



Park District Of Oak Park

GENERAL USE PERMIT APPLICATION

Submit Application To:
218 Madison St
Oak Park, IL 60302
(708) 383-5702 (fax)
permits@oakparkparks.com

INSTRUCTIONS: General Use Permits are designed for groups of up to 30 people who would like to gather in a park, but don't have a need for any specific space or exclusive use of any portion of the park. Applicants should complete and submit this form and non-refundable application fee (\$10 for Oak Park residents or \$25 for non-residents) for review at least 3 weeks prior to the date of the event. Incomplete applications will be denied.

PLEASE NOTE: This form is a "request" and does not serve as the actual permit. All applications must be approved by the Park District. Applicants can expect to receive a response regarding applications within 10 business days. Once approved, a copy of the approved final permit will be sent via e-mail.

APPLICANT INFORMATION

| | | | |
|----------------|------------|--|-----|
| EVENT CONTACT | | ORGANIZATION /GROUP NAME (if applicable) | |
| STREET ADDRESS | | | |
| CITY | | STATE | ZIP |
| DAYTIME PHONE | CELL PHONE | E-MAIL ADDRESS | |

LOCATION REQUEST

| FIRST CHOICE | PARK REQUESTED | EVENT DATE(S) | START & END TIMES |
|---------------|----------------|---------------|-------------------|
| | | | |
| SECOND CHOICE | PARK REQUESTED | EVENT DATE(S) | START & END TIMES |
| | | | |

EVENT INFORMATION

| | |
|--|---------------------------------|
| TYPE OF ACTIVITY | NUMBER OF INDIVIDUALS ATTENDING |
| EVENT DESCRIPTION (Provide a detailed description of your event, including any items that will be brought into the park. Documents with this information may be attached.) | |

WAIVER

By signing below, I agree to follow all Park District Rules & Regulations Governing Uses of Park Facilities and recognize that I am responsible for the actions of my guests. To the extent permitted by law, my organization, representatives, guests, and I will indemnify, save, defend, and hold harmless the Park District, including its officers, officials, agents, volunteers, and employees (hereinafter referred to as "district") from and against any and all liabilities, obligations, claims, damages, penalties, cause of actions, costs and expenses (including reasonable attorney and paralegal fees) which the district may become obligated by reason of any accident, bodily injury, or death of person, civil or constitutional rights violation, or loss or damage to tangible property, arising directly or indirectly in connection with, or under, or as a result of this application process and permitted event; except to the extent caused in whole or in part by any negligent act or omission of a party being indemnified. Should I or my guests fail to follow Park District rules and guidelines outlined in Park Code and/or the permit agreement, perform adequate clean-up, or if damage occurs to Park District property, I understand that I will be billed at full cost plus overhead for clean-up and repair. In addition, such failure may result in the denial of future approval for a park permit or the requirement of a deposit for future events.

Applicant Signature Date

PAYMENT INFORMATION

Payment Method: Visa Master Card Check (#: _____) Cash Total Payment: \$ _____

Account #: _____ - _____ - _____ Expiration Date: ____ / ____

Card Holder Name: _____ Card Holder Signature: _____

FOR OFFICE USE ONLY

Received by: _____ on: _____ at: _____ Reservation #: _____ Confirmation Sent: _____
(Initials) (Date) (Time) (Date)

Notes: _____

NOT VALID
WITHOUT STAMP