

# PARK DISTRICT OF HIGHLAND PARK

\_\_\_/\_\_\_/\_\_\_ Application Date

## 2024 PARK USE PERMIT APPLICATION

**Approvals**

\$\_\_\_\_\_ Approved Fee

Ath \_\_\_\_\_

\_\_\_/\_\_\_/\_\_\_ Permit Sent

Parks \_\_\_\_\_

Rec \_\_\_\_\_

Applicant/Authorized \_\_\_\_\_ Organization \_\_\_\_\_

Applicant Address \_\_\_\_\_  
Street City State Zip

Home Ph. \_\_\_\_\_ Cell Ph. \_\_\_\_\_ Email \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_

Time Requested: \_\_\_\_\_ until \_\_\_\_\_ Number of Participants: \_\_\_\_\_

Type of Activity \_\_\_\_\_ Will you be using a tent? YES\_\_\_ NO\_\_\_

A certificate of insurance listing the **Park District of Highland Park as additionally insured** is required for (including but not limited to) any event, vendor, caterer, inflatable, tent, or fund-raising event. See Front Desk for details.

<input type="checkbox"/> <b><u>DANNY CUNNIFF PARK</u></b> <input type="checkbox"/> NORTH PAVILION <input type="checkbox"/> PLAYGROUND AREA	<input type="checkbox"/> <b><u>LARRY FINK PARK</u></b> <input type="checkbox"/> _____
<input type="checkbox"/> <b><u>SUNSET WOODS PARK</u></b> <input type="checkbox"/> SMALL PAVILION <input type="checkbox"/> FULL LARGE PAVILION <input type="checkbox"/> HALF LARGE PAVILION ( N ) / ( S ) <input type="checkbox"/> NORTH CAMP PAVILION ( kitchen ) <input type="checkbox"/> OTHER _____	<input type="checkbox"/> <b><u>THE PRESERVE</u></b> <input type="checkbox"/> GAZEBO <input type="checkbox"/> THE GREEN <input type="checkbox"/> NORTH POND <input type="checkbox"/> OTHER _____
<input type="checkbox"/> <b><u>OTHER PARK</u></b> <input type="checkbox"/> _____	<input type="checkbox"/> <b><u>ATHLETIC FIELD</u></b> <input type="checkbox"/> _____ Prior approval from Athletic Department required. Additional fees may apply
<b>PERMIT FEE: \$ _____</b> <b>PAVILION FEE: \$ _____</b> <b>DAMAGE DEPOSIT: \$ 50.00</b>	
<b>TOTAL: \$ _____</b>	

I/we do hereby stipulate and agree to indemnify and forever hold harmless the Park District of Highland Park against any and all claims and demands or actions which may here after or at any time be made or instituted against the Park District of Highland Park, arising out of our occupancy of the above named park/facility. I/we further agree to assume all cost of damage to the parks and/or contents during the period authorized and all results of said use of park and/or contents. I/we further agree that no alcoholic beverages will be served or used, And I/we will comply with all Park District rules and ordinances.

*Applicant/Authorized Signature* \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

## **Park Use Regulations**

All permittees must comply with current state and local Executive Orders, and Park District rules including the use of face masks and social distancing as recommended by the CDC and DCEO.

It shall be the purpose of these policies to serve as criteria for equal opportunity to all residents making use of Park District of Highland Park properties.

Groups of 12 or more individuals requesting a reserved use of Park District parks are required to complete and sign an authorized Park Use Permit Application and pay any fees that are required. Fees may apply to all users including civic, Illinois certified non-for profit and religious groups.

Person(s) requesting a permit must supply two forms of identification showing mailing address, must be signed by a mature person 21 years of age, and must be present at the function. A copy of the approved permit will be provided and must be available at the event. Be prepared to produce it to Park Staff if requested. Residency is defined at the group permittee or organization whose address is within the corporate boundaries of Highland Park.

A refundable damage deposit will be charged. All permittees will be responsible for leaving the park in clean and orderly condition. Decorations used must not deface the park in any way and must be removed by permittee after the function. Additional fees will be assessed to the permittee if there is any damage incurred by misuse of the property.

All functions conducted in District parks must be in accordance with the Park District's Conduct Ordinance. Permit shall be revoked at any time due to misconduct of individuals, misuse of property, or failure to comply with rules and regulations.

Parks are available for scheduling from April through November. Resident reservations may be accepted beginning March 1. Open registration begins April 1.

Alcoholic beverages of any kind are strictly prohibited in all parks.

The posting of advertisement of any product or service is prohibited.

Refund will not be given due to inclement weather; however, rescheduling is permitted during the same calendar year. All other requests for refunds must be made two weeks in advance of the event.

Items requiring special District permission and/or fees:

- Fund-raising activities
- Park use before sunrise or after sunset
- Use of any amplification for music of public address
- Moving or altering park equipment or property
- Use of private grills
- Catering or vendor-supplied items such as tents or portable toilets
- Use of a vehicle on park grounds
- Ballfield / athletic field use
- Use of park electricity

### **STAFF USE ONLY**

Payment: CASH / CK / VISA / MC / DISC /  
(CREDIT ONLY) Last 4 Digits of Card: \_\_\_\_\_

Verified Total: \$ \_\_\_\_\_  
Staff Entering: \_\_\_\_\_