

# **Willowbrook Parks and Recreation Department**

## **Park Pavilion and Athletic Facility Usage Policy and Fee Schedule**

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*Revised 5/28/13*

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 picnic 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 whose membership include at least 50% Village of Willowbrook residents. Such groups may be required to submit a list of membership to demonstrate to the Village that at least 50% 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. Park hours are dawn to dusk. Only individuals or groups with official Village of Willowbrook Parks and Recreation Department permits may be in the park when the park is officially closed.
3. Fees include trash removal. Security Deposit includes deposit for Community Park restrooms. The Village reserves the right to deduct a reasonable portion of the security deposit for any excessive garbage left outside the garbage cans.
4. 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. Rental of pavilions does not include exclusive use of the park playground. Playground is open to the public.
5. 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.
6. 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.
7. 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.
8. **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.
9. Any use of sound amplification equipment must be applied for on the application and is subject to approval by the Superintendent of Parks & Recreation. Noise produced by sound amplification equipment shall not go beyond the sound level described in the Village ordinance. All sound amplification equipment must be turned off by dusk.
10. 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 and, if applicable, additional charges.
11. The Village is not responsible for injuries or lost articles.
12. 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.
13. Rental does not include access to the Community Park concession stand.
14. 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.
15. The lessee agrees to all policies contained and related Village ordinances as condition for receiving the permit.

16. Any misrepresentation by the applicant in the information submitted in the application may result in forfeiture of the security deposit.
17. 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.

\_\_\_\_\_ I have read and understand the Conditions for all Permits (please initial).

### **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. If it is determined by Village staff that an applicant had more people than what was stated on permit, additional fees may be deducted from the applicant's security deposit.
5. 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. Contact the Superintendent of Parks & Recreation for the required types of insurance. 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.
6. Note that use of any electrical appliances is limited to the 15 AMP service at the pavilions.
7. The group is responsible to see that trash is bagged neatly and left for staff to remove it.
8. 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.
9. 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.
10. 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.
11. The Village reserves the right to cancel the activity with at least a two-week notice.
12. 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.

\_\_\_\_\_ I have read and understand the Special Conditions for all Picnic/Event Permits (please initial).

## **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 ordinance.

\_\_\_\_\_ I have read and understand the Special Conditions for Athletic Facilities Permits (please initial).

## Permit Fees and Services Schedules

*Revised 11/25/13*

### 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)	\$40  (Waived for scout & school groups serving Willowbrook residents)	\$80  (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)	\$50  (\$30 for scout & school groups serving Willowbrook residents)	\$100  (\$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)	\$90  (\$60 for scout & school groups serving Willowbrook residents)	\$180  (\$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)	\$125  (\$90 for scout & school groups serving Willowbrook residents)	\$250  (\$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)	\$180  (\$140 for scout & school groups serving Willowbrook residents)	\$360  (\$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

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## Picnics and Events ♦ All Other Village Parks

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

**Notes:**

1. Rentals are based on a six (6) hour rental time period.
  2. 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

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## Athletic Facilities Fees and Services

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<b>Permit Fee</b>  (Non-refundable fee to be paid for issuance of each permit)	\$15
<b>Basic Usage Fees- updated 2012</b>  (Fees apply for each field or court per date)	
Athletic fields	
<i>Borse Community Park:</i>	
Softball field	\$20 Resident \$25 Non-Resident
Football / soccer field	\$15 Resident \$20 Non-Resident
<i>All other parks</i>	\$15 Resident \$20 Non-Resident
Basketball or volleyball court	\$10 Resident \$15 Non-Resident
Tennis court (per court)	\$15 Resident \$20 Non-Resident
Other athletic facilities	Determined at time of application

**Notes:**

1. The above rentals are based on a four (4) hour rental time period.
2. 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**

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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**

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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.

**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>*Pavilion permit does not include exclusive use of playground. Playground is open to the public.</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>Athletic Field Permit Fees ♦ (Please refer to schedules)</b>			
Permit Fee	\$ _____	<b>**Optional Services:</b> (Please specify services & list labor and materials costs)	
Basic Usage Fees	\$ _____		
+ Optional Services**	_____		
<b>Total</b>	_____		

## Hold Harmless Agreement for All Permits

\_\_\_\_\_ agrees (as a person age 21 or older) that it will protect and have harmless and indemnified against from any penalty, charges of liability that the Village of Willowbrook, its administrators, board members, employees and agents my incur, resulting from the use of the Village of Willowbrook facilities by us, whether occasioned by the neglect of the Village of Willowbrook, and that we will at all times protect, indemnify and save and keep harmless the Village of Willowbrook against and from any and all loss, cost, damage or expense arising out of or from any accident or other occurrence on or about said premises, causing injury to any person or property whatsoever and will protect, indemnify and save and keep harmless the Village of Willowbrook against and from any and all claims from any and all loss, cost, damage or expense arising out of any respect to comply with and to perform all the requirements and provisions hereof.

**I have read, understand and hereby agree to the policies listed above as a condition for receiving this permit.**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Checks should be made payable to the Village of Willowbrook, 7760 Quincy Street, Willowbrook, IL 60527.**

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**For office Use Only**

Permit/Usage Fee(s)	\$ _____	Date Paid	_____
Security Deposit	\$ _____	Receipt Number	_____
Optional Service Fee(s)	\$ _____		
<b>Total Paid</b>	<b>\$ _____</b>		
Authorized Approval of Permit	_____		Date _____
	<i>Superintendent of Parks &amp; Recreation</i>		
Security Deposit(s) returned:	_____	_____	_____
	<i>Date</i>	<i>Amount</i>	<i>V.O.W. Check #</i>

Comments \_\_\_\_\_

Permit issued and mailed on: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ By: \_\_\_\_\_

Comments \_\_\_\_\_

Route To: Municipal Services \_\_\_\_\_ Police \_\_\_\_\_