LAKE FOREST RECREATION DEPARTMENT

PARK PAVILION RESERVATIONS

2016

GENERAL REGULATIONS

1. The park pavilion reservation program is for community members who want to hold functions at our neighborhood parks. *Any large scale events which take City resources away from their daily operations, as well as events that have a direct impact upon public property, traffic flow in the City or public health & safety are classified as a Special Event, and are required to be processed according to the City's Special Event Policy.* Special Event Permit Applications are available at City Hall, and need additional approval.

   For additional information regarding Special Events, contact City Hall at (847) 810-3676.

2. Park pavilion reservation requests are must be submitted to The Lake Forest Recreation Center, 400 Hastings Road, Lake Forest, during normal operating hours. Please call (847) 234-6700 for details.

3. The Park reservation season is February 1st through October 31st, except for Northcroft Park, which is available year round. Reservation requests are accepted beginning February 1 for the applicable calendar year. Permits will not be issued for usage after October 31st without additional approval.

4. Park reservations are available to Lake Forest residents, community organizations and schools. For-profit day care centers are not eligible for reservations. **Non-residents may not reserve parks**. The person making a reservation for a community organization or school must be a Lake Forest resident. If this is not possible, a person who is not a Lake Forest resident, but who is associated with the organization or school, may make the reservation.

5. A park pavilion may be reserved for a maximum of six (6) hours on any day during the permitting season. Additional hours may be added to any rental for a $25 per hour fee and must be approved. There must be a ½ hour between multiple reservations to allow for garbage pick up and light maintenance.

6. All **parks close at dusk**. Park pavilions are not available for reservation after dusk.

7. Written reservation requests must be submitted at least ten (10) days prior to the date requested. All requests are approved on a first come, first served basis and are considered tentative until approved by the Program Manager. Phone reservations are not accepted.

8. No more than one (1) permit is allowed for a single park at any one time.

9. Parks may not be reserved when in conflict with public activities or Recreation Department programs.

10. Amplified music and live music are subject to the approval by the Superintendant of Recreation.

11. Tents are subject to approval by the Supervisor of Parks and will need additional time for approval. The reserving party must arrange at least seven (7) days prior to the date requested to meet the Parks Supervisor, Rich Paulsen (847) 810-3567, on-site to determine the tent's location (to avoid disturbing underground utilities).

12. Use of athletic fields may be requested, but no additional maintenance of the fields will be guaranteed for the purposes of the request.

13. Firewood for the Northcroft Park fireplace is stocked weekly. The City cannot guarantee the wood will still be available at the time of the scheduled event.

14. Ten (10) picnic tables, one (1) grill, and five (5) barrels are available in West, South, Waveland, Everett and Northcroft Parks at no charge.

15. If available, additional tables, barrels and grills may be requested. Ten (10) day's notice is required to give the Parks staff time to move items into the requested pavilion.

16. The Parks Department will not set up for an event. Tables and grills may be moved within the confines of the park by the reserving party. If the reserving party wishes to move tables or grills, the reserving party at the end of the event must return them to their original location. If the reserving party does not return tables or grills, a special charge of $25 will be assessed against the litter deposit.
17. Alcohol consumption at Deerpath Park is only allowed with a special use permit from City Hall. At all other parks, alcohol consumption is by permit only. All alcohol permits are available at City Hall.
18. Any other special requests not outlined above shall be submitted in writing at least sixty (60) days prior to the desired reservation date for review by the Park and Recreation Board. The Board shall make the final decision as to whether to grant a special request.
19. The renter agrees that while they use the City's parks, they will adhere to the requirements of the Americans with Disabilities Act (ADA). Furthermore, the renter is responsible for compliance with the ADA and indemnifies the City of Lake Forest for liability arising out of the renter's failure to comply with the ADA.
20. Bathroom Facilities – MOST park pavilions in Lake Forest have their own bathrooms which are open to the public and are available during pavilion rentals. During business hours, Deerpath Park will have indoor bathrooms open during park pavilion rentals. Elawa Farm Park Pavilion has outdoor Portojohn's designated for Park Pavilion usage.
21. By submitting the completed permit application, the renter or rental organization will assume any and all risks associated with their special use in our City Parks.

FEES

22. Fees can be identified in this Fee Chart:

Park	**Regular Fee**	**Not for Profit Fee**
Deerpath, Townline, Northcroft (First 6 Hours)	$ 125.00	$ 100.00
West, South, Waveland, Everett, Elawa Farm (First 6 Hours)	$ 75.00	$ 50.00
Each Additional Hour (All Parks)	$ 25.00	$ 25.00
Refundable Litter Deposit (All Parks)	$ 150.00	$ 150.00
Extra Grills (each)	$ 85.00	$ 85.00
Extra Tables (each)	$ 25.00	$ 25.00
***Not for Profit Organizations must have 501-C-3 documentation**		

23. All Permitted events are required to post a $150 litter deposit at the time of application. After the event is over, City staff will inspect the site. If the site has been cleaned sufficiently, the litter deposit will be refunded within thirty (30) days of the rental.
24. If a key is required for any event, a $50 deposit at the time of application is required. The key is to be picked up at The Lake Forest Recreation Department, during normal business hours, on the last day prior to the event.The key is to be returned to The Lake Forest Recreation Department on the first business day after the event or the deposit will not be returned.
25. No refunds will be given due to inclement weather.
26. Changes in dates, times or park locations made a minimum of 48 hours prior to the original rental can be made with no penalty based on availability. Changes made less than 48 hours prior to the original rental will be considered a cancellation and a new rental process must be initiated and then approved. Cancellations made less than 48 hours in advance will receive the litter deposit back but, the rental fee will not be refunded.