

**\$100-CASH SECURITY DEPOSIT  
PICNIC/SHELTER RENTAL  
\$100/5 HOURS RESIDENT  
\$150/5 HOURS NON-RESIDENT**

**NO ALCOHOL ALLOWED ON PARK DISTRICT PROPERTY**  
**NO SMOKING ALLOWED**  
**NO D.J.'S OR LIVE BANDS ALLOWED**  
**NO JUMPY BOUNCY HOUSES**

**ALSIP PARK DISTRICT**  
12521 SOUTH KOSTNER AVENUE  
ALSIP, ILLINOIS 60803  
708/389-1003/FAX 708/389-1529

**PICNIC/SHELTER RENTAL APPLICATION**  
(ENTIRE RENTAL FEE AND DEPOSIT MUST BE PAID AT TIME OF APPLICATION)

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE(DAY) \_\_\_\_\_ (EVENING) \_\_\_\_\_

NAME OF ORGANIZATION \_\_\_\_\_

DAY/DATE REQUESTED \_\_\_\_\_ TIME:START \_\_\_\_\_ AM/PM FINISH \_\_\_\_\_ AM/PM

ESTIMATED ATTENDANCE (SEE BELOW FOR MAXIMUM PER PARK) \_\_\_\_\_

WHAT TYPE OF FUNCTION BEING HELD? \_\_\_\_\_

WILL THERE BE AN ADMITTANCE COST TO THE FUNCTION? YES \_\_\_\_\_ NO \_\_\_\_\_

IF YES, PLEASE EXPLAIN \_\_\_\_\_

WILL THERE BE ANY ARTICLES SOLD? YES \_\_\_\_\_ NO \_\_\_\_\_

**FACILITY DESIRED:**

\_\_\_\_\_ Apollo Park (50 person capacity)

\_\_\_\_\_ Sears Park (60 person capacity)

\_\_\_\_\_ Barnes Park (25 person capacity)

\_\_\_\_\_ Laramie Park (25 person capacity)

\_\_\_\_\_ Bathroom Key \$25 / **Must be picked up by 5pm Friday**

SPECIAL NOTE: \_\_\_\_\_

I HAVE READ AND COMPLETED THE APPLICATION FORM FOR USE AND HAVE ANSWERED ALL QUESTIONS TO THE BEST OF MY KNOWLEDGE AND ABILITY. I UNDERSTAND THAT ANY MISREPRESENTATION OR FALSIFICATION ON THIS APPLICATION WILL BE GROUNDS FOR DENIAL OR IMMEDIATE REVOCATION OF THIS PERMIT. THE UNDERSIGNED ACCEPTS FULL RESPONSIBILITY FOR THE CONDUCT OF THE PERSON, PERSONS OR GROUP WHILE ON THE ALSIP PARK DISTRICT PROPERTY AND AGREES TO INDEMNIFY AND HOLD HARMLESS THE ALSIP PARK DISTRICT FROM ANY AND ALL LIABILITY WHICH MIGHT BE OCCASIONED TO SAID DISTRICT BY VIRTUE OF GRANTING PERMISSION IN THIS APPLICATION.

**SIGNATURE OF PERSON IN CHARGE** \_\_\_\_\_

APPROVED \_\_\_\_\_ PERMIT# \_\_\_\_\_ RENTAL FEE \$ \_\_\_\_\_

NOT APPROVED \_\_\_\_\_ DATE \_\_\_\_\_ MISC. FEES \_\_\_\_\_

(THE APPROVED PERMIT MUST BE KEPT WITH A RESPONSIBLE PERSON ON SITE WHILE USING THE FACILITY)

04/14/2021

**PICNIC/SHELTER FACILITY RENTAL FEES**

THERE IS A **\$100 CASH DEPOSIT REQUIRED** WITH EACH PERMIT APPLICATION. **IF THE SITE IS LEFT CLEAN, KEYS RETURNED FOR (SEARS PARK) THE DEPOSIT WILL BE RETURNED ON MONDAY AFTER 1PM. IF THE SITE IS NOT CLEAN, KEYS ARE NOT RETURNED THE \$100 SECURITY DEPOSIT WILL BE FORFEITED TO CLEAN THE SITE.** IN ADDITION, THERE IS A \$25 **CASH FEE** REQUIRED FOR THE USE OF THE BATHROOMS AT SEARS PARK, KEY MUST BE PICKED UP BY FRIDAY 5:00 P.M. THE PERMITTEE WILL BE ISSUED A KEY TO THE BATHROOMS AND WILL BE RESPONSIBLE FOR CLEANING AND LOCKING THE BATHROOMS AT THE END OF THE PICNIC. THE NEXT BUSINESS DAY, THE KEY MUST BE RETURNED TO THE ADMINISTRATIVE OFFICES AT THE APOLLO RECREATION CENTER. **FAILURE TO CLEAN AND LOCK THE BATHROOMS WILL RESULT IN FORFEITURE OF THE \$100 CASH DEPOSIT. THE \$25 CASH FEE IS NON-REFUNDABLE.**

WE REQUIRE A MINIMUM OF **48 HOURS** FROM THE DATE/TIME OF THE PERMIT FOR A STAFF MEMBER TO INSPECT THE BATHROOM/PICNIC AREAS. THE \$100 CASH DEPOSIT WILL ONLY BE REFUNDED AFTER THE BATHROOM/PICNIC AREAS HAVE BEEN INSPECTED BY AN ALSIP PARK DISTRICT STAFF MEMBER. CASH DEPOSITS WILL ONLY BE REFUNDED DURING REGULAR OFFICE HOURS ON MONDAY AFTER 1PM.

**RULES**

**I. GENERAL INFORMATION**

- 1. ADMISSION FEE OR FUNDRAISING EVENTS ARE NOT ALLOWED ON PARK PROPERTY. A SPECIAL WAIVER MAY BE REQUESTED 30 DAYS IN ADVANCE TO THE BOARD OF COMMISSIONERS.
- 2. IN CASE OF A CONFLICT WITH PARK DISTRICT SPONSORED ACTIVITIES, THE PARK DISTRICT PROGRAM HAS PRIORITY OVER THE PERMIT HOLDER.
- 3. THE PARK DISTRICT RESERVES THE RIGHT TO REQUIRE A CERTIFICATE OF INSURANCE FOR ANY GROUP NUMBERING 50 OR MORE INDIVIDUALS.

**II. THE ORGANIZATION/PERSONS WHO DESIRE USE OF A PARK SITE, PARK GROUNDS, SOCCER FIELD OR BALL DIAMOND MAY BE ASSESSED A RENTAL FEE AND MUST AGREE TO THE FOLLOWING:**

- 1. MOTOR VEHICLES ARE TO BE PARKED IN THE DESIGNATED AREA. AT NO TIME ARE MOTOR VEHICLES OF ANY FORM ALLOWED TO TRAVEL OR REMAIN ON PARK PROPERTY UNLESS THEY ARE LOCATED IN THE PARKING AREA.
- 2. NO FIRES ARE ALLOWED ON PARK PROPERTY EXCEPT IN PERMANENT PARK DISTRICT GRILLS.
- 3. NO ALCOHOLIC BEVERAGES AND/OR ILLEGAL SUBSTANCES ALLOWED.
- 4. NO ANIMALS ALLOWED ON PARK PROPERTY.
- 5. NO GLASS OBJECTS OR CONTAINERS SHALL BE BROUGHT INTO THE PARK.
- 6. GARBAGE MUST BE PLACED IN THE PROPER RECEPTACLES.
- 7. FOR ADDITIONAL INFORMATION CALL THE ALSIP PARK DISTRICT OFFICE AT (708) 389-1003.

**I have read the RULES and understand that failure to abide by the rules is forfeiture of my deposit(s).**

Renter’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**I have checked the park, shelter and bathroom were clean.**

Park District Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NO ALCOHOL**

**NO OPEN FIRES**

**NO INFLATABLES**

**NO DJS/NO BANDS**

**NO TENTS**