

PARK RULES

1. A park permit is not required for use of any outdoor park facility. The permit is intended as a convenience and service, as all facilities are available to the public on a first-come, first-served basis when not reserved by permit. An issued permit will assure park area usage and allows the Department of Recreation, Parks & Community Health to advise other groups making inquiries that the facility is taken.
2. All park permit requests must be applied for by a responsible adult who assumes all responsibility for the actions of the group during the time stated on the permit. A copy of a permit holder's driver's license or state identification is required for all park permits.
3. Any group of 100 persons or more planning to use a Village park must apply for a permit in writing on the form provided for that purpose and filed at the Department of Recreation, Parks & Community Health. Any permit can and shall be cancelled for just cause, i.e. misuse or abuse of property or facilities. Reserved usage of lighted fields, picnic pavilions, and other facilities may be permitted only after payment of the current use fee.
4. Permits will be issued to groups on approval of the Director of Recreation, Parks & Community Health following the filing of the written application. Use of the parks by groups for special events where mechanical rides, amusement equipment, carnival acts, fireworks and/or food sales takes place must be approved by the Mayor and Board of Trustees. The Village reserves the right to require a deposit for potential damage to Village property or cleaning following the event.
5. Unless otherwise specified, permits expire immediately following the use of the facilities, with future use requiring issuance of a new permit.
6. Organizations or organized groups where activities present a liability exposure may be required to submit a certificate or memorandum of insurance showing the Village as an additional insured prior to being granted a permit to use park facilities.
7. The Village reserves the right to require that a Department staff person be assigned for the duration of the permit at the expense of the applicant.
8. Fees and rates charged will be established by the Department of Recreation, Parks & Community Health as part of the annual budget process.
9. **Cancellations must be made two weeks prior to the permit date to be considered for a refund. A minimum processing fee of \$10.00 will be charged for each cancellation and any deposits may be forfeited.**
10. Park permits are issued regardless of weather conditions. If inclement weather cancels an event, applicants may phone the Department of Recreation, Parks & Community Health within 5 business days to determine what alternate dates might be available within the same season. If an alternate date is available, a new permit will be issued. No refunds will be given for cancellations due to inclement weather.
11. The Director of Recreation, Parks & Community Health will consider request for waiver of park permit fees under guidelines established by the Board of Trustees.

ACTIVITIES PROHIBITED

1. No Firearms are allowed in Village Parks. 
2. Any collection of money, admission charges, or solicitation of contributions in any park must have been approved in advance by the Mayor and Board of Trustees.
3. The conduct of lotteries and gambling of any nature in parks is strictly prohibited.
4. The sale of merchandise or refreshments to the general public shall be allowed only by special permission of the Mayor and Board of Trustees. Groups using a park area have the privilege to serve refreshments and assess their membership to defray the cost thereof.
5. Any activity which develops to the point of becoming a danger to any citizen, or which in any way infringes upon the rights or well-being of a citizen shall be terminated at the discretion of the Village Manager, his appointed representative, or any law enforcement officer.
6. In the interest of safety, all rocket launching, motorized model airplane flying and similar activities are prohibited in parks except as approved by the Director of Recreation, Parks & Community Health, or his appointed representative.
7. No person shall stay overnight in any public park or playground without a permit.
8. No automobile, truck or other private vehicle will be permitted to be driven onto, or parked upon, any park area except on improved parking areas without an approved written permit.
9. Consumption of alcoholic beverages is prohibited on park properties except as specifically allowed by an approved group's Temporary Liquor Permit. All applicants for a Temporary Liquor Permit shall pay a \$5.00 fee, sign an affidavit and give permission to have a background check performed. Material misstatements to or falsification of the information requested in this application are grounds for denying an application. Non-compliance with the permit is grounds for revocation and/or fines to the fullest extent of the municipal code. Consumption of alcoholic beverages shall end one half hour before park permits expire. No alcoholic beverages may be consumed beyond that time.

PARK CLOSING

Park sites shall be closed between the hours of 9:00 p.m. and sunrise except for lighted park facilities where Village organized or permit approved activities are taking place.

GROUP PICNICS

1. Pavilions can be rented between the hours of 8:00 a.m. to 9:00 p.m. Quiet hours after 8:00 p.m.
2. Picnic permits do not include “reserved” usage of other specific park facilities such as tennis courts, ballfields, playground facilities, etc. Such facilities are open to the public and to permit-holding groups on a first-come, first-served basis. Generally, group usage will be limited to one hour so everyone has an opportunity to enjoy the facilities (ballfields may be reserved two weeks in advance for a 1½ hour period).
3. Groups having a permit for the Somonauk Park Pavilion will be issued a key for the restroom facilities and will be expected to take full responsibility for supervision of use of these facilities by both group members and the general public. Please lock restrooms at the end of your rental. Restroom key must be returned after usage. A \$20 fee will be assessed if key is not returned.
4. Groups having a permit for the Central Park East Pavilion will be issued a key for the kitchen facility and will be expected to take full responsibility for supervision of use of this facility. Please clean-up kitchen after use and remove all food from the refrigerator and freezer. Key must be returned after usage. A \$20 fee will be assessed if not returned.
5. Additional portable grills, large super cookers, picnic kits (containing a variety of recreation and sports equipment) and other special arrangements (inflatable youth jumpers, etc.) for a group event may be available, or permitted, at the discretion of the Director of Recreation, Parks & Community Health, at the time the permit is issued.

CONDITION OF AREA FOLLOWING USE

The person or organization representative to whom a permit is issued shall be personally responsible to see that the premises are left in a clean and orderly condition, and shall be liable for any damage to property, equipment or facilities.

MEETINGS

Meetings or gatherings shall not interfere with programs scheduled by the Department of Recreation, Parks & Community Health.

FIRES

Fires are permitted only in such locations and places as designated. Portable grills may be used in parks as long as there is no interference with the aesthetic features of the area during, or following, their use. Live coals or embers must be extinguished before being deposited in waste containers.

Excerpted from Resolution passed by the Board of Trustees of the Village of Park Forest, January 22, 2013. The above Resolution can be reviewed in its entirety at the Village Hall.

**Village of Park Forest
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Recycling in the Parks is highly encouraged as the Village is committed to reducing our waste stream and greenhouse gas emissions. Recycling cans, instructions and procedures will be provided with all permits.