



**Hoffman Estates Park District
Park Use Permit Request**

Thank you for your interest in reserving one of HE Parks’ outdoor parks. Please complete the form and submit it to Triphahn Center or Willow Recreation Center service desk.

All parks are available for rent. By securing a rental permit, your group will have usage of the park and/or park & shelter for the reserved time. Your permit will allow you to notify other park users that you have it privately reserved.

Parks available to rent with Shelters:

Park Name	Address
Canterbury	1950 Maureen Dr
Charlemagne	3799 Bordeaux
Evergreen	600 Washington Blvd
Fabbrini	1704 Glenlake Rd
Field	410 Durham Ln
Huntington	4009 Huntington Blvd
Olmstead	4500 Olmstead Dr
Valley	850 Park Ln
Victoria	1100 Kingsdale
Vogelei	650 W. Higgins Rd
Willow	905 Norman Dr

Park Rental Rates (for 2 hours):

25 or less people	Resident: \$20	Non-Resident: \$30
26-50 people	Resident: \$35	Non-Resident: \$50

Park Rental Terms & Conditions:

NO TOBACCO USE OR ALCOHOL ALLOWED ON PARK PROPERTY

DRIVING VEHICLES ON PATHWAYS OR TURF IS NOT PERMITTED

All persons using the park shall be responsible for abiding by the rules and park ordinances

Groups and organizations are required to complete the Facility Use Agreement and provide a certificate of insurance issued specifically for this rental in accordance with the Hoffman Estates Park District Certificate of Insurance Requirements.

- Only that part of the field/park for which the request is made shall be used.
- If the only activity involves children, ample adult supervision will be in attendance for the entire time of the activity: one (1) adult for every fifteen (15) children
- Proper care will be given to the premises, with garbage and other leftover materials deposited in the appropriate receptacles provided.
- Renter will assume financial responsibility individually and on behalf of said organization for any part of the field/park damaged during the hours the organization is using the field and/or facilities.



Hoffman Estates Park District Park Use Permit Request

1685 W. Higgins Road
Hoffman Estates, IL 60169
heparks.org (847)885-7500

Thank you for your interest in renting one of HE Parks' outdoor parks. Please complete application. Allow 10 days for processing. If approved, a copy of your receipt and park use permit will be sent to you.

Park Name: _____ **Circle One:** **Park Only** **Park with Shelter**

Park Rental Rates (for 2 hours)
25 or less people: Resident: \$20 NonRes: \$30
26-50 people: Resident: \$35 NonRes: \$50

A Security Deposit of \$100 may be required for certain functions.

Personal Information HH # _____ Reservation # _____

Name of Organization or Individual _____

Contact Person (if different from above) _____

Address _____

City _____ Zip _____

Telephone (home) _____ Telephone (cell) _____

E-mail _____ Organization Website _____

Rental Information

Purpose of Activity _____

Date _____ Second Choice Date _____

Start Time _____ End Time _____ Expected Attendance _____

Will an admission / donation be collected? Yes No

Will your group or members be preparing food, bringing equipment, using tents or other temporary structures, and if so, please describe and provide a site plan for approval before a permit is to be used.

HE Parks welcomes individuals with disabilities. Please describe any accommodations needed for successful inclusion.

Hoffman Estates Park District Park Rental Terms & Conditions

NO ALCOHOL ON PARK PROPERTY

Driving Vehicles on Pathways or Turf is not Permitted

All persons using the park shall be responsible for abiding by the rules and park ordinances.

Groups and organizations are required to complete the Facility Use Agreement and provide a certificate of insurance issued specifically for this rental in accordance with the Hoffman Estates Park District Certificate of Insurance Requirements.

I, the undersigned, hereby certify that I am / we are the sponsor(s) or appointed representative(s) of the organization requesting use of the field / park. I hereby expressly agree individually and on behalf of said organization(s) to indemnify and forever hold harmless the Hoffman Estates Park District as to any claim or claims which arise out of the use of the field/ park. In addition, I assume the following responsibilities:

- Only that part of the park for which the request is made shall be used.
- If the activity involves children, ample adult supervision will be in attendance for the entire time of the activity: one (1) adult for every fifteen (15) children.
- Proper care will be given to the premises, with garbage and other left over materials deposited in the appropriate receptacles provided.
- Native landscape including trees, shrubs, plants, grass, etc. shall not be cut, trimmed, removed or destroyed.
- I assume the financial responsibility individually and on behalf of said organization for any part of the field / park damaged during the hours the organization is using the field and / or facilities.
- For parks with restrooms, hours open are: Monday-Friday 7am-8pm, Saturday-Sunday 7am-4:30pm.
- Parks close at dusk.

I realize the Hoffman Estates Park District, or a representative thereof, can revoke the privilege of using the field / park should it deem necessary to do so for any reason. Cancellations must be received in the Park District office within 7 days of rental to receive refund.

Fees: Rental Fee: _____ **Security Deposit:** _____ **Initial Amount Paid:** _____ **Balance Due:** _____

Payment Method: Check #: _____ **Last 4 Digits of Credit Card **:** _____ *(Card must be saved in payer's household account.)*

*** I authorize the Hoffman Estates Park District to charge the card indicated above for my rental and purchases.*

Signature _____ Date _____