

____/____/____ Date Approved

\$ _____ Approved Fee

\$ _____ Deposit



____ Recreation Supervisor

____ Superintendent

____ Director

____ Executive Director

APPLICATION FOR USE – NORTH SCHOOL PARK

Certificate of Insurance Needed _____

Certificates of Insurance Received _____

Date Received ____/____/____

Application to Board Yes ___ No ___

Board Meeting Date ____/____/____

Board Approved Yes ___ No ___

FUNCTION INFORMATION:

EVENT NAME _____

NUMBER OF PERSONS ATTENDING _____ AGE GROUP _____

NUMBER OF RESIDENTS OF PARK DISTRICT _____

TYPE OF FUNCTION _____

DAY(S) & DATE(S) _____ YEAR _____

TIME _____ (Please indicate the exact time you want rent the park. This should include any set up time, the actual event and take down. For example: 12 Noon – 4 p.m.)

ALTERNATE DAY/ DATE IF WEATHER IS INCLEMENT: _____

AREA OF PARK:

_____ AMPHITHEATER _____ FOUNTAIN AREA
_____ GRASS AREAS _____ OUTDOOR WASHROOMS
_____ OTHER

EQUIPMENT NEEDED: _____ ELECTRICITY FOR P.A. SYSTEM _____ OTHER

PLEASE DESCRIBE OTHER _____

ORGANIZATION INFORMATION:

NAME OF ORGANIZATION _____

ADDRESS _____

BUSINESS PHONE () _____ EMAIL ADDRESS _____

WEBSITE _____

WHEN ORGANIZED _____ PURPOSE _____

TYPE OF ORGANIZATION: _____ Service Club _____ Youth _____ Senior
_____ Social _____ Recreational _____ Cultural _____ Athletic
_____ Political _____ Religious _____ Other _____

IS IT A NOT-FOR- PROFIT ORGANIZATION? _____ Yes _____ No

NUMBER OF MEMBERS _____ AGE GROUP _____

NUMBER OF RESIDENTS OF PARK DISTRICT _____

AUTHORIZED AGENT:

NAME OF AUTHORIZED AGENT _____

HOME ADDRESS _____

CITY, STATE, ZIP _____

HOME PHONE () _____ BUSINESS PHONE () _____

CELL PHONE () _____ EMAIL ADDRESS _____

GENDER _____ BIRTHDATE _____

(OVER)

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SET UP: PLEASE DIAGRAM THE SET-UP FOR YOUR FUNCTION ON THE ATTACHED LAYOUT OF THE PARK.

ADDITIONAL FUNCTION INFORMATION:

ARE YOU CHARGING ADMISSION? ____ YES ____ NO IF YES, HOW MUCH AND WHY?

WILL YOU BE SELLING ANY ITEMS AT THE EVENT? ____ YES ____ NO. IF YES, DESCRIBE WHAT YOU WILL BE SELLING AND PRICE. _____

WILL MATERIALS OR EQUIPMENT BE BROUGHT ON PARK PREMISES? ____ YES ____ NO. IF YES, DESCRIBE. _____

IF FOOD WILL BE PART OF THE EVENT, PLEASE DESCRIBE IN DETAIL THE VENDORS OR INDIVIDUALS PROVIDING THE FOOD AND WHAT TYPE OF FOOD. _____

WILL THE EVENT HAVE MUSIC? ____ YES ____ NO. IF YES, PLEASE DESCRIBE TYPE OF MUSIC, INSTRUMENTS, NUMBER OF PEOPLE IN THE GROUP. _____

WILL THIS EVENT BE PROMOTED IN ANY WAY? ____ YES ____ NO. IF YES, PLEASE DESCRIBE HOW THE EVENT WILL BE PUBLICIZED. _____

IF WEATHER IS INCLEMENT, ALTERNATE ARRANGEMENTS NEED TO BE MADE BY THE PERMIT HOLDER PRIOR TO THE EVENT. THERE ARE NO INDOOR FACILITIES AVAILABLE FOR RENTAL AT NORTH SCHOOL PARK.

ADDITIONAL INFORMATION:

NAME & PHONE NUMBER OF TWO (2) ADDITIONAL MEMBERS THAT THE PARK DISTRICT MAY CONTACT:

Please see the attached terms and conditions of a park permit. By signing this application you are confirming you have read and understand these terms and conditions. Thank you.

Signature of Applicant

_____/_____/_____

Date

TERMS AND CONDITIONS OF PERMIT

1. The Permittee, his/her organization and members, are bound by all park rules and regulations and Ordinances No. 260 (a copy of this Ordinance is enclosed), as fully as though they were inserted in this permit, including but not limited to those set forth here.
2. The park facility shall be left in a clean and orderly condition.
3. No alcoholic beverages will be brought in or on the park facility.
4. The Park District reserves the right to require the Permittee to cancel the event/ rental due to poor weather conditions and/ or circumstances that become a safety issue for the Permittee/ attendees at the event or the public.
5. The Permittee, his members and organization agree to pay for all damages to the park facility caused by them.
6. Any permit granted may be revoked for misrepresentations in the application or violations of the terms and conditions of the permit, the ordinances, rules, and regulations of the Park District and the laws of the State of Illinois.
7. **Staked tents or items of any kind cannot be staked in the ground at North School Park.**
8. Electrical outlets are available only in certain sections of the park; primarily in the amphitheater area. Please confirm prior to use. See attached map to application for park layout.
9. North School Park is a “public facility” and therefore cannot be solely rented for a wedding or an event. If the rental is invitation only (such as a wedding), Park District onsite staff, will do their best to keep non-invited individuals from the ceremony area.
10. There are several times during the year when temporary displays are located in the park and cannot be removed for weddings/ rentals. For example; a flag display throughout the entire park from Memorial Day through after the 4th of July. These displays can be verified with the Cultural Arts Supervisor at the time an application is submitted.
11. The fountain is a standard feature of the park and remains on during the regular operating season of April through October.
12. Rental of North School Park for an event does not automatically include use of the outside restrooms; if needed please make sure to fill out page one of the application.
13. Rental of North School Park does not include use of any inside rooms. A small room is available for an additional fee and must be booked in advance with the supervisor. There is no indoor space to hold an entire event; such as a wedding ceremony.
14. **To the best of its ability, the Park District will have the North School Park grounds clean and the fountain in working order the day of the event. However, the Park District assumes no liability if the fountain is not working due to mechanical problems or vandalism or the grounds have been damaged due to vandalism or inclement weather.**
15. It is the responsibility of the person(s) renting the park to make sure they have the appropriate individual(s) on site to receive and direct the set-up of outside deliveries. For example sound system set up, chair and/ or table rental, flowers etc.
16. The “throwing” of rice or flower petals is not permitted.

OTHER CONDITIONS

If this box is checked off – **a certificate of insurance is required from your group naming the Arlington Heights Park District and the Village of Arlington Heights as additional insured.** Please forward this certificate to the Cultural Arts Supervisor two weeks prior to the date of the event.

North School Park

- Ⓐ 2-20 amp electrical circuits
- Ⓑ 3 Stone Risers - approx. 850 sq. ft.
- Ⓒ 3 - Duplex electrical outlets on a single 20 amp circuit
- Ⓓ Amphitheatre floor area - approx, 1,120 sq. ft.
- Ⓔ 1 - Duplex electrical outlet on a 20 amp circuit
- Ⓕ West Parking Lot

