

**ARLINGTON HEIGHTS PARK DISTRICT
APPLICATION FOR PERMIT TO RESERVE SPACE
FOR A PRIVATE UNATTENDED DISPLAY**

THE ARLINGTON HEIGHTS PARK DISTRICT IS NOT A SPONSOR OF ANY DISPLAY AUTHORIZED AS A RESULT OF THIS APPLICATION. ARLINGTON HEIGHTS PARK DISTRICT ASSUMES NO RESPONSIBILITY FOR THE COST OR EXPENSE OF INSTALLATION, MAINTENANCE, OPERATION OR SECURITY RELATED TO ANY DISPLAY AUTHORIZED BY ANY PERMIT WHICH MAY BE ISSUED AS A RESULT OF THIS APPLICATION.

INSTRUCTIONS: The Arlington Heights Park District Policy on Private Unattended Displays (the "Policy"), requires that applicants answer all questions and furnish all information requested in this application. Incomplete applications will not be considered. The application must be filed in person at the office of the Arlington Heights Park District, 410 N. Arlington Heights Road, Arlington Heights, IL

Applicants must follow all rules and regulations of the Policy; failure to do so will result in denial or termination of any permit granted pursuant to this application. This application must be signed and dated by the applicant or, where the applicant is a corporation or other group, a person duly authorized to sign on the group's behalf. Applicants and all persons engaging in use of Arlington Heights Park District facilities or land must obey all local, federal, and state laws, rules, regulations, and ordinances.

NOTE: This application, and any permit granted in connection hereto, relates solely to the erection of a private, unattended display. It does not confer any rights or grant any authority to applicant to congregate or gather on Park District property for any purpose other than installing or maintaining the display. Anyone wishing to gather on Park District property for any purpose other than installing or maintaining a display authorized by and subject to this Policy must submit a separate application, subject to the applicable rules and regulations established by the Arlington Heights Park District.

I. APPLICANT INFORMATION:

Date of Application: _____

Name of Applicant: _____
(Individual/Group/Entity)

Address of Applicant: _____
(Street Address)

(City) (State) (Zip Code)

Contact Person: _____

Telephone numbers: (Day) _____ (Evening) _____

Email address: _____

II. PROPOSED DISPLAY:

Dates requested for the display: _____

Date of Installation: _____ Date of Removal: _____

Height: _____

Width: _____

Depth: _____

Material to be Used:

REQUIRED: Attach a picture, photo, or detailed description of the proposed display.

Identify your preferred plats on the diagram attached to this application. Place numerical rankings on each plat for at least your top three (3) choices. Specific plats will be granted for displays on a first come, first serve basis.

III. SPONSORSHIP OF DISPLAY:

Applicant must provide Arlington Heights Park District with an image of a sign to be installed with any display permitted as a result of this application. The sign must measure "18' x 12" and clearly state that the display is sponsored by a private citizen/organization and in no way represents the Arlington Heights Park District. The sign must identify the private sponsor.

IV. INSTALLATION:

Exhibit/Structure to be erected by: _____

Name: _____

Telephone Numbers: (Day) _____ (Evening) _____

Will labor, utilities, or other equipment be required to install and remove the display? If so, please describe in detail what materials and installation will be used for the proposed display. Please attach additional pages if necessary.

Please note that vehicles will not be permitted to leave the normal roadway for installation or removal of the display.

Will power or electricity be required for the display? If so, describe.

*Arlington Heights Park District will provide electricity, if it is available and possible as determined by AHPD. At North School Park the hours of providing electricity would be the same as provided for the AHPD display.

V. REIMBURSEMENT:

In accordance with the "Removal of Display" provision of the Policy, applicant hereby agrees to be responsible for any and all costs incurred by the Arlington Heights Park District in connection with maintenance, cleaning up, restoring and repairing the premises to the condition it was in prior to the applicant's display. In the event an applicant fails to comply with the "Removal of Display" provision of the Policy, or fails to reimburse the Arlington Heights Park District for any appropriate costs, applicant agrees that Arlington Heights Park District will not accept a permit application from that individual, group or entity to whom the permit was issued for two (2) consecutive years following the Display Period in which the applicant failed to comply. All outstanding costs must be paid in full before the applicant will be considered for future permits for unattended displays. Applicant shall be liable and responsible to Arlington Heights Park District for all costs and expenses incurred by the Arlington Heights Park District, including attorneys' fees and costs of collection, if necessary, to maintain or remove the display, clean-up the display area, and/or facilitate repairs to the landscaping as a result of the non-performance applicant.

VI. CERTIFICATE OF INSURANCE:

A Certificate of Insurance must be submitted to the Arlington Heights Park District with this application for the construction and/or installation of a display, exhibit or structure evidencing a comprehensive general liability policy, including contractual liability, with the following limits: bodily injury -- \$1,000,000 per occurrence; and property damage -- \$500,000 aggregate. Arlington Heights Park District must be named as an additional insured on all policies submitted.

Applicant declares that all of the information set forth in this application for permit is true and complete to the best of his/her knowledge.

SIGNATURE OF APPLICANT: _____

(If the applicant is an entity or group, attach documentation which shows that the person executing this application has authority to represent and bind the sponsoring entity or group.)

FOR OFFICE USE ONLY

Received by: _____

Date: _____

Time: _____

____ Authorized application signature

____ Certificate of Insurance

____ Picture or diagram of proposed display

____ Fee

REVIEWED AND APPROVED: _____

DATE: _____

Space: _____

Display dates: _____

A copy of this application bearing the signature of Executive Director will serve as your permit for use of the designated space. A copy of the permit must be available for inspection upon request of any employee of the Arlington Heights Park District.

ARLINGTON HEIGHTS PARK DISTRICT
POLICY REGARDING PRIVATE UNATTENDED DISPLAYS

Applicability	Any private individual, group, or entity who wishes to erect, install, construct, use or maintain any display, symbol, structure, exhibit or sign on a Designated Display Area (as defined below) must complete a written application for a permit from the Arlington Heights Park District.
Definitions	<p>“Private Unattended Display(s)” refers to any display, symbol, structure, exhibit or sign which the owner or sponsor seeks to leave either overnight or unattended.</p> <p>“Designated Display Areas” refers to the plats identified for Private Unattended Displays in North School Park and Memorial Park.</p>
Designation of Parks and Areas Available for Private Unattended Displays	<p>The following parks in the Arlington Heights Park District are available for Private Unattended Displays, contingent upon the granting of an application, during the following time periods:</p> <p style="text-align: center;">North School Park located at Arlington Heights Road and Eastman, Arlington Heights, Illinois 60004.</p> <p style="text-align: center;">Memorial Park located at Fremont and Chestnut, Arlington Heights, Illinois 60004.</p> <p>The Designated Display Areas depicted on the plats attached hereto as Exhibit 1 (North School Park) and Exhibit 2 (Memorial Park) are available for Private Unattended Displays.</p> <p>No additional Designated Display Areas will be made available, regardless of the number of applicants. Arlington Heights Park District reserves the right to select and alter designated areas regarding the location of Private Unattended Displays so as not to impede foot traffic or otherwise interrupt public use of the park.</p>
Time Period for Display of Private Unattended Displays	<p>North School Park is available for private, unattended displays beginning on the Saturday following the Thanksgiving holiday through the first Saturday following December 31 of the same year.</p> <p>Memorial Park is available for seven days prior to the Monday on which Memorial Day is observed through seven days following the Monday on which Memorial Day is observed.</p>

<p>Permit Procedure</p>	<p>Each applicant shall submit a complete application.</p> <p>Each application must include a picture or detailed description of the proposed Private Unattended Display.</p> <p>Applications will be accepted during the following periods, unless permits are granted for all Designated Display Areas prior to the end date:</p> <p style="text-align: center;">North School Park: October 15 through December 15</p> <p style="text-align: center;">Memorial Park: April 15 through May 1</p> <p>Complete permit applications will be reviewed on a first-come, first-serve basis. In the event that two applications are filed simultaneously for the same plot, or when the maximum number of permits has been granted and only one permit remains to be issued, a lottery or other fair and impartial method of random selection as described in the State Election Code (10 ILCS 5/10-6.2) shall be held to determine the order of filing of permit applications</p> <p>Each applicant, entity, or individual shall be entitled to only one plot of land.</p>
<p>Size</p>	<p>All Private Unattended Displays will fit within a plot of land 8' deep and 12' long.</p> <p>No Private Unattended Display may be taller than 6'.</p>
<p>Lighting and Power</p>	<p>Lighting of Private Unattended Displays is permissible at North School Park.</p> <p>Lighting of Private Unattended Displays is not permissible at Memorial Park.</p> <p>If the Private Unattended Display requires power, Arlington Heights Park District shall supply the outlet box and cord to power supply. Arlington Heights Park District personnel shall install the outlet. The permit holder shall reimburse Arlington Heights Park District for the cost of electricity used in conjunction with any permitted Private Unattended Displays. Arlington Heights Park District shall provide a bill for costs incurred within thirty (30) days of the removal date as specified in the application; payments are due upon receipt of invoice.</p>

Sound	There will be no power supplied for amplified sound associated with a Private Unattended Display. Amplified sound associated with Private Unattended Displays is prohibited. This prohibition applies to ceremonies associated with Private Unattended Displays.
Sponsor Identification	Each Private Unattended Display must be accompanied by a sign identifying that it is a privately sponsored display. The sign shall state that the display is sponsored by a private citizen/organization and in no way represents the Arlington Heights Park District. The sign must identify the private sponsor.
Permit Review Process	Upon receipt of an application for permit, the Arlington Heights Park District will distribute a copy of the application to the Director of Parks and Planning and the AHPD Safety Committee. The Park District will review the application to determine if the Private Unattended Display conforms to constitutional standards. Within one week of submission of the application, the Arlington Heights Park District shall issue a permit for the proposed Private Unattended Display, request that modifications be made to the proposed Private Unattended Display, or deny the request. The decision shall be in writing and mailed to the address on the application. The decision of the Arlington Heights Park District is final.
Removal of Private Unattended Displays	<p>Within twenty-four (24) hours after the final day of display, the individual, group or entity that applied for the permit must remove the Private Unattended Display and restore the property to the condition it was in prior to installation of the Private Unattended Display. Any damage to the park, including damage to any vegetation, flower beds, shrubbery, trees or other landscaping shall be repaired within the twenty-four (24) hour removal period, or any other greater time period as may be requested and determined in the sole discretion of the Arlington Heights Park District Board of Commissioners.</p> <p>In the event the Private Unattended Display is not maintained in conformity with this Policy, or is not removed within the time required in this Policy, or clean-up of the site for which the permit was issued is not completed to the satisfaction of the Arlington Heights Park District, or resulting damage is not repaired, no applications for permits from the individual, group or entity to whom the permit was issued will be accepted for two (2) consecutive years following the display period identified in the applicable permit.</p> <p>The individual, group or entity responsible for lack of maintenance, failure to timely remove, failure to clean-up, or failure to repair damage, shall be liable and responsible to Arlington Heights Park District for all costs and expenses incurred by the Arlington Heights Park District, including attorneys' fees and costs of collection, if necessary, to maintain or remove the display, clean-up the display area, and/or facilitate repairs the landscaping as a result of the non- performance of the individual, group or entity.</p>

<p>Liability, Indemnification, and Hold Harmless</p>	<p>The Arlington Heights Park District is not responsible for vandalism, theft, or other damage to the Private Unattended Displays.</p> <p>The sponsor of any Private Unattended Displays shall indemnify and hold the Arlington Heights Park District harmless from and against any and all claims, cause or causes of action, arising out of the construction, maintenance or use of the designated space.</p> <p>In addition, the applicant shall provide, with its written application for permit, a certificate of insurance, naming the Arlington Heights Park District as additional insured, evidencing a comprehensive general liability policy, including contractual liability, with the following limits: bodily injury, \$1,000,000 per occurrence; and property damage, \$500,000 aggregate.</p>
<p>Responsibilities of permit holder</p>	<p>The individual(s) designated on the application as the owner of the display is responsible for erecting, maintaining and removing the Private Unattended Display according to the timeframe provided by Arlington Heights Park District.</p> <p>If a problem arises regarding a Private Unattended Displays, the owner will be notified by Arlington Heights Park District and, if the problem is not rectified within 24 hours, the Arlington Heights Park District may remove and destroy the display.</p>
<p>No Rights Conferred</p>	<p>It is understood that any permit issued by the Arlington Heights Park District for a Private Unattended Display pursuant to this Policy does not provide the individual, group or entity with any greater protection of the property being displayed than is provided for in the Arlington Heights Park District's overall public safety service to the entire community.</p>
<p>Fees and Deposits</p>	<p>There is no application fee.</p> <p>A deposit of \$200 will be required to hold the Private Unattended Display space and will be returned in full if there are no costs incurred upon removal of the Private Unattended Display, including but not limited to restoration of the turf in the area of the Private Unattended Display and disposal of materials. Within fourteen days of the later of the removal date stated in the application or actual removal of the Private Unattended Display, the Arlington Heights Park District shall return the deposit or issue a statement explaining the reasons for not doing so.</p>