



2026 School Picnic/Special Use Permit Application

A completed School Picnic 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. Completed Permit Applications and all supporting documents may be mailed or dropped off at the Wagner Community Center, 615 N. West Avenue, Elmhurst, IL 60126 or emailed to Imetzler@epd.org.

Applicant understands:

- ☐ Submission of an application does not guarantee the event will be approved.
- ☐ Motorized vehicles of any kind are not allowed to drive into the park.
- ☐ Inflatables (moon jumps, obstacle course, etc.), carnival games, amusement rides, and tents larger than 10x10 are not permitted.
- ☐ Food trucks (taco, ice cream, Kona ice) are not allowed on District property.
- ☐ Your permit pertains only to the designated picnic area on your permit.
- ☐ Please keep students off the baseball fields unless noted on your permit letter.

_____ Please Initial

A: Contact Information

School Name: _____ Teacher and Grade: _____

Applicant Name _____

School Address _____

City: _____ Zip code: _____

Cell Phone Number: _____ Alternate Phone Number: _____

Email Address: _____

B: Event Information

Requested Location: _____

Reservation Date: _____ Alternate Date: _____

Event Start Time: _____ Event End Time: _____

Rental requests are limited a maximum of 6 hours.

Description of Event:

C: Permit Fees

Elmhurst Schools	Non-Elmhurst Schools
Weekday Shelters - \$0	Weekday Shelters - \$55
Weekend Shelters - \$0	Weekend Shelters - \$55
Weekday Picnic Areas - \$0	Weekday Picnic Areas - \$55
Weekend Picnic Areas - \$0	Weekend Picnic Areas - \$55

D: 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. The Park District does not grant refunds due to weather conditions or cancellations.
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. **Food trucks are not permitted in the parks.**
6. **All bounce houses and inflatables are not permitted in the parks.**
7. Alcohol, tobacco use, and controlled substances are prohibited in all district parks.
8. To prevent fires and damage to property, wood fires (campfires) and fire pits are prohibited on district property.
9. 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.
10. Electronic amplified sound, including, speakers, bands, DJs, or public address instruments are prohibited.
11. Park District staff may order entertainment or any portion of event activities to end if it incites or has the potential for unruly or risky behavior.
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. Any and all rules/regulations/laws/ordinances of federal, state, local and/or Elmhurst Park District will be followed.
14. The permit holder is responsible for seeing that areas are left in a clean and orderly condition. Remove all trash from Park District property and/or place trash into the appropriate receptacles. Recycle bins are also provided. Patrons are responsible for removing any signs, streamers, banners, balloons, etc. Security deposit or portion thereof will be returned after inspection and determination by a Park District representative that the permitted area is in the same condition as it was prior to rental.
15. Parks close at dusk.

E: Hold Harmless Agreement

The School Picnic Permit applicant or designee and/or the sponsoring organization (hereafter called "permittee") agree 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.

F: Waiver and Authorized Signature

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.

Printed Name of Applicant

Applicant Signature

Date