River Forest Park District

PARK PERMIT APPLICATION

Park Permit Guidelines:

- Permits are available to River Forest residents or River Forest businesses or organizations.
- Permits are available for most grass areas of the Park District, Constitution Park Shelter, Constitution Park sand volleyball courts, and Memorial Parkway bocce courts. Permits will not be approved for indoor facilities or for the playgrounds, the Priory Park splash pad, the Keystone Park platform tennis courts, and tennis courts. Permits for athletic fields are issued under a separate permit.
- Permits must be submitted a minimum of 7 days in advance, with a maximum of 42 days.
- Permits are issued for a single use event on a single day, no more than 4 hours.
- The sale or offer for sale of any goods or services is prohibited.
- 10'x10' pop-up tents are permitted for a fee of $35. Site approval is required and the tent stakes shall not exceed 12".
- Use of grills or propane tanks is prohibited.

Date of Application (00/00/0000): _____

Name of Organization: _____

Organization President or Contact Person: _____

Address: _____ City: _____ Zip Code: _____

Cell Phone: _____ Email: _____

Requested Park/Area(s): _____

Requested Day: _____ Requested Date: _____

Requested Hours: _____ # of Participants: _____

List the percentage of participants who are River Forest residents: _____

Type of Activity: _____

Will food be served? _____ If yes, what? _____

_____

Describe equipment that will be brought to the field: _____

_____

_____

NOTE: Before a permit is valid, each business/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:

☐ **Resident**	River Forest residents only. Group size up to 30 individuals.	
	Permit Fee: None	$ _____
☐ **School/Daycare**	River Forest school and daycare 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 permit is required for any photography or filming taking place in a 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	$ _____
☐ **10'x10' Tent**		
	Permit Fee: $35.00	$ _____
Total Amount of Park Rental:		**$ _____**

TOTAL PAYMENT **$ _____**

PAYMENT (Please make checks payable to the River Forest Park District)

Cash ☐ Check ☐ Check # _____ Date _____