



Approved By: _____
 Date: _____
 Permit Number: _____

SCHOOL PICNIC/SPECIAL USE PERMIT APPLICATION

RENTAL INFORMATION

A completed School Picnic/Special Use Permit application, signed waiver, rental fee, and Certificate of Insurance for the School District must be submitted no less than 30 business days prior to the requested rental date. Additional items may require a separate Certificate of Insurance. Completed Permit Applications and all supporting documents may be emailed, mailed or dropped off at the Wagner Community Center, 615 N. West Avenue, Elmhurst, IL 60126.

Picnic Shelters:

- Butterfield Shelter (capacity 40)
- Salt Creek Shelter (capacity 150)

Picnic Areas:

- Berens Park (capacity 50)
- Salt Creek Park (capacity 50)
- Wilder Park – Yellow (capacity 50)
- Wilder Park – Blue (capacity 50)
- Wilder Park - Green (capacity 50)

Fees:

Elmhurst Schools:

- Weekday Shelters - \$0
- Weekend Shelters - \$0
- Weekday Picnic Areas - \$0
- Weekend Picnic Areas - \$0

Non-Elmhurst Schools:

- Weekday Shelters - \$50
- Weekend Shelters - \$50
- Weekday Picnic Areas - \$50
- Weekend Picnic Areas - \$50

Contact Information

School Name: _____
 Teacher and Grade: _____
 School Address: _____
 City: _____ State: _____ Zip: _____
 Applicant Name: _____
 Cell Phone: _____ Add'l Phone: _____
 Email Address: _____

Rental Request

Reservation Date: _____ Alternate Date: _____
 Start Time: _____ End Time: _____
 Location: _____ Number Attending: _____

Brief Description of Event:

Additional Items Require a Certificate of Insurance

The Certificate of Insurance must name the Elmhurst Park District as Additional Insured and the Certificate Holder

Tents smaller than 10x10, Structures, Entertainment:
 YES NO Details:

 Food/Cooking Equipment:
 YES NO Details:

Clean-up/Garbage Removal Plan:
 Details:



SCHOOL PICNIC/SPECIAL USE PERMIT RULES AND REGULATIONS

All rules, regulations and directions of the Park District Park Ambassador or his/her representative must be followed. Permit holders are responsible for planning and supervising the event in accordance with park district ordinances. Failure to do so may result in withholding of deposit. The Park Ambassador/District staff has the authority to implement and enforce rules that are more stringent or supplement those listed here:

1. The applicant submitting a request must be a minimum of 21 years of age. Permit holder is responsible for the conduct of the members of their group.
2. Designated picnic areas are marked. Picnic tables are not to be moved from their designated area.
3. Permit holders have priority over non-permitted groups. If a problem occurs, contact the Wagner Community Center at (630)-993-8900 or the Park Ambassador at (630) 675-4491.
4. Motorized vehicles are not allowed to drive into the park. This includes unloading of supplies and any event setup that is required.
5. Alcohol, tobacco use, and controlled substances are prohibited in all district parks.
6. To prevent fires and damage to property, wood fires (campfires) and fire pits are prohibited on district property.
7. Portable grills are permitted in the parks. Charcoal grills must be 22.5 inches or less in diameter and are only permitted in locations with coal bins. Coals must be completely extinguished and placed in the coal bins provided by the district. Gas grills must have a tank less than 20 pounds. Do not place grills onto picnic tables.
8. Garbage cans are located at each picnic area. If garbage cans/bags provided will not be sufficient, it is the renter's responsibility to provide extra garbage cans/bags. All garbage must be bagged and disposed of in one area. Please be considerate of the next group.
9. Amplified sound is prohibited in all district parks.
10. Bounce houses (moon jumps) and tents larger than 10x10 are not permitted in the parks.
11. Having caterers prepare and/or serve food in the park requires appropriate certificates of insurance naming the Elmhurst Park District as an Additional Insured and Certificate Holder. Food trucks are not permitted.
12. 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.
13. Parks close at dusk.

Waiver and Agreement

I declare that the information contained in this proposal is true and correct to the best of my knowledge. I hereby attest that I am at least 21 and 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 agree to reimburse the Elmhurst Park District for any and all loss incurred by it in repairing or replacing damage to park district property.

I further agree to defend without costs, indemnify and hold harmless the park district, its officers, agents, 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.

I do hereby agree to abide by all federal, state, local and park 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 picnic on Elmhurst Park District property. I understand that lack of meeting all requirements may result in the denial or cancellation of the proposed picnic. I fully understand and have read the picnic rental rules and regulations.

Signature

Date

THE PARK DISTRICT DOES NOT GRANT REFUNDS DUE TO WEATHER CONDITIONS OR CANCELLATIONS

Payment Method:

Credit Card Check

Cash

Total Amount Due: \$ _____