



# Park Permit Request Form

1000 W. Wood St., Bensenville, IL, (630) 766-7015 rentals@bensenvilleparkdistrict.org

- \*Full Payment is due at the time the Application is submitted to the Deer Grove Leisure Center.
- \*Applications must be submitted at least one week in advance of rental date.
- \*All BPD Facility Rules & Regulations on reverse side must be followed.

**(1)** Date Facility Requested For \_\_\_\_\_ to \_\_\_\_\_ **(2)** Time \_\_\_\_\_

Dates (if additional) \_\_\_\_\_ to \_\_\_\_\_ Time \_\_\_\_\_

Dates (if additional) \_\_\_\_\_ to \_\_\_\_\_ Time \_\_\_\_\_

**(3)** Specify day(s) of week requested (circle all that apply): Sun Mon Tues Wed Thurs Fri Sat

**(4)** Organization making request \_\_\_\_\_

**(5)** Person in charge: \_\_\_\_\_ Cell # \_\_\_\_\_ Home # \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ E-mail Address \_\_\_\_\_

**(6)** Briefly describe the activity \_\_\_\_\_

**(7)** Number of participants using facility \_\_\_\_\_ **(8)** Food or beverages (non-alcoholic only) be served? Y / N

**(9)** Please check Park requested:

**Parks**

Kiwanis Shelter

DiOrio (baseball)

Veterans (softball)

Varble (soccer)

Sunrise

Sunset

Additional Rental Fees

Softball Field Lights

Other: \_\_\_\_\_

**(10)** Particular set-up of furnishings or equipment be requested? Y / N  
(If Yes, please clearly describe and/or make a diagram below)

The Park District is not responsible for providing equipment/services not requested or approved.

**(11)** Organization/individual acceptance and agreement to adhere to Park District regulations.

**(a)** I have read the reverse side of this form and agree to adhere to regulations of the Bensenville Park District, and I hereby further agree that such regulations are an integral part of this application.

**(b)** It is understood that the total rental fee shall be:

\$: \_\_\_\_\_ Deposit: \_\_\_\_\_ Balance Due: \_\_\_\_\_

**(c)** Alcoholic Beverages Are Prohibited.

**(d)** I am responsible for all members of the group at the Facility/Room during the time of the Rental.

**(e)** I will be present throughout the duration of the reservation.

**(f)** Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

(Must be an authorized adult representative)

Please fill out if Faxing or Dropping off this form

Credit Card# V M D \_\_\_\_\_ Expiration Date \_\_\_\_\_ CVV# \_\_\_\_\_

Authorized Cardholder Signature \_\_\_\_\_ Billing Zip Code \_\_\_\_\_

**NO RESERVATION IS COMPLETE OR BINDING UNTIL FULL FEE IS PAID AND APPLICATION SIGNED ABOVE**

FOR OFFICE USE ONLY

(12) Approved by \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

## ***STATEMENT OF POLICY FOR USE OF PARKS***

Please be aware the signee of the application is waiving and releasing all claims for injury for themselves and to the others of his/her group that might arise out of the rental. The Bensenville Park District shall assume no responsibility for any accident, theft or loss of property. The renter shall hold the Bensenville Park District Board and Staff members harmless for any costs or liability resulting from activities or programs of the renter;

The Board will not delegate to any group its duty of administering the parks;

Permission to use the parks by groups for a non-sponsored park function must be upon application and issuance of a permit;

Any permit issued may contain conditions that will protect park property and assure orderly and proper use of the parks;

The granting of a permit is not to be construed as an endorsement by the Board of the subject matters discussed, the opinions expressed, nor the organization sponsoring the function;

Any permit may be revoked for misrepresentation in the application or violations of the terms and conditions of the permit, the ordinances, rules and regulations of the Park District and the laws of the State of Illinois.

### **Bensenville Park District Facility Use Regulations**

1. All functions conducted at a Bensenville Park District park must be in accordance with District regulations and therefore not be in violation of any District regulations or ordinances.
2. This application form shall be referred to and used as a PERMIT upon the approval of an authorized Park District official. This permit must be carried at all times during the activity by the "person in charge" of the activity. This permit must be shown to any authorized Park District official upon request. In the case of two or more conflicting activities either by time or place of the activities, the permit dated first shall entitle the bearer the privileged use of the facility in question.
3. The facility is to be in order and vacated at the specified time noted on the permit. Any damages or excessive clean up will result in forfeiture of the security deposit.
4. Alcoholic beverages are prohibited.
5. All accidents, breakage or loss must be reported to the Bensenville Park District office immediately during regular office hours (Monday thru Friday 9:00am to 6:00pm) by calling (630) 766-7015. During times when the Park District office is closed all accidents, breakage or loss must be reported to the Bensenville Police Department by calling (630) 350-3455.
6. All personal property of those using the facility must be removed from the facility upon termination of use.
7. Supplies may not be delivered in advance of the date and time noted on the permit unless specific permission has been granted in writing.
8. Automobiles shall be parked in designated areas. Driveways and entrances must be left clear at all times. A ten (10) mile per hour speed limit must be observed at all times.
9. The Bensenville Park District must be notified of any cancellation at least 48 hours in advance or a deposit forfeiture will result. **There will be no refund of payment for Kiwanis Shelter Rentals.**
10. **THE BENSENVILLE PARK DISTRICT IS NOT RESPONSIBLE FOR LOSS OR DAMAGE OF PERSONAL PROPERTY BELONGING TO THOSE USING PARK FACILITIES.**
11. If excessive clean up is required to be done by the Park District, the person whose name appears as the "person in charge" shall be held responsible and charged for any excessive materials and labor needed to clean up.
12. The use of loudspeakers and public address instruments is prohibited without special permission.
13. The Park District reserves the right to assess additional fees for special requests, size considerations and unusual activities at the discretion of the Park District staff.
14. The Park District reserves the right to cancel or move a renter to another facility/site/room at any time for any reason.
15. Rental Groups will be required to submit a Certificate of Insurance naming the Bensenville Park District as the additional insured for not less than \$1,000,000.00 per occurrence.