



YORK CENTER PARK DISTRICT PARK RENTAL INFORMATION

1609 S. Luther Ave.
Lombard, IL 60148

Phone: 630-629-0886

Fax: 630-629-0888

Website: www.ycpdfun.myrec.com

E-mail: ycpdfun@yahoo.com



Welcome to the parks of the York Center Park District! The parks are available for your use & enjoyment. Our parks are held in trust by the Board of Commissioners of York Center Park District. Thus, the Board intends to make the parks available for various uses with the following stipulations:

- A. The Board is solely responsible for administering the parks & will not delegate this duty to any other party or group.
- B. Permission to use the parks & facilities will be granted only where the park system can reasonably accommodate such use & will not unduly interfere with the rights of the public, public health & safety of the community.
- C. Any group of 20 or more people must submit a rental application.
- D. Groups of 100 or more people must receive YCPD Board approval. **Application for groups of 100 or more must be turned in 45 days prior to desired rental date.**
- E. Permission to use the parks will be granted AFTER:
 - 1) The YCPD receives the completed rental request application 2 weeks before desired rental date
 - 2) YCPD receives proof of residency &/or copy of valid state ID
 - 3) YCPD has received a Certificate of Insurance, when applicable - See Page 2, Section 5
 - 4) Application has been processed & approved by the Superintendent of Parks
 - 5) All fees have been paid (Cash, MasterCard, Visa, Discover, checks accepted 2 wks. prior to the first rental date)
 - 6) A YCPD Park Rental Permit has been issued.
- F. Permits may contain stipulations, which protect park property & assure orderly & proper use of park property.
- G. The granting of permits does not represent an endorsement by the Board of the subject matter of the rental, opinions of its participants or of the renting organization itself.
- H. YCPD Parks are open to the public. Rental of a YCPD park is not mutually exclusive.
- I. Any permit may be revoked by the Director due to conflict with organized YCPD activities, misrepresentation in the application, violation of the terms & conditions of the permit, the ordinances, rules & regulations of the York Center Park District & the laws of the State of Illinois.

1. YCPD PARKS & AMENITIES (Please see www.ycpdfun.myrec.com for more information):

- A. **Knolls Park**, 16th St. & School St.: **Amenities** - 8 picnic tables/2 charcoal grills/porta-potty/playground/sand volleyball court/pavilion/lots of green space/NO electricity
- B. **Knolls Community Park**, 1416 S. Meyers Rd.: **Amenities** – Pavilion with electricity/4 picnic tables/porta-potty/2 charcoal grills/2 tennis courts/bocce ball court (You supply balls)/bags court (You supply bags)/Fire pit – **You must get a York Center Fire Protection District permit to use the fire pit**
- C. **Villa Roosevelt Park**, 15th St. & Luther Ave.: **Amenities** – 4 picnic tables/2 softball fields/2 charcoal grills/playground/ pavilion/ porta-potty
- D. **Grammercy Park**, Grammercy Ln.: **Amenities** – Playground
- E. **Lake Yelenich**, 1609 S. Luther Avenue: **Amenities** – Gazebo with electricity/playground/lake
- F. **Co-Op Community Park**, 811 E.13th St.: **Amenities** – 2 charcoal grills/green space

2. PARK RENTAL HOURS: 9:00 a.m. until dusk

3. PARK RENTAL FEES (Includes 5 picnic tables):

- A. Resident Fee: \$75 + \$100 Refundable Security Deposit = \$175 total
- B. Non-Resident Fee: \$200 + \$100 Refundable Security Deposit = \$300 total
- C. Multi-Day Sports Rental Fee (5 or more consecutive rentals): \$30/hour
- D. Holiday Fee (Add to the above fees for holiday rentals): \$50
- E. Additional Picnic Table Rental Fee: \$10 per table
- F. Additional Trash Receptacle Rental Fee- 2 Required for groups of 75 or more: \$10 per receptacle
- G. Additional Portable Restrooms Rental Fee - Required for groups of 75 or more: \$150 per unit

- H. The YCPD administration reserves the right to require a park district staff person be on site for the rental at an additional fee of \$20 per YCPD staff person per hour. This is required for groups of 75 or more

4. SECURITY DEPOSITS:

- A. Must be paid two weeks or more before desired rental for all park rentals.
- B. Will be refunded AFTER the Superintendent of Parks has completed an inspection of the rented park grounds & approved of its condition.
- C. Will be refunded within three weeks of the rental date in the form of a check.

5. CERTIFICATES OF INSURANCE:

- A. When providing a MOON JUMP, SPECIAL ATTRACTION, PLACING A TENT, LIVE MUSIC, DJ and/or any OUTSIDE VENDOR, all park rental patrons must submit a Certificate of Insurance, NAMING YORK CENTER PARK DISTRICT AS ADDITIONALLY INSURED, assuming responsibility & liability for all persons in attendance.
- B. Certificate of Insurance must be received TWO WEEKS BEFORE DESIRED RENTAL DATE.
- C. For more information on purchasing event coverage, visit www.theeventhelper.com/partner/pdr

6. PARK USAGE RULES:

- A. Persons renting YCPD parks shall be responsible for all persons in the group or organization & shall assume responsibility & liability for all persons in attendance.
- B. Persons renting YCPD parks shall leave the park in satisfactory condition (YCPD will inspect park before & after rental).
- C. Persons renting YCPD parks shall assume liability for any damage to park property &/or equipment.
- D. Certificates of Insurance required for applicable park rentals (See Page 2, Section 5 of this packet).
- E. **NO ALCOHOLIC BEVERAGES, RECREATIONAL DRUGS, FIREARMS OR FIREWORKS** allowed on YCPD property.
- F. NO live animals (Exception: Leashed dogs are permitted).
- G. Live bands & DJ's require special permission from YCPD Superintendent or Director (Portable music players or live music must not hinder YCPD neighbors).
- H. All activities shall be operated & supervised to the satisfaction of YCPD.
- I. NO parking or driving on unauthorized areas.
- J. NO overnight parking allowed.
- K. YCPD PARKS ARE OPEN TO THE PUBLIC. Rental of a YCPD park is not mutually exclusive.
- L. NO solicitation or un-approved vendors are allowed on YCPD property.
- M. NO tents or other equipment may be erected without approval of the YCPD administration.
- N. PLEASE stay within park grounds.
- O. PLEASE respect the YCPD neighbors & neighborhood by keeping noise levels down.
- P. Parks must be vacated by dusk.
- Q. **FAILURE TO COMPLY WITH THE YCPD RULES WILL RESULT IN THE LOSS OF THE SECURITY DEPOSIT.**

7. IN CASE OF EMERGENCY:

- A. DuPage County Sheriff (To report a Non-Emergency): 630-683-7256
- B. DuPage County Sheriff (To report an Emergency): 911



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Website: www.ycpdfun.myrec.com E-mail: ycpdfun@yahoo.com



Date Submitted to YCPD: _____

Name of Responsible Park Rental Representative: _____

Address: _____

Home Phone: _____ Cell Phone: _____

E-mail Address: _____

Name of Organization/Group: _____

Organization/Group Address: _____

Organization/Group Phone: _____

Desired Rental Date/s (Day of week, Month, Day & Year): There is NO guarantee of desired rental date/s until Park Superintendent approves, fees are paid & permit is issued

1st Choice: _____

2nd Choice: _____

3rd Choice: _____

Desired Rental Time/s: Please note: Park hours are 9:00 a.m. to dusk. There is NO guarantee of desired rental time/s until Park Superintendent approves, fees are paid & permit is issued

Desired Rental Beginning Time: _____ Desired Rental Ending Time: _____

Attendance: Please note: Children to adult ratio must be 1:10, Adults are 18 years of age or older

TOTAL Number of Attendees: _____ Number of Adults: _____ Number of Children: _____

Desired Park to be Rented:

_____ Knolls Park, 1502 S. Meyers

_____ Knolls Community Park, 1416 S. Meyers Rd.

_____ Villa Roosevelt Park

_____ Grammercy Park, Grammercy Lane

_____ Lake Yelenich, 1609 S. Luther Ave.

_____ Co-op Community Park, 13th Street

Additional YCPD Amenities Desired:

_____ Number of extra picnic tables needed (\$10/each)

_____ Number of extra trash receptacles needed (\$10/each)

_____Number of Additional Portable Restrooms (\$150/each) _____



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Will you/your organization be providing a moon jump, performer or other amenities (Live music, DJ, etc.) for this rental?

(Please note that a Certificate of Insurance is required for any outside amenities – See page 2, Section 5 of this packet. Special permission & \$25 fee are required for live music or DJ's)

_____ Yes _____ No

Will you/your organization be providing a caterer, music/sound equipment or literature for this rental?

_____ Yes _____ No

If yes, please describe: _____

Will you/your organization be erecting any portable signs/structures/tents/nets for this rental?

(Please note that a Certificate of Insurance is required for any tents or structures placed – See page 2, Section 5 of this packet.)

_____ Yes _____ No

If yes, please describe: _____

Please describe in detail what will be taking place during your rental:

York Center Park District Waiver and Release of all Claims

The York Center Park District (“YCPD”) is committed to conducting its recreational programs & activities in a safe manner & holds the safety of its participants in high regard. YCPD continually strives to reduce risks & insists that all participants follow safety rules & instructions, which are designed to protect the participants’ safety. Participants & parents/guardians of minor participants, registering for YCPD programs/activities & renting YCPD parks/facilities/equipment must be aware that there is an inherent risk of injury involved when choosing to participate in recreational programs/activities. You are solely responsible for determining whether you &/or your minor child/ward are physically fit& skilled for the activities relating to this agreement. It is always advisable, especially if the participant is pregnant, disabled in any way or recently ill, to consult a physician before undertaking any physical activity.

WARNING OF RISK

Recreational activities are intended to challenge & engage the physical, mental & emotional resources of each participant. Despite careful & proper preparation, instruction, medical advice conditioning & equipment, there is still a risk of serious injury when participating in any recreational activity. Understandably, not all hazards & dangers can be reasonably foreseen. Depending on the particular activity, participants must understand that certain risks, dangers & injuries due to inclement weather, slips & falls, poor skill levels or conditioning, carelessness, horseplay, un-sportsmanlike conduct, premises defects, inadequate or defective equipment, inadequate supervision, instruction or officiating & all other circumstances inherent to

recreational activities exist. In this regard, it must be recognized that it is impossible for the YCPD to guarantee absolute safety.



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WAIVER AND RELEASE OF ALL CLAIMS & ASSUMPTION OF RISK

PLEASE READ CAREFULLY BEFORE SIGNING. Upon signing up for & participating in York Center Park District (“YCPD”) programs, you will be expressly assuming the risk of legal liability & waiving & releasing all claims for injuries, damages or loss, which you or your minor child/ward might sustain, as a result of participating in any/all activities connected with & associated with YCPD programs (Including transportation services & vehicle operations, when applicable). I recognize & acknowledge that there are certain risks of physical injury to participants in these programs. I voluntarily agree to assume the full risk of any/all injuries, damages or loss, regardless of severity, that I &/or my minor child/ward may sustain as a result of said participation. I further agree to waive & relinquish all claims I &/or my minor child/ward may have (or accrue to me &/or my minor child/ward) as a result of participating in these programs against the York Center Park District, including its officials, agents, volunteers & employees.

I further agree to indemnify and hold harmless and defend the Park District and its officers, agents, servants, and employees from any and all claims resulting from injuries, including death, damages, or losses sustained by me and arising out of, connected with, or in any way associated with the activities of this program.

I HAVE CAREFULLY READ & FULLY UNDERSTAND the important information above, warning of risk, assumption of risk & waiver & release of all claims. If registering on-line or via fax, my online facsimile signature shall substitute for & have the same legal effect as an original form signature.

Signature: X _____ Date: _____

Program participation will be denied if this form is not signed & dated by adult participant; parent or guardian

Please print name: _____

For YCPD Staff use only:

| | | |
|----------------------|--|----------------------|
| Front Office: | Date application is received: _____ | Staff Initials _____ |
| | Total Fees Received: _____ | Staff Initials _____ |
| | Sec. Dep. Amt. _____ Rental Fee Amt. _____ Add'l Fees _____ | |
| | Date/s available on calendar? _____ Y _____ N | Staff Initials _____ |
| | Identification provided? _____ Y _____ N | Staff Initials _____ |
| | Posted on BIG calendar? _____ Y _____ N | Staff Initials _____ |
| | Certificate of Insurance? _____ Y _____ N | Staff Initials _____ |
| | Security Deposit Refunded? _____ Y _____ N Date _____ | Staff Initials _____ |
| | Sec. Dep. ent'd in computer? _____ Y _____ N Date _____ | Staff Initials _____ |
| | Rental Approved? _____ Y _____ N Date _____ | Staff Initials _____ |

| | | |
|------------------------------|--|----------------------|
| Parks Superintendent: | Rental Approved? _____ Y _____ N Date _____ | Staff Initials _____ |
| | Park Inspected? _____ Y _____ N Date _____ | Staff Initials _____ |
| | Sec. Dep. Return Approval? _____ Y _____ N Date _____ | Staff Initials _____ |