mid-October, weather permitting, from sunrise to sunset.

Portable toilets are seasonally available at Belvidere, Callahan, Country Lane, Dugdale, King, Upton, and Victory Parks.

**Other services may be available to accommodate special needs. Call the Parks Department at 847-360-4725 for information.**