

OUTDOOR FACILITY PERMIT/ RENTAL REGULATIONS

1. Applicants must show proof of residency to receive resident or unincorporated Palos Park rates for the permit/rental.
2. The signor of the permit/rental agreement must be 21 years of age or older.
3. This signor of the permit/rental agreement must make payments for the rental and is held directly responsible, by the Village, for supervision of the event participants during the rental period.
4. Village of Palos Park Recreation and Parks Department teams and programs will receive first priorities for scheduled availabilities. Requests for field usage will be scheduled when available on a first-come, first-served basis.
5. Certificate of insurance including the following: *(if applicable)*
“The Village of Palos Park and its officers, agents, and employees are additional insured under the above referenced insurance policy, with said insurance policy being primary to any insurance coverage provided by the Village of Palos Park.” General liability of \$1,000,000 and \$2,000,000 aggregate is required.
6. A \$200 security deposit is required upon receipt of permit application.
 - a. Cash or check issued security deposits will be refunded within 3-4 weeks after the scheduled event.
 - b. Credit Card issued deposits will be refunded within 2-3 days after the scheduled event.
 - c. Both forms of refunds are contingent upon inspection and the Village grounds and structures are found in a reasonable and satisfactory condition.
 - d. Failure to compensate the Village for incurred expenses resulting from damage or debris clean-up will prohibit the individual/organization from future usage of Village grounds and facilities. Debris removal will be deducted from the security deposit
7. The Rental applicant/Permit holder must make final payment two weeks prior to the date of event by cash, credit card or checks payable to Village of Palos Park.
8. Cancellation Policy – There is a \$50 cancellation fee if canceled at least 2 weeks prior to rental. Any cancellations less than 2 weeks prior to the rental date will incur a cancellation fee of 50% of monies collected to date. The Village of Palos Park reserves the right to cancel any scheduled rental/event in cases of emergency or hazardous situations without penalty.
9. Permit use is for the specified park area **ONLY** and is limited to park boundaries.
10. The Village of Palos Park is solely responsible for the maintenance and upkeep on fields. No work, including but not limited to, fertilization, aeration, mowing, and tilling, shall be done on the fields without prior written approval by the Village of Palos Park Recreation and Parks or Public Works Departments.
11. No permanent equipment shall be purchased or left onsite without prior written approval by the Village of Palos Park Recreation and Parks Department.
12. Any damage or hazards found on the field or in the park must be reported to the Palos Park Recreation and Parks Department immediately. If such damage is not reported, user may be found liable and charged for any repair necessary.



RECREATION AND PARKS DEPARTMENT

OUTDOOR FACILITY PERMIT REGULATIONS cont.

13. In the event of inclement weather, Palos Park Recreation and Parks Department retains final decision regarding use of fields. All teams should contact the Program Hotline (708-671-3761) to find out if fields are in playing condition. The decision will be made as early as possible. Any use of the fields when deemed unplayable may result in the cancellation of any future requested dates.
14. At no time shall alcohol be permitted on the fields.
15. Gambling is prohibited in/on outdoor facility/park premises.
16. Use of fireworks is prohibited.
17. Erection of tents/canopies must be approved in advance by the Recreation and Parks Department.
18. All outside vendors need to supply the Village with a certificate of insurance citing the **Village of Palos Park, its officials, employees and volunteers as additional insured**. Document needs to accompany the final payment. (e.g. outside vendors: DJ's, attractions, entertainment tents and caterers.)
19. If necessary, traffic control may be required with cost to be reimbursed to the Village.
20. The local police are to be allowed access to all activities held within Village facilities/parks.
21. Certain events of 100 participants or more require the presence of a Uniformed Police officer. This arrangement will be part of the Rental Agreement.
22. All events over 500 attendees are required to hire one police officer, if serving alcohol, two police officers. The Recreation and Parks Department will assist in obtaining the police for the event and charge according to Level C pay grade.
23. Organizations or groups **are not allowed** to charge admission or activity fees unless authorized by the Palos Park Village Council.
24. All decorations, banners, and temporary signs must be removed immediately following the outdoor rental/special event. No decoration/banners can be applied to the building or structures. Security Deposit will be forfeited if staff needs to remove event decorations.
25. A Holiday fee of 50% over the stated fees will be implemented to rental requests based on staff availability. (Said Holidays include: New Year's Day, Easter, Memorial Day, July 4th, Labor Day, Thanksgiving Day and the day following, Christmas Eve, Christmas Day and New Year's Eve)
26. Please call the non-emergency police number for assistance during your rental 708-442-2191