Special Use Park Permit Application

The Special Use Park Permit Application must be filed with the Executive Director or his/her designee no less than 30 days prior to the scheduled event. Applications may be mailed to the DeKalb Park District Special Use Park Permit Application, 1403 Sycamore Road, DeKalb, IL 60115.

General Information

Date of Event:_____Park:_____

Specific Area:_____

Time of Event:_____ Set Up at: _____ Tear Down at:_____

Name of Organization/Group:_____
Non-Profit? Y / N (If yes, attach a copy of 501c3 letter with application)
Mailing Address:_____

Phone:_____Fax:_____Email:_____

Name of Primary Representative:_____

Email:_____

Home Phone:_____Cell Phone:_____

Event Information

Type of Event:_____

Open to the General Public? Y / N Will you be charging an entrance/admission fee? Y / N

Will you be charging other fees? Y / N Describe:_____
_____

Estimated Number of Participants/Guests: _____

Estimated Number of Staff and/or Volunteers: _____

Will food be served? Y / N
Public events serving food must adhere to DeKalb Co. Health Dept. Guidelines

Will you be selling other goods or services? Y / N
Fundraising activities require permits from the City of DeKalb, non-fundraising solicitation is prohibited.

List any vendors or sponsors associated with the event:_____
_____
_____

Do you intend to use any additional structures? Y / N (Example: Tents, Portable Bathrooms, Inflatable Structure, Stage etc.) Describe:_____
_____

Will you be using any sound amplification systems? Y / N Describe:_____
_____

Will you be requesting permission to have temporary signs for the event? Y / N
(Requires a Sign Permit from the City of DeKalb and approval by the District)
Describe:_____
_____

Acknowledgement

I have read and understand the Special Use Park Permit Guidelines and agree to the terms and conditions of these Guidelines. I agree that the information provided in this application to be accurate and true to the best of my knowledge.

_____
Signature of Applicant Date

_____
Please Print Name Driver's License Number

For Office Use Only

Security Deposit: Small Group Permit 50-100: _____$50 Large Group 100+: _____$100

Cash Payment Required: Deposit or portion thereof to be returned after inspection of site by a Park District representative that the above named area is in the same condition prior to the permitted use of the site.
Date Paid:_____Date Returned:_____

Received by:_____Received by:_____
(District Staff) (Applicant)

Special Use Park Permit Guidelines

1. Failure to abide by the Special Use Park Permit Guidelines will result in termination of the event.

2. A Special Use Park Permit is required for groups or organizations wishing to utilize a Park District park that have more than 50 individuals in attendance.

3. The possession or consumption of alcohol is not permitted in any park or park facility.

4. No District property or equipment shall be removed from the premises without permission of the Park District. The Park District is not responsible for providing any set up or providing any equipment for the permitted activity.

5. The District does not assume any liability for property lost or stolen on the premises or for personal injuries sustained on the premises during the use of the park.

6. Groups or organizations requesting a Special Use Park Permit must have an authorized representative, 21 years or older, present at all times during the permitted park use and must possess a signed park permit.

7. Parking and driving are permitted only on designated roadways and parking lots; do not drive on the park grounds.

8. Charcoal fires are permitted only in the grills provided in picnic areas or in portable gas grills provided by the user. Wood fires, campfires and fire pits are prohibited on District property and portable gas grills cannot be placed on picnic tables. Extinguish fires before leaving and dispose of coals in the designated disposal containers.

9. Litter should be collected and placed in litter barrels before leaving the park. The permit holder is responsible for leaving the park in a clean and orderly condition. Failure to do so will result in the loss of a portion or all of the security deposit.

10. Electronically amplified sound is prohibited in the park unless authorized by the District.

11. Groups without not-for-profit status are prohibited from using parks for the purpose of solicitation, profit making or monetary gain. Only non-profit 501c3 organizations are eligible for fundraising activities. Proof of Non-profit status is required.

12. Groups or organizations wishing to use portable structures, and amenities such as tents, portable restrooms, play structures, etc. must have approval of the DeKalb Park District.

13. Groups or organizations hosting public events providing food services must comply with DeKalb County Department of Health regulations and permitting.

14. All signage and sign locations must have approval of the DeKalb Park District and comply with City of DeKalb regulations regarding Temporary Signs.

15. The group or organization holding the permit is restricted to the area distinguished on the permit and unless otherwise indicated does not include any shelter, facilities, or other areas of the park. The group or organization shall not interfere with or detract from the general public's enjoyment of the park and facilities.

16. All dogs or other animals must be on a leash no longer than fifteen feet which is held by a person. Dog owners are responsible for cleaning up after their pets.

17. Cancellations and refunds must be requested seven business days in advance of the scheduled activity date or result in the forfeiture of the deposit.

18. The District reserves the right to modify the deposit amount as well as charge additional fees to cover additional maintenance expenses as a result of the use of the park.

19. The District reserves the right to reject any request for a park use permit.

20. The District reserves the right to cancel any event due to acts or other circumstances beyond its control.

21. Special Use Park Permit holders must abide by the DeKalb Park District Ordinance 07-10; Regulations and Restriction for the Use of the Park System.

22. Events open to the public cannot discriminate and must make reasonable accommodations to comply with the ADA (American's with Disabilities Act).

23. If requested, a Certificate of Insurance providing general liability coverage naming the DeKalb Park District as an additional insured must be submitted no later than five business days in advance of the event.

24. Special Use Park Permit Guidelines may be changed with or without notice.

25. A dismissal or revocation of any granted permit may occur at any time without a refund if it is determined that the application for the permit contained any misrepresentation or false statement, any condition set forth in the guidelines governing the permit requested is not being complied with, or the safety of the participants in the applicant's activities or other patrons of or visitors to the park is endangered by the continuation of the activity.