



# Village of Willowbrook

7760 Quincy Street  
Willowbrook, IL 60527-5594

Phone: (630) 323-8215 • Fax: (630) 323-0787 • [www.willowbrookil.org](http://www.willowbrookil.org)

## Mayor

Robert A. Napoli

## AGENDA

## Village Clerk

Leroy R. Hansen

REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION OF THE VILLAGE OF WILLOWBROOK TO BE HELD TUESDAY, FEBRUARY 7, 2012 AT 7:30PM AT THE WILLOWBROOK VILLAGE HALL, 7760 QUINCY STREET, DU PAGE COUNTY, ILLINOIS

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF MINUTES
  - A. December 6, 2011
4. REPORTS
  - A. Park News In Brief
5. OLD BUSINESS
  - A. Holiday Party
  - B. FY 11-12 Budget Planning
  - C. Certificates of Insurance
6. NEW BUSINESS
  - A. Park and Athletic Facility Usage Policy and Fee Schedule
  - B. Backstop Project
  - C. Maercker PTA raffle prize donation
7. CORRESPONDENCE/COMMUNICATIONS
8. VISITOR'S BUSINESS – (Public comment is limited to three minutes per person and only those items that are on the agenda.)
9. ADJOURNMENT



*"A Place of American History"*

MINUTES OF THE REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION  
HELD ON TUESDAY, DECEMBER 6, 2011, AT THE WILLOWBROOK VILLAGE HALL, 7760  
QUINCY STREET, WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER

Chairman Cobb called the meeting to order at the hour of 7:30 p.m.

2. ROLL CALL

Those present at roll call were Chairman Richard Cobb, Commissioners Ronald Kanaverskis, Laurie Landsman, Carol Lazarski, Doug Stetina, and Ramona Weigus.

ABSENT: Commissioner Rene Schuurman

Also present was Superintendent of Parks and Recreation Kristin Violante.

A QUORUM WAS DECLARED

3. APPROVAL OF MINUTES – NOVEMBER 6, 2011

The Commission reviewed the November 6, 2011 minutes. Commissioner Landsman requested that the addition of “and/or Mr. Pretzer’s” be added to the last line of Page 2, Paragraph 5B after Mr. Righton’s name. Commissioner Weigus requested that typos be corrected in the first paragraph of Page 4. Commissioner Weigus also requested the words “our residents” and “pool” be added in the last line of the paragraph on Page 5.

MOTION: A Motion was made by Commissioner Weigus seconded by Commissioner Landsman to approve the November 6, 2011 minutes, as amended.

ROLL CALL VOTE: AYES: Chairman Cobb, Commissioners Kanaverskis, Landsman, Lazarski, Stetina, and Weigus. NAYS: None. ABSENT: Commissioner Schuurman.

MOTION DECLARED CARRIED

4. REPORTS

Park News in Brief

Superintendent Violante advised that the Tree Lighting Ceremony was held on November 26<sup>th</sup> and despite the rainy weather, was still well attended. The Second Grade Brownie troop from Gower School decorated the tree with the ornaments they had made. Commissioner Schuurman topped the tree with an angel his daughter (one of the Brownies) had made out of Starbucks materials. Kingswood Academy choir sang songs and Mayor Napoli officially lit the tree. Pictures with Santa were taken inside the Starbucks by staff from the Willowbrook Walgreens. Citizens could pick up their complimentary picture at Walgreens within a couple of days. The Walgreens has a great display of pictures from the event in their store. Starbucks gave free hot chocolate to all the children. Sports Clips donated gift bags that Superintendent Violante felt would be a great, additional gift for boys at the Parks and Recreation Holiday Party. Superintendent Violante expressed thanks to Commissioners Landsman, Lazarski, Schuurman, and Stetina for attending the event on such a dreary day.

#### Back Stop Project

Superintendent Violante stated that back stops are approximately  $\frac{3}{4}$  of the way completed. They should be finished within the next couple of days. Superintendent Violante stated that she hopes to have the dugout canopies portion of this project completed in the spring.

#### Park Signs

Commissioner Landsman stated that the new park signs look great. Superintendent Violante stated that the one of the signs at Creekside Park as well as the Midway Park sign have not been erected yet, but advised they should be installed within the next couple of weeks.

### 5. OLD BUSINESS

#### A. Holiday Party

Superintendent Violante stated that the amount of money currently donated for the party is \$1,470.00 and expenses are currently at approximately \$1,100.00. Commissioner Cobb stated that the costs for the entertainment and Santa Claus are less than last year's event. Superintendent Violante stated that Del Rhea's will again be donating 150 fried chicken legs and possibly a monetary donation as well. Superintendent Violante indicated that all of the gifts have been inventoried and sorted by age. Superintendent Violante stated that she has not received any response from the Towncenter Starbucks in regards to the donation of coffee. Superintendent Violante stated that the Willowbrook Holiday Inn will donate seven (7) dozen cookies and Ashton Place will once again donate punch. Superintendent Violante indicated that she had purchased banners publicizing the event and had one placed at Prairie Trail Park and Willow Pond. RSVPs have increased since these have been put up. As of today, the number of residents that have signed up is 57. Superintendent Violante asked if there was a need for contingency gifts. Commissioner Landsman did not think it was necessary. Superintendent Violante volunteered to purchase \$5.00 McDonald's gift certificates on the day of the party if it appears there is a shortage of gifts for a particular age/gender. Commissioner Landsman urged Superintendent Violante to contact either Caribou Coffee or the Starbuck's in the Willowbrook Dominick's to see if they would donate coffee. Superintendent Violante stated that Walgreens will be taking the pictures of kids with Santa, developing them at the store during the event, and returning them by the end of the party. Commissioner Weigus suggested that an announcement be made at the beginning of the event for parents to have their kid(s) picture with Santa taken before the entertainment begins in order to have their picture(s) ready by the time the party ends.

#### B. Liability Coverage for Parks and Recreation Commissioners

Superintendent Violante stated that Commissioner Landsman had contacted Village Management Analyst Garrett Hummel. He forwarded her a document detailing the coverage provided to Village Commissioners and Trustees. Superintendent Violante gave each Commissioner a copy of this document at the meeting. Commissioner Landsman stated that the information provided indicates that the Village provides adequate liability coverage for park commissioners. Superintendent Violante was asked by the Commission to investigate how much coverage the Village requires of outside contractors/organizations in their certificates of insurance. There was discussion that the Village should consider raising the amount of coverage required. Superintendent Violante will speak with Management Analyst

Garrett Hummel who coordinates the Village Risk Management program and bring information to the park commission at the next meeting.

6. NEW BUSINESS

A. FY 11-12 Budget Planning

Superintendent Violante stated that the capital improvement plan is completed through 2015-2016. There will need to be discussion by the commission at the next meeting on what to add in the plan for the 2016/2017 fiscal year. Superintendent Violante stated the commission will need to finalize capital improvement recommendations for the upcoming fiscal year at the next meeting. Superintendent stated this should have been discussed at an earlier meeting and will make sure it is added to the October 2012 meeting for the 2013/2014 fiscal year. Superintendent Violante indicated that Village staff and department heads met today to discuss capital improvements for next year. The Ridgemoor Park playground is scheduled to be replaced during the 2012/2013 fiscal year; however, she would like to change that to Willow Pond since it is utilized more and was scheduled to be replaced next year. Administrator Tim Halik expressed concern that there would not be enough money in the Village budget to completely replace a playground for the next year. He advised Analyst Hummel and Superintendent Violante to look into grants.

There was discussion about the addition of a new park pavilion which is also scheduled for purchase and installation during the 2012/2013 fiscal year. Superintendent Violante stated that before a new pavilion gets constructed that the roofs of the pavilions at Community Park need to be replaced. Village Administrator Halik asked where the proposed gazebos listed over the next three year in the five-year capital plan are to be located. Commissioners could not recall specific parks, but did indicate that Prairie Trail Park is the first park they would like to see get a new pavilion. Superintendent Violante stated that the \$25,500.00 budgeted this year for the back stops will be carried over to FY 2012/2013 since we received a grant of \$46,000 for the backstop project. It is her hope to be able to use some of this \$25,500 to complete the dugout canopy portion of the backstop project.

Superintendent Violante requested permission to move the proposed \$85,000 for playground equipment replacement from Ridgemoor Park to Willow Pond for FY 2012-2013, and submit for the replacement of roofs on the pavilions at Community Park for next year. Chairman Cobb suggested that quotes be obtained for a new pavilion at Prairie Trail Park and for pavilion roof repairs at Borse and Willow Pond before making the budget decision. Commissioner Kanaverskis also suggested submitting a request for a smaller scale, tot park to replace the current park at Willow Pond since it would cost less money and may be more acceptable to the Village Trustees.

Commissioner Landsman questioned what the EDP figures were for on the top of the capital improvement plan. Superintendent Violante thought that it had something to do with computers but will look into it and let her know.

**B. Special Recreation Levy**

Superintendent Violante related that the Village Board did pass the tax levy for the Special Recreation Tax. The impact to homeowners should be minimal as the increase from last year to this year is very small. The tax impact for a home owner with a home market value of \$300,000 would still be approximately \$14.00. Commissioner Lazarski asked for clarification as to why the accounts ADA Accommodations and Park Improvements had changed so much since last year. Superintendent Violante stated that the Interim Finance Director indicated that the money spent from the Special Recreation tax would be tracked easier to better determine what has and has not been spent from this fund. For instance, money for ADA park improvements will now have its own line item, rather than being in the general park improvement fund.

**C. January Meeting**

Chairman Cobb reviewed the need to hold a Parks and Recreation Meeting on January 3, 2012. He stated that the January meeting is usually cancelled due to the Christmas Party. Commissioners stated that there are no pressing issues that cannot be postponed until February.

**7. CORRESPONDENCE/COMMUNICATIONS**

There was no communications.

**8. VISITOR'S BUSINESS**

There was no visitor business.

**9. ADJOURNMENT**

**MOTION:** Made by Commissioner Landsman, seconded by Commissioner Lazarski to adjourn the meeting at the hour of 8:32 p.m.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

\_\_\_\_\_, 2012

\_\_\_\_\_  
Chairman

Minutes transcribed by Cindy Stuchl.

## **Park News for Monthly Report, December 2011 & January 2012**

### **Holiday Events**

The Annual Village of Willowbrook Holiday Party was held on Sunday, December 11, at Hinsdale High School. A party summary was sent to the Recreation Commissioners who did a wonderful job coordinating the event. An extra special thank you goes to Commissioners Landsman and Stetina for not only purchasing the gifts but also bringing the extra gifts to the Community House after the party. A thank you note was also sent from Mayor Napoli to the businesses/organizations who contributed to the party. The donations we received to cover the expenses for the party were \$1,470. The total expenses were \$1,464.08. We also received food and drink donations. A total of 107 kids were in attendance at the party.

Santa's Calling You took place on December 15. Forty-seven youngsters received these free calls from Santa.

### **Backstop Project**

The new backstops have been installed. Come spring, asphalt will be added to areas where the old poles once stood. Superintendent Violante is currently getting quotes for dugout canopies to complete the project. Mayor Napoli commended the park staff and commission on their efforts with this project. He stated it was a very well done project and big improvement.

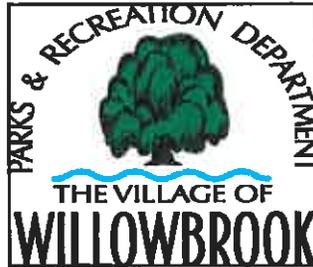
### **Winter/Spring Program Numbers**

The following are the enrollment numbers so far for the first session of programs:

Taekwondo -	4 within 5 levels
Karate -	12 within 7 levels
Floor Hockey -	13 within 2 levels
Sensible Fitness -	1-1x/wk, 1-2x/wk
Weight Loss Challenge -	15
Mat Pilates -	7
Reformer Pilates -	5
Yoga – Monday a.m. -	9
Yoga – Thursday a.m. -	8
Yoga – Thursday p.m. -	16
Cooking (first event) -	Cancelled
Daddy/Daughter Pancake Breakfast -	Cancelled
First Fridays (first event) -	Cancelled
Horsemanship -	Cancelled
Speed & Agility -	Cancelled

- Newsletters have been sent out to Gower West and Gower Middle for winter/spring programs and flyers have been posted at the Indian Prairie Library.

## *Village of Willowbrook Parks & Recreation Department 2012 Winter/Spring Offerings for Middle School*



### **Baby Sitters Clinic**

Our clinic for baby sitters teaches the various aspects of babysitting and staying home alone. Topics include handling situations such as storms, prowlers and other emergencies; disciplining children; creating fun activities; and preparing easy snacks. Certificates will be awarded to those who attend both sessions.

**BR/WB**

Location: Village Hall Council Chambers  
7760 Quincy Street

Time: Wednesday, May 9 6:00-8:30 p.m.  
Wednesday, May 16 6:00-7:30 p.m.

Fee: \$23 Resident/\$28 Non-Resident  
REF: #145

### **Kite Fly Day**

Join the fun at our annual Kite Fly Day. Our Recreation Staff will be on hand to help get your kite up and give you expert advice on kite flying. A small number of kites will be available to borrow. Refreshments will be served. Parents are required to attend.

Location: Farmingdale Terrace Park  
415 Honey Locust

Date: Saturday, May 5  
Time: 1:00 p.m.  
Fee: Free  
REF: #306

### **Spring Girls' Lacrosse League**

The emphasis of this program is to develop the girl within the sport of lacrosse. The goals of the program are to understand the rules of lacrosse, active teamwork, sportsmanship, and fostering personal development in a respectful environment.

For girls 3rd—8th grade. Games and practices are held on Sundays at Katherine Legge Park in Hinsdale. An advanced league with 1 extra weekly practice is offered to 7th & 8th graders with more experience. For more detailed information, please contact the Village of Willowbrook at 630-323-8215.

### **Earth Day—Making Boats**

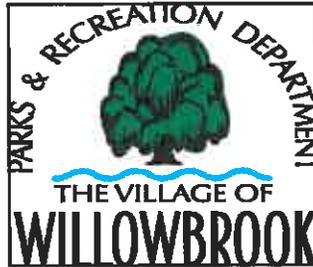
This year Earth Day is April 22. Let's do our part and help make our part of the Earth a happy and clean place to live. We will make boats out of recycled materials provided or you can bring your own. After creating our watercraft, we will test them out in Willow Pond.

**BR/WB**

Location: Willow Pond  
Plainfield Road at Adams Street

Date: Saturday, April 21  
Time: 12:30—2:00 p.m.  
Fee: \$5.00 Resident  
\$10.00 Non-Resident  
REF: #307

*Village of Willowbrook Parks & Recreation Department  
2012 Winter/Spring Offerings for Elementary School*



### **American Girl Place Trip**

We have a special trip planned for you and your American Girl! We will take a shuttle to the City of Chicago; dine on a wonderful breakfast entree; and then shop until we drop! Fee includes transportation and brunch only.  
**BR/WB**

Age: 4 years & up with parent  
Date: Saturday, February 18  
Time: Pick up Harvester Park: 8:30 a.m.  
Drop off Harvester Park: 1:30 p.m.  
Fee: \$35.00/person-Resident  
\$40.00/person-Non-Resident  
REF: #314

### **Kite Fly Day**

Join the fun at our annual Kite Fly Day. Our Recreation Staff will be on hand to help get your kite up and give you expert advice on kite flying. A small number of kites will be available to borrow. Refreshments will be served. Parents are required to attend.

Location: Farmingdale Terrace Park  
415 Honey Locust  
Date: Saturday, May 5  
Time: 1:00 p.m.  
Fee: Free  
REF: #306

### **Easter Egg Hunt**

Visit with the Easter Bunny for an exciting Egg Hunt! We will assemble at Borse Community Park for this thrilling event. Parents are required to attend.

Date: Saturday, April 7  
Time: 11:00 a.m. SHARP  
Fee: Free  
REF: #305

Note: Please call the Village to pre-register at 630-323-8215 to ensure we have an adequate number of eggs for each child.

### **Earth Day—Making Boats**

This year Earth Day is April 22. Let's do our part and help make our part of the Earth a happy and clean place to live. We will make boats out of recycled materials provided or you can bring your own. After creating our watercraft, we will test them out in Willow Pond.  
**BR/WB**

Location: Willow Pond  
Plainfield Road at Adams Street  
Date: Saturday, April 21  
Time: 12:30—2:00 p.m.  
Fee: \$5.00 Resident  
\$10.00 Non-Resident  
REF: #307



# Village of Willowbrook

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Phone: (630) 323-8215 • Fax: (630) 323-0787 • www.willowbrookil.org

To: Parks and Recreation Commission  
From: Kristin Violante, Superintendent of Parks & Recreation  
Re: 2011 Children's Holiday Party -- Final Report  
Date: December 27, 2011 - **REVISED**

**Mayor**

Robert A. Napoli

**Village Clerk**

Leroy R. Hansen

Listed below are the details from the Children's Holiday Party that was held on December 11. A big thank you to the Commissioners for a well coordinated event. Your months of planning as well as your hard work at the event resulted in another very successful party. A special thanks goes to Doug and Laurie for not only purchasing the gifts but also getting the food and the extra gifts to the Community House after the party.

The food contributions from the Holiday Inn, Caribou Coffee and Chicken Basket were again a big hit. I have received positive comments about Steve Belliveau, the magician who provided the entertainment. In terms of the publicity, it was our most extensive ever. Banners were hung at Prairie Trail Park and Willow Pond, information was listed on the Village website, and flyers were handed out to various businesses and at various events. Most of the individuals in attendance had pre-registered for the event. A few individuals who had not previously RSVP'd did attend. I think pre-registering was a good idea as it gave Doug and Laurie assistance in planning the gift distribution. I think it worked out great that Walgreen's took and developed the pictures on the day of the event. It was nice to have the pictures ready for people to take home. Walgreen's has already expressed interest in assisting us again next year. While your thoughts are still fresh, at our February meeting we can discuss how you would like to proceed for next year's event.

Attached please find a copy of a thank you letter that I prepared for President Napoli's signature. The thank you letters were sent last week.

**Expenses**

Entertainment (Steve Belliveau, Magician)	\$ 365.00
Gifts - Walgreens, Tues. Morning, Jet Set Gems	655.32
Crafts supplies	31.11
Food	20.72
School rental and custodial charges	87.00
Picture Frames (Oriental Trading)	20.00
Gift bags (Walgreens)	34.93
Recreation staff time (day of the party only)	<u>250.00</u>
	\$1,464.08

**Five-Year Comparison of Expenses vs. Donations**

	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
Expenses	\$ 2,080.94	\$ 1,783.25	\$ 1,972.12	\$ 2,493.49	\$ 1,464.08
Donations	<u>1,475.00</u>	<u>1,450.00</u>	<u>1,860.00</u>	<u>3,049.00</u>	<u>1,470.00</u>
Difference	(\$ 605.94)	(\$ 333.25)	(\$ 112.12)	\$ 555.51	\$ 5.92



*"A Place of American History"*



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## 2011 Holiday Party attendance figures

<u>Age</u>	<u>Girls</u>	<u>Boys</u>	<u>Total</u>
0-1	6	2	8
1 & 2	4	8	12
3 & 4	8	16	24
5 & 6	14	3	17
7 & 8	10	12	22
9 & older	14	10	24
	56	51	107

### Mayor

Robert A. Napoli

### Village Clerk

Leroy R. Hansen

## Summary of Attendance Figures

2007	86
2008	85
2009	65
2010	56
2011	107

## Inventory for 2012 Party

Gift bags (30 large, 5 small, 6 jewelry size bags)  
 Masking and scotch tape  
 3.5 Red and 3 Green table cover rolls (100 feet each complete roll)  
 Sugar, spoons  
 2 coffee pots and our camtainer cooler  
 Crafts materials – 48 gingerbread people, 24 snowmen, 24 ornaments, 70 craft bowls  
 48 picture holders  
 Decorations – hanging things, serving trays  
 Snowman crafts

## Will need for 2012 Party

140 gifts  
 Gift bags  
 Candy canes – 100 count  
 Picture holders

## Will need for 2012 Party - assuming no donation from Caribou, etc.

120 hot cups, napkins, plates (large and small)  
 Coffee – 1 pound of decaf – one pot of decaf is sufficient  
 150+ cold cups, sweetener, sugar and Cremora  
 2 rolls of paper towels  
 Cookies – 7 packages

*Five plastic storage containers were sent back to storage on 12/13/11*

CC: Tim Halik, Village Administrator



*“A Place of American History”*

December 15, 2011

Dear Member of the Willowbrook Business Community,

Thank you for your contribution to the Village of Willowbrook Children's Holiday Party fund. On December 11, over 140 children, parents and grandparents attended the party, which was sponsored by the Willowbrook Parks and Recreation Commission.

It was a gorgeous day for a party. Upon arriving, the children and adults were welcomed to the sounds of the season and refreshments. Caribou coffee supplied hot coffee, Dell Rhea's Chicken Basket donated piping hot chicken legs, and the Holiday Inn/Willowbrook supplied chocolate chip cookies. Santa again delighted the younger set as he listened to their gift wishes and gave them each a candy cane. Thanks to the Willowbrook Walgreen's, each child received a free photo of Santa to commemorate their visit with him.

Later, while adults had an opportunity to socialize with friends and neighbors, children worked on their holiday crafts projects. The Willowbrook Police Department was on hand to provide free photo IDs. Our feature entertainment this year was Steve Belliveau who has entertained children and adults across the state. We concluded the party by giving a modest gift to each child. Your generous donation helped make all this possible.

The families who attended brought in over 100 cans and other food items, which were given to the Hinsdale Community Service. That organization distributes the food to needy families in Willowbrook and surrounding communities in Du Page County. The Parks and Recreation Commission also sent many gifts to the Hinsdale Community Service for distribution to the children of these families.

On behalf of the Village Board, Parks and Recreation Commission, Village Staff and Willowbrook residents, I offer our sincere appreciation for your continued support. We wish you a joyous holiday season and a very prosperous New Year.

Sincerely,

Robert A. Napoli  
Village President

CC: Parks and Recreation Commission

# Willowbrook Parks and Recreation Department Park and Athletic Facility Usage Policy and Fee Schedule

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*Revised 2/23/10*

Willowbrook park facilities are available to the public each day of the year. However, by applying for a permit, a group is guaranteed exclusive use of an area per the terms of the permit. Small groups using a park and not needing any special accommodations generally do not need a permit to hold their gathering. Use of park facilities is subject to observance of all Village ordinances whether or not a permit has been issued.

Applications for permits will be accepted after January 1 of each year for Willowbrook residents and after March 1 of each year for non-residents. Community organizations that generally serve over 100 Willowbrook residents can apply for a permit up to one year in advance of the desired date. Village residents may apply for a permit under Resident status for their business or organization that is outside the Village of Willowbrook. There will be times when Parks and Recreation Department activities receive priority of use.

### **When you must apply for a permit:**

Under certain conditions, groups will be required to obtain a permit. These conditions include, but are not limited to, the following:

- Groups in excess of 25 or more persons
- Groups who are renting specialized attractions such as, but not limited to, disc jockey, sound systems, moonwalks, etc.
- Organized athletic groups/teams or groups requesting an athletic facility (e.g. ball field, soccer/football field, basketball court, tennis court, etc.)

### **Definitions:**

- “Permit”: Written permission to reserve a park or portion thereof for the exclusive use of a group. Permit applications are available for any groups of up to 200 persons. Groups of over 200 persons can only be approved by the Village Board. Such request must be made no less than six weeks before the event.
- “Lessee”: The person to whom the permit was issued.
- “Resident”:
  1. Individuals who reside within the corporate limits of the Village of Willowbrook.
  2. Government agencies that generally serve Village of Willowbrook residents.
  3. Commercial businesses and industries within the Village.
  4. Non-profit organizations, clubs and churches that provide service to a “substantial” number of Village residents. Such groups may be required to submit a list of membership to demonstrate to the Village that a “substantial” number of its members are Willowbrook residents.
- “Non-Resident”: Those who do not meet the above definition as “Resident.”

## **Conditions for All Permits**

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1. All requests must be made at least 2 weeks prior to the desired date(s). All fees and security deposits must be paid in full at the time of the application.
2. Fees include trash removal. Security Deposit includes deposit for Community Park restrooms.
3. Rentals for pavilions are based on a 6-hour rental time period. Fees for athletic facilities are based on a four (4) hour rental time period. Additional time can be rented.
4. A date can be reserved without payment for up to one week. After that time, the Village reserves the right to make the date available to someone else.
5. Permits can be issued only to persons age 21 or over. No permit shall be issued for an event for minors unless it will be supervised by a person age 21 or over.
6. The Village reserves the right to make adjustments to the assignment of park facilities and athletic fields irrespective of the permit issued by providing adequate notice to the group.
7. **Alcohol is prohibited in all Village parks.** No domestic animals of any type, whether leashed or unleashed are allowed in Village parks, except as provided for dog obedience classes offered by the Parks and Recreation Department or to accommodate domestic animals as seeing-eye dogs or other aides. Posting of advertisements or the sale of any products or services without Village Board approval is prohibited. Other restrictions are listed in Village ordinances that are related to the use of parks. A copy of these ordinances will be made available to groups when the permit is issued.
8. Any use of sound amplification equipment must be applied for on the application and is subject to approval by the Superintendent of Parks & Recreation.
9. The lessee shall be responsible to see that the facilities are left in the same condition in which they were found. Failure to comply may result in loss of the security deposit.
10. The Village is not responsible for injuries or lost articles.
11. Restrooms are generally available at the Community Park during park hours of operation. A portable restroom will be available at Willow Pond from May 1 through October 20. No restrooms are available at other parks, unless special arrangements are made.
12. Rental does not include access to the Community Park concession stand.
13. For reasons of safety, **access into parks is strictly prohibited via any vehicle other than Village vehicles and emergency vehicles.** Violators will be ticketed. Permit holders who have received approval for a large amusement (moon walk, etc.) may be allowed vehicular access only with a Village employee's escort and only if this arrangement has been pre-approved. This accommodation shall not be given for delivery of normal picnic materials such as grill, coolers, etc. Other persons or groups with large deliveries of materials into the park will also need to receive approval for an escort by a Village employee in order to gain vehicular access.
14. The lessee agrees to all policies contained and related Village ordinances as condition for receiving the permit.
15. Any misrepresentation by the applicant in the information submitted in the application may result in forfeiture of the security deposit.

## **Special Conditions for Picnic/Event Permits**

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1. Rentals at the Borse Memorial Community Park generally include the use of one softball field and one of the volleyball courts. Bring your own volleyball net or you can rent one at the Village Hall. Please inquire if there are any exceptions to this policy.
2. Rentals for Willow Pond are restricted to groups of fewer than 50 persons.
3. Groups shall have exclusive use of only the facilities that are listed on the permit.
4. Groups are restricted to no more than one (1) amusement, such as, moon walks, etc. Use of such amusements must have the expressed permission by the Superintendent of Parks & Recreation. Dunk tanks are not permitted. The group must provide the Village with a certificate of insurance for the use of the amusement. The amusement shall be only for the use of the group's participants. No admission charge shall be made for the use of the amusement.
5. Note that use of any electrical appliances is limited to the 15 AMP service at the pavilions.
6. The group is responsible to see that trash is bagged neatly and left for staff to remove it.
7. Village personnel are generally not available to move picnic tables to another park. Requests for additional services by Village personnel will be billed at \$50.00/hour.
8. Cancellation notice must be received at least one working day before the event or a \$15.00 cancellation fee will be deducted from the security deposit.
9. Rainout policy - If a group's event is rained out, a full refund (minus a \$4.00 check processing charge) will be issued upon request if the group does not request a new date.
10. The Village reserves the right to cancel the activity with at least a two-week notice.
11. With the approval of the Village Administrator, the Superintendent of Parks & Recreation may waive permit fees in whole or in part for those entities that provide pro bono services or waive similar fees to the Village.

## **Special Conditions for Athletic Facilities Permits**

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1. The Superintendent of Parks & Recreation will assign Athletic Facilities Permits based on the following:
  - Past record by the organization in the care of Village facilities in accordance with Village ordinances, policies and procedures.
  - The number of Willowbrook residents served by the organization in the previous year.
  - The organization's submission of a certificate of insurance with appropriate coverage and a Hold Harmless Agreement naming the Village as an Additional Insured.
2. Permits are not issued nor can athletic facilities be used for conducting private lessons or instruction for profit without the expressed written permission of the Superintendent of Parks & Recreation.
3. Fees for athletic facilities are based on a four (4) hour rental time period. Additional hours can be rented at the rate of \$10.00 per two-hour hour time period per field/court.
4. The Village reserves the right to waive or modify fees to those organizations which provide the Village with funding for park capital improvements.
5. The Superintendent of Parks and Recreation can revoke the Athletic Facilities permit at any time for a group's violation of the terms of the permit, Village policies or Village ordinances.

## Permit Fees and Services Schedules

Revised 2/23/10

### Picnics and Events ♦ Borse Community Park or Willow Pond

Persons in Group	Security Deposit	Standard Rates (Monday thru Friday 9 AM - 5 PM)		Premium Rates (Monday thru Friday 5 – 9 PM and all weekends & holidays)	
		Resident	Non-resident	Resident	Non-resident
Up to 25*	\$100  (Waived for scout & school groups serving Willowbrook residents)	\$20  (Waived for scout & school groups serving Willowbrook residents)	\$35  (Waived for scout & school groups serving Willowbrook residents)	\$35  (Waived for scout & school groups serving Willowbrook residents)	\$70  (Waived for scout & school groups serving Willowbrook residents)
26-49 *	\$200  (Waived for scout & school groups serving Willowbrook residents)	\$30  (\$20 for scout & school groups serving Willowbrook residents)	\$60  (\$40 for scout & school groups serving Willowbrook residents)	\$45  (\$30 for scout & school groups serving Willowbrook residents)	\$85  (\$60 for scout & school groups serving Willowbrook residents)
50 – 100 *	\$250  (Waived for scout & school groups serving Willowbrook residents)	\$50  (\$30 for scout & school groups serving Willowbrook residents)	\$90  (\$60 for scout & school groups serving Willowbrook residents)	\$85  (\$60 for scout & school groups serving Willowbrook residents)	\$140  (\$80 for scout & school groups serving Willowbrook residents)
101-150 **	\$300  (Waived for scout & school groups serving Willowbrook residents)	\$90  (\$45 for scout & school groups serving Willowbrook residents)	\$180  (\$90 for scout & school groups serving Willowbrook residents)	\$120  (\$90 for scout & school groups serving Willowbrook residents)	\$200  (\$100 for scout & school groups serving Willowbrook residents)
151 – 200 **	\$375  (Waived for scout & school groups serving Willowbrook residents)	\$150  (\$75 for scout & school groups serving Willowbrook residents)	\$250  (\$125 for scout & school groups serving Willowbrook residents)	\$175  (\$140 for scout & school groups serving Willowbrook residents)	\$300  (\$150 for scout & school groups serving Willowbrook residents)
200 + **	Costs are determined based on the size of the group. Permission for groups of more than 200 persons requires pre-approval by the Village Board. Allow six-weeks from request.				

**Notes:**

1. The ending time of the activity determines whether Standard or Premium rates apply
2. Rentals are based on a six (6) hour rental time period.
3. Fees include trash removal.

\* \$10.00 for each additional two-hour time period

\*\* \$20.00 for each additional two-hour time period

**Picnics and Events ♦ All Other Village Parks**

<b>Persons in Group</b>	<b>Security Deposit – All Groups</b>	<b>Resident</b>	<b>Non-Resident</b>
1 – 49 *	\$100	\$25	\$50
50 – 100 *	\$150	\$50	\$100

**Notes:**

- Rentals are based on a six (6) hour rental time period.
  - Fees do not include trash removal. Trash removal fees will be based on the size of the group.
- \* \$10.00 for each additional two-hour time period

**Athletic Facilities Fees and Services**

<b>Permit Fee</b> (Non-refundable fee to be paid for issuance of each permit)	\$15
<b>Basic Usage Fees</b> (Fees apply for each field or court per date)	
Athletic fields	
<i>Borse Community Park:</i>	
Softball field	\$15
Football / soccer field	\$12
<i>All other parks</i>	\$10
Basketball or volleyball court	\$10
Tennis court (per court)	\$15
Other athletic facilities	Determined at time of application

**Notes:**

- The above rentals are based on a four (4) hour rental time period.
- Additional time for each field or court can be rented at \$10.00 per two (2) hour block.

<b>Borse Community Park Optional Services</b>	
Grading softball field	\$ 40.00 per field per date
Lining softball field	
Infield lining with non-caustic chalk	Material: \$ 15 per field/date Labor: \$40 per field /date
Outfield foul lines with spray paint	Material: \$ 20 per field/date Labor: \$40 per field /date
Lining football field or soccer field	
Initial lining	Material: \$225 per field Labor: \$300 per field
Re-lining	Material: \$125 per field Labor: \$200 per field
Ball field lights	
Usage fee	\$15 per field / date
Security deposit	\$100
<b>Other services</b>	Fees determined at time of application.

### **Policy for Refunds of Athletic Field Facilities and Services Fees**

If an applicant cancels an athletic facility reservation or event, refunds will be issued for 90% of the Permit Fee and Basic Usage Fees and, if the work has not been performed (e.g. ball field grading), 100% of the Optional Services Fees. Please note: A request for this refund must be made no later than two weeks after the first date of the reservation as noted on the application.

### **Waiver of Application and Basic Field Permit Fees**

With the approval of the Village Administrator, the Superintendent of Parks & Recreation may waive the Basic Field Permit Fees in whole or in part for those organizations that provide capital improvements to the Village's park system.

Permit No. \_\_\_\_\_

**Park and Athletic Facility Permit Application**

<b>Name</b>		<b>Date of Application</b>	
<b>Address</b>			
<b>City</b>	<b>State</b>	<b>Zip Code</b>	
<b>Home Phone</b>	<b>Work Phone</b>		
<b>Email</b>			
<b>Facility Requested: (Check all that apply)</b>			
<b><u>Pavilion</u></b>	<b><u>Ball Field</u></b>	<b><u>Other park or athletic facility (specify)</u></b>	
Borse Park North _____	Borse #1 (SW) _____	_____	
Borse Park South _____	Borse #2 (SE) _____	_____	
Willow Pond _____	Borse #3 (NW) _____	_____	
<b>Date(s) Requested:</b> _____	<b>Time Requested:</b> From: _____	AM PM	To: _____ AM PM
<b>Purpose of use:</b> _____			
<b>Estimated Attendance:</b> _____			
<b>Picnic / Event Fees and Security Deposits ♦ (Please refer to schedules)</b>			
Permit fee	\$ _____	<b>*Optional Services:</b> (Please specify other desired services)	
+ Security Deposit	\$ _____		
+ Optional Services*	\$ _____		
<b>Total</b>	<b>\$ _____</b>		
<b>Athletic Field Permit Fees ♦ (Please refer to schedules)</b>			
Permit Fee	\$ 15.00	<b>**Optional Services:</b> (Please specify services & list labor and materials costs)	
Basic Usage Fees	_____		
+ Optional Services**	_____		
<b>Total</b>	<b>_____</b>		



**PARK PERMIT FEES COMPARISON**

Park District/Village	25 People	26-49 people	50 – 100 people	101 – 150 people	151 – 200 people
Willowbrook (Borse or Willow Pond)	\$35.00 Resident \$70.00 Non-Resident (for 6 hours)	\$45.00 Resident \$85.00 Non-Resident (for 6 hours)	\$85.00 Resident \$140.00 Non-Resident (for 6 hours)	\$120.00 Resident \$200.00 Non-Resident (for 6 hours)	\$175.00 Resident \$300.00 Non-Resident (for 6 hours)
Burr Ridge (Harvester Shelter)	\$45.00/hr Resident \$100/hr Non-Resident (includes supervisor) 2 hour minimum				
Darien	\$75.00 Resident \$150.00 Non-Resident	\$75.00 Resident \$150.00 Non-Resident	\$75.00 Resident \$150.00 Non-Resident	\$125.00 Resident \$250.00 Non-Resident	\$125.00 Resident \$250.00 Non-Resident
Oakbrook (Gazebo)	\$40.00 Resident \$60.00 Non-Resident	\$165.00 – 31-40# \$210.00 - 41-50#			
Hinsdale (Smaller Shelter at KLM)	\$50.00 Resident \$110.00 Non-Resident	\$50.00 Resident \$110.00 Non-Resident	\$50.00 Resident \$110.00 Non-Resident *max. 80 people		
Hinsdale (Bigger Shelter at KLM)	\$100.00 Resident \$160.00 Non-Resident	\$100.00 Resident \$160.00 Non-Resident	\$100.00 Resident \$160.00 Non-Resident	\$100.00 Resident \$160.00 Non-Resident *max. 150 people	
Westmont (Ty Warner)	\$150.00 Only Residents	\$150.00 Only Residents	\$150.00 Only Residents	\$200.00 Only Residents	\$250.00 Only Residents
Westmont (Ty Warner A or B)	\$75.00 Only Residents	\$75.00 Only Residents			

**ATHLETIC FEES COMPARISON**

<b>Park District/Village</b>	<b>Softball Field</b>	<b>Softball Field w/lights</b>	<b>Soccer Field</b>
<b>Willowbrook</b>	\$15.00 Resident or Non-Resident	\$30.00 Resident or Non-Resident	\$12.00 Resident or Non-Resident
<b>Burr Ridge</b>	\$20.00 Resident \$80.00 Non-Resident	\$45.00 Resident \$105.00 Non-Resident	\$25.00 Resident \$100.00 Non-Resident
<b>Oakbrook</b>	\$25.00 Resident \$40.00 Non-Resident	\$35.00 Resident \$35.00 Non-Resident	
<b>Darien</b>	\$15.00 Resident \$25.00 Non-Resident	\$35.00 Resident \$45.00 Non-Residents	\$15.00 Resident \$25.00 Non-Residents

Items for Discussion

1. Under **paragraph 2 of page 1**, change "Village residents may apply for a (park) permit under Resident status for their business or organization that is outside the Village of Willowbrook.
2. Under **Definitions portion on page 1 #4**, change "substantial" to a percentage.
3. Under **Conditions for All Permits, page 2 #2**, add "The Village reserves the right to deduct a certain portion of the security deposit for any "excessive" garbage left outside of the garbage cans."
4. Add under **Conditions for All Permits, page 2, #16**, add "For activities at any Village facility/park, the Village reserves the right to schedule additional staffing and assess appropriate additional charges, should the scope of the usage, in the opinion of the Village Recreation Staff, require such measures.
5. Require Lessee initials at bottom of page 2.
6. Under **Special Conditions for Picnic/Event Permits, page 3 #6**, add "The Village reserves the right to deduct a certain portion of the security deposit for any "excessive" garbage left outside of the garbage cans."
7. Require Lessee initials at bottom of page 3.



December 5, 2011

Dear Friend:

Maercker School District #60 PTA is preparing for it's annual Fun Fair on Saturday, March 17, 2012. We are writing to ask if you would consider donating a gift item to be included in our raffle as part of our fundraising efforts. Your donation is completely tax-deductible and a great way to promote your business.

Maercker School District 60 has over 1,300 students and serves the communities of Clarendon Hills, Darien, Hinsdale, Westmont and Willowbrook. The PTA is an all-volunteer, not-for-profit organization with 501c3 status. The money we raise is used to purchase equipment and educational materials for the schools, as well as provides funds for extracurricular events.

Your contribution may be mailed to the address below, or if you would prefer, arrangements can be made to pick it up before March 1,2011. Our tax-exempt number will accompany your thank you letter after the Fun Fair has taken place.

All businesses making a donation will be acknowledged at the Fun Fair and will also be listed on our Maercker District#60 PTA website, [www.maerckerpto.org](http://www.maerckerpto.org). This is a fabulous way to let the families in our district know about your business!

If you have any questions, please contact me. Thank you for your consideration and support of local education.

Sincerely,

Nicole Hill, Maercker District #60 General Raffle Coordinator  
630.340.2132  
[hill-nicole@att.net](mailto:hill-nicole@att.net)

5800 Holmes Avenue, Clarendon Hills, Illinois 60514 (630) 323-2086