



313 E. Washington Street Oswego, IL 60543
 Phone: (630) 554-4477 / Fax: (630) 554-1577

Park Shelter Reservation Request

CSR Use Only	
CSR Initials _____	_____
Date _____	Time _____

APPLICANT/ORGANIZATION INFORMATION

Name of Event _____ Contact Name _____
 Applicant/Organization _____ Contact Phone _____
 Address _____
 City _____ State _____ Zip _____
 Email Address _____
 Alternate Contact Name _____ Alternate Phone _____

EVENT/RENTAL INFORMATION

Date _____ Arrival Time _____ Departure Time _____
 Park Shelter Requested _____
 Number of Guests _____ Detailed Description of Event/Rental _____

Please indicate in detail what your group is requesting to bring in to the park on the date stated above, including a map detailing your set-up, if applicable. 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/park requested. Each request will be considered on an individual basis. All paperwork is due to Oswegoland Park District a minimum of two weeks prior to the reservation date. This request does not give you exclusive use of the park. Portable toilets are not available at all of our parks. At your expense, you may arrange to have a portable toilet rented for your event upon receiving approval for the Oswegoland Park District.

- Grills
- Coolers
- Vendors
- Music
- Open Fire
- Tents
- Food/Novelty Items
- Portable Toilets
- Entertainment _____
- _____
- Other _____
- _____

WAIVER AND HOLD HARMLESS AGREEMENT

I understand that, though I have reserved the shelter, Oswegoland Park District cannot guarantee that the shelter will be unoccupied when I arrive. On behalf of my group/organization, I will take a copy of the confirmed reservation, and I will make every effort to resolve a conflict through appropriate communication. Furthermore, I understand that Oswegoland Park District will not be responsible for any property left unattended in the park, and that I am responsible for reporting incidents of vandalism or illegal activity in the park by calling 911.

In addition, I declare that the information contained in this application is true and correct to the best of my knowledge. I hereby attest that I am at least 21 years of age and authorized to bind the event, sponsor, and/or its employees, agents or volunteers associated or to be associated with the activity for which approval is being sought to the terms of this agreement. I agree to reimburse Oswegoland Park District for any and all loss incurred by it in repairing or replacing damage to Oswegoland Park District property proximately caused by the applicant, its officers, employees, agents, monitors, or any other persons attending or forming the special event or rental who were or should have been under my control. I further agree to defend without costs, indemnify, and hold harmless Oswegoland Park District, its officers, agents, and employees from any liability to any persons, damages, losses, or injuries arising out of, or alleged to arise out of, the event which was proximately caused by the actions of the applicant, its officers, employees, agenda, including monitors or persons attending or joining in the event who were responsible or should have been under the control of the applicant.

I have read and understand all special use regulations/requirements/agreements. I do hereby agree to abide by all federal, state, local and Park District laws, ordinances, rules and regulations and agree to meet all requirements for documentation, certification, licensing, financial responsibility and all other aspects of staging a special event on Oswegoland Park District property. I understand that lack of meeting all requirements may result in the denial or cancellation of the proposed special event. In the event that information provided on this form changes or your event is cancelled, please inform Oswegoland Park District in writing at least 7 (seven) days prior to the event to reschedule.

Drop this form off at any Oswegoland Park District office; mail it to Reservations at Prairie Point, 313 E. Washington Street, Oswego, IL 60543; fax it to 630.554.1577; or email it to reservations@oswegolandpd.org.

Signature: _____ **Date:** _____

If paying by credit card your signature is authorizing the Park District to charge your credit card for payment.

RESERVATIONS OFFICE USE ONLY

Copy to Operations _____
 Insurance Received _____
 JULIE Dig # _____
 Excel/Word Documents Updated _____

Approved By _____	Date Entered _____
Amount Due \$ _____	Amount Paid \$ _____
<input type="checkbox"/> Cash <input type="checkbox"/> Check # _____ <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa <input type="checkbox"/> Discover <input type="checkbox"/> Am Express	
Card Number _____	Exp Date _____
CVV _____	

RENTAL # _____

SHELTER INFORMATION / RENTAL FEES

LOCATION	AREA	CAPACITY	RESIDENT FEE	TIME SLOTS
Prairie Point Community Park	Shelter	90 people	\$125 (R) \$150 (NR)	11:00 – 3:00 pm or 4:00 – 8:00 pm
Grande Park Community Park	Shelter	100 people	\$125 (R) \$150 (NR)	11:00 – 3:00 pm or 4:00 – 8:00 pm
Waa Kee Sha Park	Shelter	50 people	\$75 (R) \$100 (NR)	11:00 – 3:00 pm or 4:00 – 8:00 pm
Violet Patch Park	Shelter	50-75 people	\$75 (R) \$100 (NR)	11:00 – 3:00 pm or 4:00 – 8:00 pm
Jaycee Park	Shelter	50-75 people	\$75 (R) \$100 (NR)	11:00 – 3:00 pm or 4:00 – 8:00 pm

- Additional fees may be assessed. Reasons for doing so, may include, but are not limited to: set-up, additional picnic tables, clean-up, and staffing.
- Prices listed are for a four hour block. Rentals made on Mondays-Thursdays will be discounted \$25 per four hour block, excluding holidays.
- Residents can begin reserving shelters on January 2 for that calendar year. Non-Residents can begin reserving shelters on April 1 for that calendar year.

RENTAL FEE CALCULATION

Shelter Fee	\$
Additional Fees	\$
TOTAL FEES DUE AT RESERVATION	\$

Notes:

SPECIAL USE REQUESTS

Special Requests may include, but are not limited to, the following:

- All live music or amplified sound
- Use of a generator
- Event that makes use of a mechanical and/or inflatable amusement device
- Any activity that a fee is charged for parking and/or participation
- Event advertisements on Park District property
- Distribution of food and/or beverage for a fee and/or fundraiser
- Tents of any size

Oswegoland Park District requires submission of a sponsor/organization Certificate of Insurance prior to review by the Executive Director for any of the following listed above and others as determined.

INSURANCE REQUIREMENTS FOR SPECIAL USE REQUESTS

- Oswegoland Park District may request a Certificate of Insurance with required liability limits of \$1,000,000. Section 5.02 Insurance and Hold Harmless Agreement. (a) Except as provided in subsection 5.02(a)(1), every applicant shall acquire general liability insurance to protect himself and the Oswegoland Park District from liability resulting from his use of Oswegoland Park District property and provide proof of such insurance to Oswegoland Park District before Oswegoland Park District will issue approval to an otherwise valid applicant.
- Oswegoland Park District must be named on the Certificate of Insurance as primary, non-contributory additional insured under the general liability policy for the event.
- The Certificate of Insurance must include the name of the special event as well as the date, time, and location of the event.
- Oswegoland Park District reserves the right to request a copy of the policy represented by the Certificate of Insurance.
- Non-issuance/revocation of approval may occur for failure to provide acceptable insurance coverage.
- Once all of Oswegoland Park District’s requirements have been fulfilled, including receipt of all documents, and full payment, approval will be granted. Costs incurred promoting and marketing events prior to approval by Oswegoland Park District, and changes/modifications relative to the event by Oswegoland Park District are at the sole expense and risk of the event organizer.

REQUIREMENTS FOR TENTS AND/OR POLES

Tents or poles that go into the ground will require the organizer to contact JULIE at 800.892.0123. Oswegoland Park District requests a copy of the Dig #.

Applicant Initials _____	Date _____
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PARK/SHELTER GUIDELINES

- No glass containers permitted.
- Vehicles are only permitted on designated roads and/or parking lots; no parking on the grass. Posted speed limits must be observed.
- When reserving a shelter, you are securing that area only. Oswegoland Park District parks are public property and are open for others to use and enjoy.
- Renter is responsible to see that all activities are properly controlled and supervised.
 - The renter shall be completely responsible for the behavior of all guests attending the event and for their prompt departure at the end of the event.
 - No person under the age of 21 will be permitted to reserve a shelter.
 - Adequate adult chaperones must be provided for guests less than 18 years of age; one chaperone per every ten minors.
- Please keep noise to a minimum.
- Dogs must be kept on a leash; owners must clean up after them.
- Fireworks, guns, and weapons are not allowed on Oswegoland Park District property.
- Fires are only allowed in grills and fire pits, must be attended at all times, and extinguished before leaving.
- Persons using or under the influence of illegal substances are not allowed on Oswegoland Park District property. Although consuming alcoholic beverages is permissible; persons under the influence are not allowed to remain in the park.
- Litter must be put in trash cans. Groups generating more trash than the containers can hold are responsible for removing the excess trash.
- No one shall threaten the safety or well-being of another person. Illinois disorderly conduct laws are enforced in the parks.
- The parks are open from dawn to dusk unless posted otherwise or special arrangements are made.
- There is a fine and penalty of \$25 - \$200 for the violation of each ordinance. These rules are a summary of Park Code Ordinance #041028-1, amended March 2005. The complete ordinance is available upon request.
- Animals, birds, and their homes must be left alone. Trees, shrubs, and flowers must be left alone. Fences, signs, structures, and other Oswegoland Park District property are provided for use, not abuse, and should not be damaged in any way.
- Park/shelter area must be returned to the same condition in which it was found at the beginning of the event.

PARK SHELTER FAQ's

How do I reserve a park shelter?

Complete and sign a park shelter reservation request application and return it, and all necessary fees, to a Park District office. Shelters are reserved from either 11:00-3:00 pm or 4:00-8:00 pm. Shelters can be reserved for both blocks of time (11:00-8:00 p.m.) by indicating such on the form and paying the fee for each block of time.

How will I know that the park shelter I requested is reserved for my group?

Requests for shelter use will be reviewed for availability on a first come, first served basis and are not considered RESERVED until you receive a confirmed rental number. The applicant will be notified by phone and/or email within 5 (five) business days of receipt of application and all necessary rental fees.

Will I be issued a refund for my cancelled park shelter request?

Once a reservation has been approved, refunds will not be issued. If able to accommodate, and applicable, the Reservations Department will work to try to transfer the reservation to another date/time, if the applicant contacts OPD a minimum of 7 days prior to reservation date. Cancellations made less than 7 days prior will not be refunded or rescheduled. In the event Oswegoland Park District cancels your reservation, you may reserve another date/time, if available.

Why would the Oswegoland Park District cancel my park shelter request?

Your shelter request may be cancelled by Oswegoland Park District staff to ensure the safety of our guests. Examples may include, but are not limited to, inclement weather, maintenance issues, or unsafe conditions. Oswegoland Park District reserves the right to cancel or relocate a rental to another location due to scheduled Park District functions/programs.

How do I make a change to my application?

Changes to the application must be submitted in writing to the Oswegoland Park District by the person who signed the contract at least 7 (seven) days prior to the event. Additional fee(s) may apply.

What hours are park shelters available for reservation?

Parks are available from dawn until dusk unless specific times have been indicated.

When can I submit my park shelter reservation request?

Reservations are processed in the order they are received, subject to park availability, to Oswegoland Park District residents starting on January 2, and on April 1 for non-residents, for the specified calendar year rental season.