



2021 SCHOOL PICNIC/SPECIAL USE PERMIT APPLICATION

An Elmhurst Park District Permit Application must be completed and filed with the Executive Director or his designee no less than thirty (30) business days prior to the scheduled event. Application and supporting documents may be mailed or delivered to the Elmhurst Park District, Wagner Community Center, 615 N. West Avenue, Elmhurst, IL 60126.

Applicant Information

Name of School: _____ Grade & Teacher _____

Address: _____ City/Zip: _____

Applicant Name: _____ Email: _____

Home Phone: _____ Cell Phone: _____

Secondary Contact: _____ Email: _____ Phone: _____

Reason for Permit: _____

Date: 1st Choice _____ 2nd Choice _____ 3rd Choice _____

Park	Picnic Area	Mark 1st, 2nd, and 3rd choice	Capacity	Elmhurst School Fees	Non-Elmhurst School Fees
Berens Park	Area 4 - Red		35	\$0	\$40
Butterfield Park	Shelter 9 - Red		50	\$0	\$40
Salt Creek Park	Area 1 - Red		50	\$0	\$40
	Shelter 3 - Green		150*	\$0	\$40
Wilder Park	Area 5 - Yellow		50	\$0	\$40
	Area 6 - Blue		50	\$0	\$40
	Area 7 Green		50	\$0	\$40

Restrooms are available within walking distance from all designated picnic areas.

Actual Event Time: _____ Set Up Time: _____ Breakdown Time: _____

Total Projected attendance*: _____ # of volunteers/personnel for event: _____

**Attendance over 100 will require approval by the Elmhurst Park District Executive Director.*

Additional Items

Tents, Structures, Entertainment: _____ No _____ Yes Details: _____

Sound Amplification: _____ No _____ Yes Details: _____

Food/Cooking Equipment: _____ No _____ Yes Details: _____

Cleanup/Garbage Removal Plan: _____ Details: _____

The Park District does not grant refunds due to weather conditions or cancellations.

Authorized Signatures

I hereby attest that I am authorized to bind the event, sponsor, and/or its employees, agents or volunteers associated or to be associated with the activity for which the permit is being sought to the terms of this agreement. I have read and understand all school picnic special use regulations/requirements/agreements on page 2. I do hereby agree to abide by all federal, state, local and District laws, ordinances, rules and regulations and agree to meet all requirements for documentation, certification, licensing, financial responsibility and all other aspects of staging a special event on Elmhurst Park District property as outlined herein. I understand that lack of meeting all requirements outlined herein may result in the denial or cancellation of the proposed special event.

Printed Name of Applicant Faculty Parent/Guardian Other _____

Signature

Date

Printed Name of School Official

Title

Signature of School Official

Date

For office use only

Approved by: _____

Date: _____

Office _____

Permit # _____

Elmhurst Park District
TERMS OF AGREEMENT FOR 2021 SCHOOL PICNIC/SPECIAL USE PERMIT
School Picnic/Special Use Insurance Requirements

- The Elmhurst Park District requires submission of a Certificate of Insurance along with this Permit Application prior to review. Additional Certificates of Insurance are required for tents (larger than 10'x10' with tent stakes), stages, bleachers, entertainment activities (moon jump, DJ, etc.), catered food, port-a-potties, and other as determined.
- The Certificate(s) of Insurance must include the following **minimum** limits of insurance coverage required for special events on Park District property - **\$1,000,000 per occurrence; \$2,000,000 aggregate coverage** for general liability.
- The Elmhurst Park District must be named on the Certificate(s) of Insurance **as primary, non-contributory additional insured** under the general liability policy for the event, date, time and location.
- The Elmhurst Park District reserves the right to request a copy of the policy represented by the Certificate(s) of Insurance. **Failure to provide said acceptable insurance coverage is grounds for non-issuance or revocation of the permit.**

Rules and Regulations

1. **Alcohol is prohibited in all Elmhurst Park District parks.**
2. Group picnicking is allowed only in designated group picnic areas. A special use permit is required for picnics with over 100 attendees.
3. The permit holder is responsible for ensuring that the permitted areas are left in a clean and orderly condition.
4. Permit holders have priority over groups without a permit. If a problem occurs, contact the Park Ambassador at (630) 675-4491 or the Elmhurst Police at 9-1-1.
5. Use of a temporary structure (tents larger than 10' by 10' with tent stakes, stage, bleachers, etc.), providing special activities (moonwalks, dunk tanks, etc.), or having caterers deliver, prepare and/or serve food in the park requires appropriate certificates of insurance naming the Elmhurst Park District as an additional Insured.
6. Electronically amplified sound is prohibited in District parks unless approval has been granted by the Executive Director prior to the event.
7. Parking/driving is permitted only on designated roadways and parking areas; **driving onto picnic/park grounds is prohibited.**
8. Fires are permitted only in picnic grills provided by the District or in portable grills provided by the user. Charcoal grills are permitted only in locations with coal bins. To prevent fires and damage to Property, charcoal from grills must be disposed of in properly identified District bins; wood fires and fire pits are prohibited on District Property; and portable grills cannot be placed onto picnic tables. Fires must be completely extinguished before leaving the site. Campfires, barrel grills and grills with 20 pounds or larger tanks are prohibited on all District Property.
9. Photos and videos are periodically taken of people participating in Park District programs and activities. All persons registering for Park District programs/activities, or using Park District property thereby agrees that any photograph or videotape taken by the Park District may be used by the Park District for promotional purposes including its promotional videotapes, brochures, flyers and other publications without additional, prior notice or permission and without compensation to the participant.
10. Signs or materials may not be posted or otherwise affixed on any Park District property including trees, shrubs, District signs, etc.
11. Parks close at dusk.
12. Any and all rules/regulations/laws/ordinances of federal, state, local and/or Park District will be followed.

Hold Harmless Agreement

Permitted school (hereafter called "permittee") agrees to reimburse the Elmhurst Park District (hereafter called the "Park District") for all loss incurred by it in repairing or replacing damage to Park District property proximately caused by the permittee, its officers, employees, agents, monitors or any other persons attending or forming the special event who were or should have been under the permittee's control.

The permittee further agrees to defend without costs, indemnify and hold harmless the Park District, its officers, agents, volunteers and employees from any liability to any persons, damages, losses or injuries arising out of or alleged to arise out of the permitted event which was proximately caused by the actions of the permittee, its officers, employees, agents, including monitors or any other persons attending or joining in the event who were or reasonably should have been under the control of the permittee.

The authorized personnel (signatures on page 1) understand and agree to comply with all terms of the above listed Insurance Requirements, Rules and Regulations, and Hold Harmless Agreement if the School Picnic/Special Use Permit application is approved.

Payment Information

Payments Accepted: Cash, Check, or Credit Card

Credit Card Payment
Discover, VISA or MasterCard only

Name of Cardholder: _____
 Authorized Signature: _____

Expiration Date: ____/____/____
 Charge Amount: \$_____

Please sign for authorization of payment. We will contact you for credit card information.



PICNIC AND SPECIAL USE PERMIT COVID-19 GUIDELINES

The Elmhurst Park District is currently following the most current CDC, Illinois Department of Public Health (IDPH) and Restore Illinois Department of Commerce and Economic Opportunity (IDCEO) guidelines in relation to preventing the spread of COVID-19. **All permit holders and their attendees will be required to follow the most current IDCEO guidelines at the time of the event.** It is the responsibility of the Permit holder to communicate all guidelines to all attendees.

1. Permit holders should not exceed the maximum amount of attendees based on the current Restore Illinois Department of Commerce and Economic Opportunity (IDCEO) guidelines.
2. Social distance of at least 6-feet should be maintained between non-household attendees.
3. All attendees should place personal belongings at least 6-ft. away from others' personal belongings that do not live in the same household if possible.
4. Attendees **MUST** wear face coverings over their nose and mouth, except while seated and eating, in indoor or outdoor common areas.
 - a. Mask wearing exceptions will be made for people with medical conditions or disabilities that prevent them from safely wearing a face covering.
5. All third party contractors, vendors and performers must wear proper PPE while on Park District Property, including face coverings over their nose and mouth.
6. Permit holders and their attendees should stay home if they are feeling sick or have any of the following symptoms: fever, coughing, trouble breathing, chills, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting or diarrhea.
7. Hosts are permitted to bring in their own food and beverages (alcohol is not permitted). We encourage you to follow the CDC recommendations for *Hosting Gatherings or Cook Outs* when deciding about food and how to handle and serve. These guidelines can be found at: <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/personal-social-activities.html#gatherings>
8. Drinking fountains will not be available.