

**PARK PERMIT APPLICATION**

Date of Application \_\_\_\_\_

Name of Organization \_\_\_\_\_

Organization President or Contact Person \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

*Field Use Request Information*

Activity Field Needed For \_\_\_\_\_ # of Participants \_\_\_\_\_

**List percentage of your organization's members that are River Forest residents** \_\_\_\_\_

Park/Area(s) Requested \_\_\_\_\_

Dates of use Requested \_\_\_\_\_

Hours of use Requested \_\_\_\_\_

Will food be served while using facilities? \_\_\_\_\_ If yes, what? \_\_\_\_\_

Will any additional equipment be brought to the fields, and if so, describe \_\_\_\_\_

NOTE: Before a permit is valid, each organization must provide evidence of liability insurance that includes a provision naming the River Forest Park District, its elected and appointed officials, its employees and its agents as additional insured. The liability insurance must have a minimum Bodily Injury and Property Damage coverage of one million dollars (\$1,000,000) per occurrence, plus \$2,000,000 aggregate. Excess liability insurance of \$500,000 per occurrence and \$500,000 aggregate is also required. The organization must maintain, fund and keep in force said insurance coverage during the entire period of field use. Such insurance shall also provide that no change of, modification in or cancellation of any insurance shall become effective until the expiration of 30 days after written notice

thereof is given to the River Forest Park District by the insurance company. Additional coverage may also be required under special circumstances. Additionally, before a permit is issued, each organization must require all participants (or their parents/guardians if minors) to sign waivers indemnifying and releasing the River Forest Park District, its elected and appointed officials, its employees, its agents and its assigns from liability and responsibility in the event of an accident, loss or injury. Each organization must provide the River Forest Park District with a copy of a waiver signed by each member (or parent/guardian), and the organization must maintain copies of the waivers for two years after the conclusion of the permit period.

By signing below, I/We, the undersigned, hereby certify that I am / We are the sponsor(s) or appointed representative(s) of the organization requesting the use of the River Forest Park District parks(s). I/We hereby expressly agree, individually and on behalf of the organization, to indemnify and forever to protect, indemnify, save, defend, and hold harmless the River Forest Park District, and its officers, agents, servants, and employees from any and all claims resulting from injuries, damages, and losses caused by and arising out of, connected with, or in any way associated with the activity for which the facility is being utilized. Additionally, I/We assume the following responsibilities, individually and on behalf of the organization: to abide by all ordinances and notices set forth by the River Forest Park District, and understand that failure to abide by the ordinances and policies could result in revocation of permit (if granted) and possible fines; to assume financial responsibility for any damages to the Park District facilities; to guarantee that each member of the organization will sign waivers indemnifying and releasing the River Forest Park District, its elected and appointed officials, its employees, its agents and its assigns from liability and responsibility in the event of an accident, loss or injury; to take proper care of the facilities; and to abide by all other policies and provisions provided in this document and in the *River Forest Park District Park Ordinance*. I/We hereby acknowledge that I/we have read and agree to abide by the policies, regulations and other terms of the *River Forest Park District Park Ordinance*, which is hereby incorporated by reference so that all provisions and statements therein are binding as if expressly set forth in this document. I/We further agree that in granting a park permit, the Park District does not assume any liability.

Applicant \_\_\_\_\_ Date: \_\_\_\_\_

Signature \_\_\_\_\_

Approved \_\_\_\_\_ Date: \_\_\_\_\_

Permit Number \_\_\_\_\_ (Office Use Only)

**Park Permit Fees:**

**Picnic** River Forest residents only. Group size up to 30 individuals.  
Permit Fee: None \$ \_\_\_\_\_

**Daycare/School** River Forest daycare and school organizations only. Group size up to 30 individuals.  
Permit Fee: None \$ \_\_\_\_\_

**Organizations & Businesses** River Forest organizations and businesses only. Group size up to 200 individuals.  
Permit Fee: None  
Refundable Deposit: \$250.00 \$ \_\_\_\_\_

**Media** A media a permit is required for any photography or filming taking place in and River Forest Park that is commercial in nature, including production of films, television, commercials, catalogs, magazines, or any other marketing materials  
Permit Fee: \$50.00/hour  
Refundable Deposit: \$250.00  
\$50/hour x \_\_\_\_\_ # hours \$ \_\_\_\_\_

**Total Amount of Park Permit** \$ \_\_\_\_\_

<b>TOTAL PAYMENT</b> \$ _____
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PAYMENT (Please make checks payable to the River Forest Park District)	
Cash <input type="checkbox"/>	Check <input type="checkbox"/> Check # _____ Date _____