



Park District Of Oak Park

DAYCARE/SCHOOL PERMIT APPLICATION

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

INSTRUCTIONS: Daycare/School Permits are designed for youth groups of up to 30 people who would like to visit a park or playground for a simple field trip, 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, non-refundable application fee (\$10 for Oak Park groups or \$25 for non-residents), and certificate of insurance naming the Park District of Oak Park as additionally insured for review at least 3 weeks prior to the first date requested. 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

MAIN CONTACT		ORGANIZATION /GROUP NAME (required)	
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
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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, we agree to follow all Park District Rules & Regulations Governing Uses of Park Facilities and recognize that we are responsible for the actions of our representatives and guests. To the extent permitted by law, our organization, representatives, and guests 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. We understand that we are required to provide liability insurance with an endorsement naming the district as additionally insured. This insurance must be primary and maintained for the duration of the permitted dates and times. Should our organization or its representatives or 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, we understand that we 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: _____ { NOT VALID WITHOUT STAMP }

(Initials) (Date) (Time) (Date)

Notes: _____