

# Park Shelter Rental Permit Request

Application does not guarantee park shelter rental.

Thank you for your interest in renting one of HEParks' outdoor park shelters. Please allow ten days for processing following submission of the completed application. If approved a copy of your receipt and shelter use permit will be sent to you.



1685 W. Higgins Road, Hoffman Estates, IL, 60169  
847-885-7500, HEParks.org

## Contact Information

Household #	Reservation #
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Name of organization or individual:		
Contact person if different from above:		
Address:	City	Zip
Email address:		
Phone #	Alternate phone #	Organization website:

## Shelter Rental Information

Park name:			
	<b>Rental times</b>	<b>Resident fee</b>	<b>Non-resident fee</b>
Half day rental:	8:00a-1:30p	\$75	\$125
	2:00p-7:30p	\$75	\$125
Full day rental:	8:00a-7:30p	\$100	\$150
Power fee: Vogelei Park only	\$10	Total rental fee:	\$
Requested date:	Alternate date:		
Start time:	End time:		
Expected attendance:	Will an admission/donation be collected?	Yes	No

**Alcohol and Smoking are prohibited at all HEParks Parks**

## Event Description

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. Grills are not allowed within HEParks parks.

## Parks with Available Rentable Shelters

	Playground	Restrooms	Summer availability <sup>†</sup>
Birch	✓	P	✓
Canterbury Park	✓	I	✓
Charlemagne Park	✓		✓
Community Park	✓		
Evergreen Park	✓	P	✓
Fabbrini Park	✓	I	✓
Field Park	✓		✓
Huntington Park	✓	P	✓
Olmstead Park	✓	P	✓
Pine Park	✓	P	✓
South Ridge Park	✓	I	
Tropicana Park			
Valley Park	✓	P	✓
Victoria Park	✓	P	✓
Vogelei Park	✓	I	✓**
Willow Park	✓	I*	✓

**Public restrooms and toilets are available April 1 - October 31.**  
Additional portable toilets and out of season toilets are available to rent for \$125 per day.

Portable toilet rental  
\$125

I=Indoor Restroom P=Portable Toilet  
\* Restroom open during business hours  
\*\* Electricity available for an add'l \$10 fee  
<sup>†</sup> Some shelters have limited availability between Memorial and Labor Days.  
All shelters are available outside of these dates.  
<sup>†</sup> Park Shelters with Splash Pads are not available to rent when splash pads are in operation.

## Payment information

Rental fee:	Security deposit:
Initial payment:	Balance due:
Last 4 digits of credit card:	Date:
Name:	
Signature authorizing credit card payment:	

**Return the completed form** to Hoffman Estates Park District  
1685 W. Higgins Road, Hoffman Estates, 60169  
**Phone:** 847-885-7500  
**Fax:** 847-885-7523  
**Email:** jironside@heparks.org

# Park Shelter Rental Terms and Conditions

Thank you for your interest in renting one of HEParks' outdoor park shelters. Please allow ten days for processing following submission of the completed application. If approved a copy of your receipt and shelter use permit will be sent to you.



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

## Alcohol is prohibited on Park Property

Groups and organizations are required to complete the Park Shelter Rental Application 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:

1. Only that part of the park for which the request is made shall be used.
2. 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.
3. Proper care will be given to the premises, with garbage and other left over materials deposited in the appropriate receptacles provided.
4. Native landscape including trees, shrubs, plants, grass, etc. shall not be cut, trimmed, removed or destroyed.
5. Driving vehicles on pathways or turf is not permitted.
6. 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.
7. For parks with restrooms, hours open are: Monday-Friday 7am-8pm, Saturday-Sunday 7am-4:30pm.
8. Parks close at dusk.
9. Cancellations must be received in the Park District office within 7 days of rental to receive refund.

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.

Print name of organization  
or individual:

Print contact person name  
if different from above:

Signature

Date