

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

Picnics and Events ♦ All Other Village Parks

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

Athletic Facilities Fees and Services

Permit Fee (Non-refundable fee to be paid for issuance of each permit)	\$15
Basic Usage Fees- updated 2012 (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.

Borse Community Park Optional Services		
	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
	Other services	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.

Park and Athletic Facility Permit Application

Name		Date of Application	
Address			
City		State	Zip Code
Home Phone		Work Phone	
Email			
Facility Requested: (Check all that apply)			
<u>Pavilion*</u>		<u>Ball Field</u>	<u>Other park or athletic facility (specify)</u>
Borse Park North _____		Borse #1 (SW) _____	_____
Borse Park South _____		Borse #2 (SE) _____	_____
Willow Pond _____		Borse #3 (NW) _____	_____
Date(s) Requested: _____		Time Requested: From: _____ AM _____ PM To: _____ AM _____ PM	
Purpose of use: _____			
Estimated Attendance: _____			
*Pavilion permit does not include exclusive use of playground. Playground is open to the public.			
Picnic / Event Fees and Security Deposits ♦ (Please refer to schedules)			
Permit fee \$ _____ + Security Deposit \$ _____ + Optional Services* \$ _____ Total \$ _____		*Optional Services: (Please specify other desired services)	
Athletic Field Permit Fees ♦ (Please refer to schedules)			
Permit Fee \$ _____ Basic Usage Fees \$ _____ + Optional Services** _____ Total _____		**Optional Services: (Please specify services & list labor and materials costs)	

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.

For office Use Only

Permit/Usage Fee(s)	\$ _____	Date Paid	_____
Security Deposit	\$ _____	Receipt Number	_____
Optional Service Fee(s)	\$ _____		
Total Paid	\$ _____		
Authorized Approval of Permit	_____		Date _____
	<i>Superintendent of Parks & 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 _____