



Park Request Form

We welcome your request to use our parks for your special event. This request does not give you exclusive use of the park, but the information you provide will help us to serve you better.

Park Name _____ Date Requested _____

Arrival Time _____ Departure Time _____ Number of People _____

Family/Group Event _____

1st Contact _____ E-mail _____

Address _____ City _____ State _____ Zip _____

Day Phone _____ Evening Phone _____

2nd Contact _____ E-mail _____

Address _____ City _____ State _____ Zip _____

Day Phone _____ Evening Phone _____

Shelter Reservation (Shelter reservations are available to Park District residents only.)

Waa Kee Sha Jaycee Violet Patch #1 (large) Violet Patch #2 (small)

Arrangements to make Waa Kee Sha shelter handicap accessible for this group are requested: Yes No

Please indicate what your group is requesting to bring into the park on the date stated above. The Oswegoland Park District reserves the right to deny any request based on the general safety and well-being of the public and/or the impact this use may have on the facility requested. You may be asked to complete a Park Special Use Form. Each request will be considered on an individual basis.



- | | | |
|----------------------------------|------------------------------------|--|
| <input type="checkbox"/> Grills | <input type="checkbox"/> Open Fire | <input type="checkbox"/> Entertainment _____ |
| <input type="checkbox"/> Coolers | <input type="checkbox"/> Tents | _____ |
| <input type="checkbox"/> Food | <input type="checkbox"/> Animals | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Music | | _____ |

I, the undersigned, declare that I am authorized by (group) _____ to enter into agreement with the Oswegoland Park District for the use of the parks and or shelters for the date(s) and time(s) listed above. Having read, and fully understanding the rules listed on the back of this form, I declare that the above person or group will follow all such rules and restrictions governing the use of all Oswegoland Park District parks. I also understand that I will be held responsible for damages that may occur to Park District property resulting from our use of the park/facility. *Please report incidents of vandalism or illegal activity in the park by calling 911.*

In the event that the information provided on this form changes or your event is cancelled, please inform the Park District as soon as possible at 630.896.2016 or 630.554.1010.

Mail, fax, or drop this form off at the Civic Center, 5 Ashlawn, Montgomery, IL 60538, fax 896-2058, or Prairie Point, 313 E. Washington, Oswego, IL 60543, fax 630.554.1577.

Signature _____

For office use only:

CSR _____ Date _____ Copy to Operations _____ Rental # _____

Oswegoland Park District Summary of Park Rules

1. **Dogs** must be kept on a leash; owners must clean up after them.
2. **Fireworks, guns and weapons** are not allowed on Park District property.
3. Amusements and equipment including but not limited to **generators, moonjumps, dunk tanks, petting zoo's, and pony rides** require written permission from the Director of the Park District.
4. All **vehicles** should be driven on road and parking areas; no parking on the grass.
5. Those wishing to **sell** anything on park property must obtain written permission from the Board of Commissioners of the Oswegoland Park District.
6. Any **group gathering** on Park District property that might stop traffic or interfere with the business of the Park District must give written notice to the Director of the Park District. The date, time and purpose of the gathering must be included.
7. **Fires** are allowed only in grills and fire pits, must be attended at all times, and extinguished before leaving.
8. Persons using or under the influence of **drugs** are not allowed on Park District property. Although consuming **alcoholic beverages** is permissible, persons under the influence of alcohol are not allowed to remain in the parks.
9. Park property should not be used as a dump. **Litter** must be put in trash cans. Groups generating more trash than containers can hold are responsible for removing the excess trash.
10. Anyone intending to display **advertisements on Park District property** must request **permission in writing from the Director of the Park District**. Advertisements may not impair traffic or Park District business.
11. **Animals, birds and their homes** must be left alone.
12. **Trees, shrubs and flowers** must be left alone. Fences, signs, structures and other Park District property are provided for use, not abuse, and should not be damaged in any way.
13. No one shall threaten the safety or well-being of another person. **Illinois disorderly conduct laws** are enforced in the parks.
14. The **parks are open from dawn to dusk** unless posted otherwise or special arrangements are made.
15. Posted **speed limits** must be observed.

This is a summary of Park Code Ordinance #041028-1, amended March 2005
The complete ordinance is available upon request. Call 554-1010.