

GREEN SPACE PERMIT



GUIDE & APPLICATION

2017



APPLICATION GUIDE & GENERAL PARK RULES

KEEP THIS PORTION FOR YOUR RECORDS PARK USE PERMIT APPLICATION—GREEN SPACE KEEP THIS PORTION FOR YOUR RECORDS

A “Green Space” Permit is encouraged for groups of 26 or more, but is required for organized groups who wish to gather in a Waukegan Park District (District) park. To rent a pavilion, a Picnic Pavilion Rental Permit is needed. The Green Space Permit allows us to schedule groups to prevent overcrowding and to assist the Park Patrol officers in enforcing rules, ordinances and regulations. This permit does not reserve any particular space in a park and does not 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 park sites and parking space availability.**

Group Size	Resident/Non-Resident
1-25	FREE
26-100	\$50 / \$100
+100	Contact Parks Dept. at 847-360-4725 for pricing and assistance in planning your event.

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.

Park Use Permits are required for:

- Any groups of 26 or more.
- Any school group.
- Any commercial activity.
- Any groups engaging in High Impact Activities.

High Impact Activities include:

Category 1: Food served by vendor/caterer on site, structures erected (excluding those listed in category 2), vendors providing equipment, government organization, and business/corporation event.

Category 2: Bounce Houses, carnival rides, petting zoos, pony rides, dunk tanks, organized sports/athletic events, music concerts and framed or centered pole tents.

All 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. Failure to do so may result in loss of privileges.

- Applicant must be present for entire rental and is responsible to see that all activities are properly controlled and supervised.
- Observe closing hours for park site (sunset, unless permitted).
- **Alcoholic beverages are not allowed on District property.**
- The possession or use of any cigar, cigarette, e-cigarette, smokeless tobacco or tobacco in any of its forms is prohibited on District property.
- Vehicles are restricted to designated parking areas and are **not allowed on grass areas or any other non-designated parking area.**
- Loud music, obscene language or boisterous behavior disturbing the public peace is not permitted.
- Area must be cleaned after use, trash and recyclables placed in proper containers, and coals must be disposed of in designated hot coal containers.
- The building of fires other than in cooking grills, is prohibited.
- The District is not responsible for lost or stolen property.
- High Impact Activities require a permit and a Certificate of Insurance.
- **The Park Patrol officer will monitor Park Use Permits. Please make sure to have your permit copy with you.**

THE DISTRICT MAY DENY OR TERMINATE A PERMIT IF:

1. The proposed activity or use of the park unreasonably interferes with or detracts from the general public environment of the park.
2. The proposed activity and use unreasonably interferes with or detracts from the promotion of public health.
3. The proposed activity is anticipated to interfere with the normal access and function of business and/or residents adjacent to the park.
4. The proposed activity or use is anticipated to reasonably incite violence, crime or disorderly conduct which may entail unusual, extraordinary or burdensome expense for the District or police intervention.
5. The park desired has been reserved for other use at the day and hour required in the application. If the proposed event is of such nature and duration that it cannot be accommodated in the requested park site. (District will attempt to accommodate by suggesting an alternate site)
6. A permittee violates District rules, regulations or ordinances.
7. Applicant refuses 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. Applicant fails to provide a required Certificate of Insurance.
9. An applicant refuses to hire off-duty Waukegan Police Department officers, hired security, or fire/paramedics needed to ensure the safety of the event.
10. An applicant refuses to provide the required refundable \$250 deposit for **Category 2 High Impact Activities (examples above)**. 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 will be processed after the area has been inspected and is deemed clean and undamaged.**
11. An applicant refuses to obtain a Permit from the Lake County Health Department, when selling or distributing food to the public.
12. An applicant fails to fully complete and sign the Permit Application and submit other required documents within the prescribed time requirements.
13. An applicant misrepresents, falsifies, or withholds information.
14. The event may exceed parking capacity or park capacity.

The Park District reserves the right to approve or deny any request submitted for a Park Use Permit and to revoke any request previously granted, at any time.

APPLICATION PROCESS & REQUIREMENTS

Please complete the following steps:

- Applications and payment shall be made in person at the Belvidere Recreation Center, 412 South Lewis Avenue, Waukegan, IL 60085, during regular business hours. Please contact the Belvidere Recreation Center at 847-360-4700 for business hours.
 - Park Use Permit Application must be filled out completely and signed. Incomplete or unsigned applications will not be accepted to hold your date.
 - At time of application submittal **proof of residency and identification will be required.**
 - Applicants that **request a High Impact Activity** should submit **no later than 2 week prior to rental date.** Permits may not be considered or approved if submitted on short notice.
 - Applicants that **do not request a High Impact Activity** should submit **no later than 1 week prior to rental date.** Permits may not be considered or approved if submitted on short notice.
- Upon receiving completed, signed application and payment, applicant will receive a receipt. This will tentatively hold the date and location, until final approval is determined. (Its recommended that you do not extend invitations to your event, until Park Use Permit has been approved)
- Parks Department will contact you by phone to confirm all information in application and to inform you if any additional documentation is needed.
- For approval to be given all additional documentation for High Impact Activities should be submitted **no later than 1 week prior to rental date.** Permits may not be considered or approved if submitted on short notice.
- After all documentation has been submitted, the applicant will receive final approval or denial of rental request.
 - If **approved**, a letter and Park Use Permit will be mailed or emailed to the address provided.
 - If **denied**, applicant will be notified by either mail or email to the address provided.
- On the day of the event, please make sure to have your permit copy with you.

CERTIFICATES OF INSURANCE

Please send this section to your insurance broker, agent or insurer:

- Evidence of insurance as specified below must be filed with and approved by District's Risk Manager at least one (1) week prior to the scheduled date of an event on District property.
- A Certificate of Insurance is required when the event includes High Impact Activities (listed on page 1) that presents a significant risk of injury or property damage.

Insurance Requirements:

- The minimum coverage must consist of General Liability and Excess/Umbrella Liability limits combined to equal \$1,000,000.
- Automobile Liability insurance is needed if a vehicle other than a passenger car or truck or cargo van is brought on District property. Examples: RVs, CDL vehicles, or trailers.
- Worker's Compensation Insurance is needed if employees are used to setup and/or breakdown equipment or provide a service such as catering.
- The Waukegan Park District must be added as an additional insured.
- Certificate Holder should state Waukegan Park District, 2000 Belvidere, Waukegan, IL 60085.

For more information on Special Event Insurance, please visit: <https://www.theeventhelper.com/partner/pdrma>.

The following items will require special permission from the Park District and may require additional permit/permission:

- Large tents, or structures or any other equipment being staked into or disturbing the ground may require a **JULIE Utility Locate to be initiated by District, 48 hours prior to event**
- If you are planning on having food prepared/served on site to the public by vendors or caterers at the proposed activity (Examples: food booths, vending trucks, grills/other equipment), a **Permit from the Lake County Health Department** is needed.

Lake County Health Department
3010 Grand Ave, Waukegan, IL 60085
Phone Number: 847-377-8000

CONTACT INFORMATION

For more information or to submit completed applications and other needed documents, contact **Lali Salinas** at the Parks Department.

Office Number: 847-360-4725
Fax Number: 847-244-7345
Email: lsalinas@waukeganparks.org

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:

- All cancellations will be subjected to a \$5.00 processing fee.**
- 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 via email at lsalinas@waukeganparks.org.

Security Deposits:

An additional \$250.00 security deposit is required for Category 2 High Impact Activities. This deposit can be made by cash, credit or a check, which the park district will **deposit**.

The security **refund** will be **processed** after the area 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. **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 loss of deposit.

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

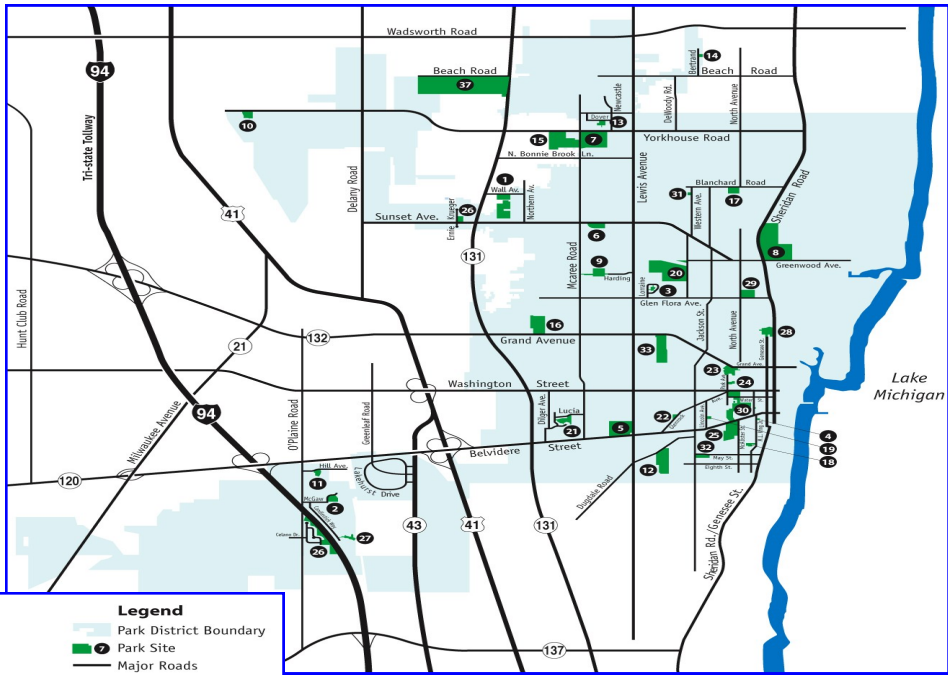
•FAILURE TO COMPLETELY FILL OUT OR SIGN YOUR APPLICATION WILL RESULT IN A DELAY IN PROCESSING.

•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



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 danger to park patrons.

Grills & Tables: All pavilions are equipped with a grill and tables, which should not be removed. Green Space picnic tables are available on a first come, first served basis. Additional tables can be brought in or rented at \$10.00 each as available. Personal grills can be used in the park.

Restrooms: Public restrooms are open from mid-April through mid-October, weather permitting, from sunrise to sunset.

Other services may be available to accommodate special needs.

Call Lali Salinas at the Parks Department at 847-360-4725 or email lsalinas@waukeganparks.org for information.

Map #	Facility	Location	Parking Spaces	Grills	Portable Toilets	Picnic Tables	Restrooms	Baseball diamonds	Basketball courts	BMX Track	Fishing Area	Hiking/Jogging	Horseshoe pits	Play Equipment	Skate Park	Soccer Fields	Softball Diamonds	Splash Pads	Tennis Courts	Outdoor Volleyball
1	Adelphi Park	3151 Wall Ave.	0																	
2	Arbor Park	1151 Pleasant Hill Gate	0						1											
3	Armory Park	1335 Lorraine Place	0																	
4	Bedrosian Park	401 S. Martin Luther King Dr.	0					1												
5	Belvidere Park	412 S. Lewis Ave.	249					2				2					2		2	2
6	Ben Diamond Park	2413 Sunset Ave.	0					1									1		2	
7	Bevier Park	2255 Yorkhouse Rd.	119					1	2											4
8	Bowen Park	1800 N. Sheridan Rd.	408					1												
9	Clearview Park	1600 N. Berwick Rd.		CLOSED FOR 2017 DUE TO CONSTRUCTION																
10	Country Lane Park	3353 N. County Ln.	0					1										1		
11	Diversity Park	4499 W. Hill Ave.	0																	
12	Dugdale Park	1525 Dugdale Rd.	226													1	1			
13	Fireman's Memorial Park	2115 Dover Rd.	0																	
14	Graham Park	3935 Bertrand Ln.	0																	
15	Henry Pfau Callahan Park	2785 Yorkhouse Rd.	46																	
16	Hinkston Park- North Parking Lot	810 N. Baldwin Ave.	52																	
17	Joe Sisolak Park	505 Blanchard Rd.	9																	
18	King Park	201 South Ave.	0																	
19	Kirk Park	321 Lincoln St.	0					1									1			
20	Larsen Nature Preserve	1720 Western Ave.	6																	
21	Park in the Glen Park	2675 W. Lucia Ave.	0																	
22	Plonien Park	1216 Glen Rock Ave.	0					1									1			
23	Powell Park	533 Grand Ave.	9																	
24	Ray Bradbury Park	41 N. Park Ave.	0																	
25	Roosevelt Park	520 S. McAlister Ave.	0																	
26	Rudd Farm Park	1645 S. Falcon Dr.	0					1												1
27	Serenity Park	1561 Candlestick Way	0																1	1
28	Upton Park	732 N. Genesee St.	15									4					1		2	
29	Victory Park	1325 North Ave.	0														3		3	
30	Washington Park	15 S. Park Ave.	0																	
31	Western Tot Lot	2500 Western Ave.	0																	
32	Woodard Park	905 May St.	0					1												
33	Yeoman Park	1535 Grand Ave.	0																	

Key
Provided at location

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GREEN SPACE PERMIT APPLICATION

UPDATE: 2/28/2017

**Belvidere Recreation Center
412 S. Lewis Ave, Waukegan, IL 60085
Phone: 847-360-4700**

**Isalinas@waukeganparks.org
Phone: 847-360-4725
Fax: 847-244-7345**

To be accepted your application must be completed and signed.

Please submit application and payment to the address above.

If you have any questions, please contact Lali Salinas 847-360-4725 or the Belvidere Rec. Center 847-360-4700.

STEP 1: TELL US ABOUT YOU WHO IS REQUESTING THE PERMIT

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Organization Name:					
Mailing Address:		Street Address:			
		City, State, Zip Code:			
Applicant Contact: <small>(person responsible of event)</small>		Name:		Date of Birth:	
		Title:		Secondary Contact:	
		Name:		Title:	
Phone:		Cell:		Phone:	
				Cell:	
Email:			Email:		

STEP 2: TELL US ABOUT YOUR EVENT

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Facility/Park Requested: <small>(See page 3 for assistance)</small>						
Event Name:		Ex: Family Picnic, School Field Day, Birthday Party				
Describe in detail the type of activity or event that will take place:						
Event Date:		Event Hours:			Estimated Attendance:	
Date of Event:	Scheduled Arrival Time:	am/pm	Scheduled Departure Time:	am/pm	Participants:	Volunteers, staff:

STEP 3: SIGN AND DATE

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 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:** _____

STEP 4: TELL US ABOUT YOUR EVENT PLANS

		Please Describe:		Please Describe:	
A. Temporary Structures/Equipment: <i>(Please check all boxes that apply)</i>		a. Pop-up Tents:	Size: _____ #: _____		g. Stages:
		b. Frame/Center Pole Tents:	Size: _____ #: _____		h. Cooking Equipment:
		c. Bounce Houses:			i. Pony Rides:
		d. Dunk Tanks:			j. Portable Toilets: #: _____
		e. Petting Zoos:			k. Tables/Chairs:
		f. Volleyball Nets:			l. Other:
Please list the outside companies/vendors that you are using for any of the checked boxes above:					

B. Food: <i>(Please check all boxes that apply)</i>		a. Bringing/Cooking our own food		d. Food only for guests in my party
		b. Vendor/Caterer serving food		e. Food for the public
		c. Food delivered		f. Other (please describe)
Please list the outside companies/vendor that you are using for any of the checked boxes above:				

C. Music: <i>(Please check all boxes that apply)</i>		a. DJ		c. Radio
		b. Band	Circle One: Acoustics Amplified	d. Other
As there is limited electricity, this activity may require a generator and additional permission. The City of Waukegan limits the distance that sound can be heard to 50 ft. from the equipment.				

FRONT DESK USE ONLY

DOCUMENTATION REQUIRED

Please submit additional paperwork one (1) week prior to date of event:

Required: <i>(staff to check all items required)</i>		Certificate of Insurance
		Receipt of High Impact Activity Deposit
		Permit from the Lake County Health Department
		JULIE Utility Locate
		Proof of hire off-duty Waukegan Police Department officers, hired security, or fire/paramedics needed to ensure the safety of the event.

FEES

Group Size	Resident/Non-Resident		Staff Initials
1-25	FREE	Green Space Permit Fee: \$ _____	_____
26-100	\$50/\$100	Extra Tables (max. 15) as available @ \$10 each: # _____ / \$ _____	
100+	Contact Parks Dept. for Assistance	Additional High Impact Activity Deposit @ \$250: \$ _____	Date
		TOTAL: \$ _____	_____

PARKS DEPARTMENT USE ONLY

PARK USE PERMIT ISSUED:

Approved or Denied	Date	Park Use Permit &/or Letter:			
		Date:	Initials:	Mail	Email