

BURR RIDGE PARK DISTRICT USAGE POLICY FOR PARKS AND ATHLETIC FIELDS



Burr Ridge Park District athletic fields and parks are available 365 days per year for general public usage. At various times throughout the year, District and affiliate activities are scheduled and receive priority. Any individual or group desiring exclusive usage of a park site must make application in accordance with this document.

When must a permit be issued?

Small groups utilizing a park without needing any special accommodations generally do not need a permit to use the park. Under certain conditions, groups will be required to make an application for permit. These conditions include, but are not limited to:

- Groups in excess of 25 (twenty-five) people
- Organized athletic or other high risk activities
- Groups renting equipment and/or services from private businesses (examples: moonwalk, disc jockey, caterer)
- Groups requesting the use of any Park District picnic shelter
- Groups reserving a ball field
- Groups requesting a permit for alcohol.

Groups renting a ball field or a picnic shelter will have authorization for exclusive use of those facilities only during the specified period. All other park usages, whether they involve permits or not, will not be allowed to exclude members of the general public from utilizing the parks' other non-rented facilities during usage.

Reservation Procedures

1. Usage requests can be made after March 15.
2. All requests must be submitted at least 14 working days prior to the desired date.
3. Any person or group may hold a date for one week without incurring any fees. All usage fees and completed application must be posted in full within one week from the date of initial contact with the Park District. After one week from initial contact, the date becomes open to the next interested person or group.
4. Athletic organizations and teams must submit a complete roster (names and addresses of all players) at the time of application.

Fee Structure

Group 1 – Resident, not for profit, community service group *

Group 2 – Individual resident or resident business

Group 3 – Non-residents

* Athletic teams must have at least 50% of participants comprised of Burr Ridge Park District residents to qualify. Rental groups must provide written proof that the group has an official IRS not for profit designation with an address of record located within the Burr Ridge Park District.

Facility	Group 1	Group 2	Group 3
Harvester Park			
Wetlands Shelter (max capacity of 50 people)	\$20/hr	\$45/hr	\$100/hr
Ballfield, daylight (game or practice)	\$25/slot	\$25/slot	\$85/slot
Ballfield, 5:30-8pm-April (game or practice)	\$40/slot	\$40/slot	\$85/slot
Ballfield, with lights (game or practice)	\$80/slot	\$90/slot	\$180/slot
Soccer Field (game or practice)	\$25/slot	\$25/slot	\$100/slot
Palisades Park			
Ballfield, daylight (game or practice)	\$20/slot	\$20/slot	\$80/slot
Soccer Field, daylight (game or practice)	\$25/slot	\$25/slot	\$100/slot
Oak Grove Park			
Park Shelter (max capacity of 50 people)	\$20/hr	\$45/hr	\$100/hr

Notes:

- **Slot:** A two hour time period scheduled for practices and/or games.
- **Oak Grove Park Picnic Shelter:**
 - Hourly fee includes a supervisor.
 - Two (2) hour minimum
- **Harvester Park Wetlands Shelter:**
 - Hourly fee includes a supervisor.
 - Two (2) hour minimum
 - The Park District allows 1 vehicle to unload and load at the shelter.
 - The supervisor will have a vehicle available to assist with transporting supplies from the parking lot to the picnic shelter
 - All vehicles must park in the parking lot during the rental period
 - Shuttle service between the parking lot and shelter can be arranged for additional fee. Please contact the Park District for more information if interested.
- **Non-resident baseball teams:** If a non-resident baseball team books five slots in the spring/summer season, that team will qualify for resident rates for fall baseball league registration.

Requests for other Park District parks

- Block party inquiries, small group park usage at neighborhood parks, etc will be reviewed on a case by case basis, and appropriate arrangements will be made for eligible users.

Special Conditions

1. For activities at any Park District facility the Park District reserves the right to schedule additional staffing and assess appropriate additional charges, should the scope of the usage, in the opinion of the Park District, require such measures.
2. **The Park District reserves the right to reject usage requests which, in the opinion of the Park District, pose the potential for turf damage, lack of participant control, limit public access, or maintenance concerns beyond the District's ability to manage.**
3. Any usage request for more than two hours is subject to park availability to the general public concerns and additional staff costs.
4. For the Harvester Park picnic shelter the standard use of water (if available) and electricity is included. Extra fees may apply for special electricity or water needs (i.e. water for a dunk tank, electric for a D.J). The renter receives the exclusive use of the picnic shelter except in situations of public safety. Restrooms are open to the public. Usage does not include access to the concession stand.

5. Each applicant will be required to post a security deposit with the Park District. Deposit amount is \$100 for all parks. See **Alcohol – A** for applicants requesting a permit for alcohol. The deposit may be a check or a credit card and will be held separately from all rental fees.
6. Security deposits will be returned in full after the usage provided that the applicant performs a general clean-up, removes refuse, and does not damage the grounds or equipment.

Insurance Requirements

A renter will be required to provide proof of liability insurance naming the Burr Ridge Park District as additional insured for certain activities including, but not limited to organized athletic events, and non-routine high risk activities as determined by the Park District.

Typical coverage required would be \$1,000,000 coverage for a combined single limit. If required, the certificate must be submitted to the Park District no later than seven days before the usage. The Park District can provide information on special insurance programs, which can be purchased by the renter through the Park District Risk Management Agency.

Refunds

Refund requests must be made in writing and received at the Park District office at least seven calendar days prior to the rental. Any refund requests made after this time may not be granted. All refunds are subject to \$3 processing fee.

Usages for Minors

Rental applications may only be made by individuals age 21 or older. For activities involving minors, the following requirements are in effect:

- a. One adult (age 21 or older) chaperone must be on site at all times for every twelve minors in attendance. Names, addresses, and phone numbers of chaperones must be provided in advance of the usage. Failure to provide on-going supervision will result in immediate termination of the usage.
- b. For groups of minors (ages 13-18) in excess of 50 participants, the District will require the renter to have an off-duty police officer in addition to the required chaperones.

Alcohol

Alcohol is prohibited in all parks and facilities without special approval from the Board of Commissioners. Drunkenness and intoxication is prohibited regardless of permit. Usages requesting a liquor permit must fulfill the following requirements:

- A. Security deposit is \$250 per usage (check or credit card payment only), which is refundable upon successful completion of the usage.
- B. Liquor Liability Insurance, including Dram Shop and Host Liquor, must be provided naming the Burr Ridge Park District as Additional Insured. The insurance limit must be at least \$1,000,000 per occurrence. Such an insurance policy can be obtained at reasonable rates through the Park District Risk Management Agency. Contact the Park District if you are interested in finding out more information.
- C. The "Permission to Serve Alcohol" section must be completed and returned with your application or a letter of explanation giving details of the event, such as date, purpose, planned activities, procedures to control under-age drinking, excessive consumption, and

the names, addresses, and phone numbers of those individuals responsible for the activity should be submitted to the Park District.

- D. For any usages desiring to sell alcoholic beverages, the renter must first secure a retail liquor dealer's license from the Village of Burr Ridge. Contact the Village for further information. Even if the Village license is secured, the decision to allow any such sale will be made at the discretion of the Board of Commissioners.
- E. Alcohol must stay in the designated area approved by the Park District. That area is defined on the official permit given by the Park District.
- F. The Park District reserves the right to reject any request for the use of alcohol whether the rejection constitutes a failure to meet any of the listed requirements or for any other reason deemed appropriate and with merit by the Park District.

Usage of Parks

General park hours are dawn to dusk unless otherwise noted. Shelters are not rented after dark. The District does encourage park usage by groups and individuals and provides park facilities that are open and accessible to all. Park visitors are expected to abide by all District rules, specified in ordinance #908 and subsequent addenda. For your benefit, key applicable rules are also listed in this text. **Any desired usages not allowed except by special approval should contact the District to discuss an accommodation.**

Holidays

Park facilities are not available for usage on the following holidays: Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve, and New Year's Day.

General Rules

1. Activities, which are likely to result in damage to property, injury to participants, or interference of scheduled activities, are prohibited.
2. The individual or group submitting the application will be the responsible party for any and all damages incurred during the usage and will be required to sign a check in / check out sheet. If cost of damages exceeds security deposit, the group or individual must pay them for prior to any additional usage.
3. Selling, exchanging, soliciting, fee collection, and barter are prohibited unless approved by the Board of Commissioners. Users are not allowed to post any advertisements for products or services for sale.
4. All Burr Ridge Park district parks and facilities are smoke-free environments, with smoking being prohibited.
5. Gambling, fortune telling, games of chance are all prohibited.
6. No fireworks, firearms, weapons, or equipment are allowed in parks or facilities without authorization by the Board of Commissioners.
7. Any fires or barbecues must be approved in advance by the Park District.
8. Dogs and cats must be on a leash not in excess of six feet (6') at all times.

9. No other domestic animals of any type are allowed in any park or facility, leashed or unleashed, except for special events approved by the Board of Commissioners. This prohibition does not apply to domestic animals such as seeing-eye dogs or other aids.
10. The operation of any motorized vehicle in any part of the parks or facilities except established roadways, drives, or parking lots is prohibited unless authorized by the Board of Commissioners.
11. Erection of a tent or other temporary structure for the purpose also needs to be requested in advance in writing.
12. The use of traffic control devices (barricades, signs, etc.) is prohibited unless authorized by the Board of Commissioners.
13. Any use of sound amplification equipment must be applied for on the usage application and is subject to District approval.
14. Any accommodations made by the renter to provide food and refreshment to and/or for participants must be disseminated to the Park District at the time of rental application and is subject to Park District approval.
15. Renter will inform District on decorations being utilized and remove decorations at the conclusion of the usage.
16. Users must not physically move any equipment.
17. Swimming, wading, or entering any pond on Park District property is prohibited.
18. The supervisor on duty or other Park District staff members reserve the right to eject any and all users for violations of stated rules without refund of usage fees. All approved applications are revocable at the discretion of the Park District.

Cleaning Responsibilities

All users / renters are responsible for the general clean up of the facility / site. The site / facility should be returned to its original condition upon conclusion of the usage. The Park District will provide necessary cleaning supplies (garbage bags, etc.). A facility supervisor will complete a checkout sheet, which must be signed by the renter upon conclusion of the event. This checkout process will inform the user as to the satisfaction of their cleaning efforts with a chance to correct any problems. Failure to clean up the site / facility properly will result in charges being deducted from the security deposit.

Burr Ridge Park District Park Usage Additional Information

Because of the many different facilities in our parks and the likelihood of multiple rentals mixed in with general public usage of the parks and grounds, it is important from a park management perspective that we understand the full scope of activities associated with your park facility usage. Please answer each of the following questions, providing as much detail as necessary, and return this questionnaire with your rental application.

1. You will be indicating an anticipated participant maximum on your application. Some of our facilities only serve a limited number of people. Are you certain that your stated attendance capacity will not be exceeded? If not, please explain:

2. Will your group be looking to utilize other park facilities at your rental site in a greater capacity than just periodic enjoyment from rental attendees?. Please detail any such plans that you might have for your rental:

3. Are you planning to amplify sound in any way, via speakers, live entertainment, etc? Please explain:

4. Are you planning to contract out any services for your rental such as a moon jump rental, food caterer, etc.? Please detail any such arrangements:

5. Are you planning on posting any temporary signage, ribbons, streamers, marking cones, balloons, etc. within you rental area or anywhere within the park boundaries before or during your usage? If so, please explain in detail:

6. If you are planning on grilling or using fire, you must get those activities approved in advance. Please detail your plan here:

7. Your stated arrival time for set up as requested on your application is very important. It is very possible that your facility will be in use prior to your arrival time. Therefore, you need to be accurate in stating your arrival time for set up to avoid your early arrival causing a conflict for a different authorized user. Is your stated arrival time for set-up correct? If not, revise your arrival time. If so, confirm your arrival time here: _____

PLEASE NOTE: Rental applications will not be considered and approved until the applicant has completed this form in addition to the application form.

Permission to Serve Alcohol

Name: _____

Mobile Phone Number: _____

Email Address: _____

Date of Party: _____

Location of Party: _____

Times: _____

Nature of Function: _____

Planned Activities: _____

Other Individuals Responsible for Rental Activities: _____



Please initial the following:

- I have a copy of the Burr Ridge Park District Usage Policy for Parks and Athletic Fields. _____
- I have read, understand, and agree to the terms of the Burr Ridge Park District Usage Policy for Parks and Athletic Fields. _____
- I will not serve alcohol to minors or allow minors to handle an alcoholic beverage container. _____
- I will control and supervise access to alcohol by any minors attending the rental. _____
- I understand that local law authorities will be notified and the rental will be shut down if any minor is caught with or consuming alcohol. _____
- I will monitor the consumption of alcohol by my guests and will not allow anyone to excessively consume alcohol while on Burr Ridge Park District property. _____
- I understand that alcohol must stay in the areas which I have rented from the Burr Ridge Park District. _____
- I understand that my event will be shut down if I violate the terms of the Burr Ridge Park District Usage Policy for Parks and Athletic Fields. _____

Office Use Only

Approved: _____ Insurance form completed and submitted: _____



15 W 400 Harvester Drive,
 Burr Ridge, IL 60527
 P: 630-920-1969, F: 630-920-1973
 www.brparks.org,
 info@brparks.org

PARKS/POOL RENTAL APPLICATION

Promoting Quality Living Through Quality Leisure

This form and all accompanying forms must be completely filled in and returned with all other necessary information before any request will be confirmed. A permit will be issued once all conditions are met and all fees are paid.

1. GENERAL INFORMATION:

If requesting multiple dates (i.e. athletic teams), attached a sheet(s) with dates and times.

Requested Location	Day / Date Requested
Nature of Function	a.m./p.m. to a.m./p.m. Arrival and Departure Time
Estimated Attendance	

Are you planning on collecting any revenue or engaging in any fund raising activities associated with this rental request? Applicant must check one of the following responses:

YES

NO

If you answered **YES**, you must complete the separate "Application For Approval of Fund Raising Activities In or On Burr Ridge Park District Property." You are encouraged to review the Park District's "Policy For Fund Raising Activities In or On Burr Ridge Park District Property" for all rules and regulations regarding such an application in addition to details on the decision making process regarding approval or denial.

Please note that if your rental application does seek permission for fund raising in any capacity, that application will not be considered or reviewed until the above referenced supplemental application is submitted and reviewed. Collecting revenue or funds of any nature without approval is prohibited.

2. APPLICANT INFORMATION: More information such as insurance and roster may be required.

Applicant's Name (please print)	Home Telephone Number
Address	City and Zip Code
Alternate Telephone Number	Email Address

PLEASE CIRCLE YOUR RENTER CLASSIFICATION

Group 1: Resident Not-for- Profit-Group **Group 2:** Resident Individual or Business **Group 3:** Non-resident

3. DETERMINATION OF FEES:

\$	Rental Fees per hour	X		total hours	\$
\$	Supervisor Fees per hour	X		total hours	\$
\$	Woods Pool Rental Fee			flat rate	\$
\$	Ballfield Light Fees	X		total hours	\$
\$	Park/Field/Other Rental Fees	X		total hours	\$
\$	Alcohol/Special Event Insurance			flat rate	\$
\$	Security/Damage Deposit			(Post separate check or credit card)	\$
TOTAL FEES:					\$

4. METHOD OF PAYMENT

Cash Credit Check # _____

Discover VISA Master Card Authorized Signature _____

Printed Name _____

Card Number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

 Expiration Date _____

5. WAIVER & RELEASE

In consideration for the Park District's permission to use its property/facilities for the activities specifically indicated, the sponsoring organization or the individual applicant recognizes that there are certain risks of injury and loss associated with this usage and agrees to waive and relinquish all claims that may result from any individuals attending this activity against the Burr Ridge Park District and its officers, agents, servants and employees. The sponsoring organization or individual applicant further agrees to assume all responsibility for the conduct and safety of all individuals in attendance and to make payments to the Burr Ridge Park District for any damages done to the requested park facility or equipment arising from the specified activity. The sponsoring organization or individual applicant has received and reviewed a copy of the Usage Policy for equipment and facilities and agrees to abide by all conditions therein.

Signature of Applicant Date