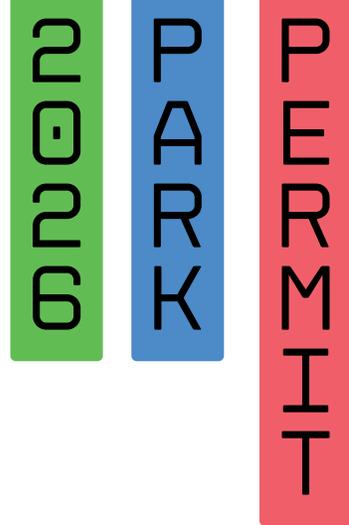


Village of Park Forest
Recreation, Parks & Community Health Department



OFFICIAL INFORMATIONAL QUICK GUIDE

Park Permits, Pavilion Rentals & Special Use Guidelines

Live • Grow • Discover

Prepared by the Village of Park Forest
Recreation, Parks & Community Health Department
350 Victory Drive • Park Forest, Illinois 60466
(708) 748-2005 • www.villageofparkforest.com

Official Distribution Notice

This informational packet has been prepared for official use and public distribution by the Village of Park Forest, Recreation, Parks & Community Health Department. The information contained herein reflects current policies, procedures, and regulations by the Village of Park Forest and is subject to change by resolution, ordinance, or administrative update.

This packet is intended to provide clear guidance to residents, community organizations, schools, churches, businesses, and event organizers regarding the use of Village of Park Forest park facilities. Compliance with all Village rules, permit requirements, and applicable laws is required.

The Village of Park Forest reserves the right to approve, deny, modify, or revoke any permit in accordance with municipal code, resolutions, and departmental policy.

Message from the Recreation, Parks & Community Health Director

On behalf of the Village of Park Forest, welcome to our community parks and public spaces.

The Village of Park Forest is committed to providing safe, accessible, and well-maintained parks that enhance the quality of life for our residents and visitors. Our parks are designed to support recreation, celebration, and community connection while preserving the beauty and integrity of our shared spaces.

This Official Park Permit & Special Use Policy Packet has been prepared to clearly outline the policies, procedures, and responsibilities associated with the use of Village park facilities. Whether you are planning a family gathering, community event, school function, or organizational activity, adherence to these guidelines helps ensure that all park users have a positive and enjoyable experience.

We appreciate your cooperation and partnership in helping us protect and maintain Park Forest parks for current and future generations.

Sincerely,

Kevin Adams
Recreation, Parks & Community Health Director
Village of Park Forest, 350 Victory Drive, Park Forest, IL 60466
708.748.2005



Policy I – General Park Permit Overview

This informational packet provides an overview of park permits, fees, rules, and special use requirements for Village of Park Forest parks. It is intended to help residents, organizations, schools, employees, and community groups understand how to properly reserve and use park facilities.

Department Contact Information:

Village of Park Forest

Recreation, Parks & Community Health Department

350 Victory Drive

Park Forest, IL 60466

Phone: (708) 748-2005

Website: www.villageofparkforest.com

Park Permit Overview

- A park permit is not required for general use of outdoor park facilities.
- Permits are issued to reserve specific areas (pavilions, lighted fields, equipment) and ensure availability.
- Facilities are otherwise available on a first-come, first-served basis.
- A responsible adult 21 and older must apply for the permit and assume responsibility for the group.
- A copy of a valid driver's license or state ID is required.

Policy II – When a Permit Is Required

- Groups of 200 people or more must apply for a permit in writing.
- Reserved use of lighted fields, picnic pavilions, or special equipment requires payment of applicable fees.
- Special events involving:

1. Mechanical rides
2. Amusement equipment
3. Carnival acts
4. Fireworks
5. Food sales

Liquor permit Park Locations:

Somonauk Park:	Somonauk St., Park Forest, IL 60466
Central Park:	Lakewood Blvd., Park Forest, IL 60466
Logan Park:	North St., Park Forest, IL 60466

must be approved by the Mayor and Board of Trustees.

Policy III – Park Hours & Quiet Times

- Parks are open 8:00 a.m. to 9:00 p.m.
- Parks are closed between 9:00 p.m. and sunrise, except for approved lighted facilities.
- Quiet hours begin at 8:00 p.m.

Policy IV – Permit Fees, Rates & Discounts

Park Rates

- **Central Park East w/Kitchen** | \$20 per hour | up to 99 people
- **Central Park West** | \$15 per hour | up to 99 people
- **Central Park East + West** | \$35 per hour | up to 199 people (or) \$50 per hour | 200+ people with board approval
- **Somonauk Park** | \$20 per hour | up to 199 people (or) \$50 per hour | 200+ people with board approval
- **Logan Park** | \$10 per hour | up to 40 people

School Rates

- No permit or Super Cooker fees for public schools located within Park Forest School Districts (162, 163, 227, 201-U) for weekday events only.
- Regular fees apply for weekends and for schools outside these districts.

Village Employees (Personal Use)

- Picnic permits: 50% discount
- Super Cookers: \$20 discount
- Picnic Kits: 50% discount

Village Department Use

- Village departments (Police, Fire, Public Works, etc.) may reserve parks and equipment at no charge.
- Departments are responsible for replacing any damaged or lost items.

Policy V – Athletic Field & Ballfield Rentals

- Central Park Fields A & B:
 1. \$15/hour with lights
 2. \$10/hour without lights
- All other ballfields (no lights): \$10/hour
- For soccer or football rentals, contact Kellen Thornton at (708) 748-2005.

Policy VI – Picnic Pavilion Use & Capacity

Picnic Table Inventory & Capacity

- Central Park East Pavilion (with kitchen): 8 tables | Capacity 1–199
- Central Park West Pavilion: 8 tables | Capacity 1–199
- Somonauk Park Pavilion (with kitchen): 8 tables | Capacity 1–199
- Logan Park Pavilion: 4 tables | Capacity 1–40

No additional tables are provided. Renters must arrange additional tables at their own expense.

Policy VII – Inflatable Equipment & Animal Restrictions

- Inflatable jumpers are allowed in designated areas:
 1. **Central Park:** North side of tennis court fence
 2. **Somonauk Park:** South side of pavilion in open area
- Horses and petting zoos are not allowed in any park.

Policy VIII – Group Picnic Rules & Facility Access

- Pavilions may be rented from 8:00 a.m. to 9:00 p.m.
- Permits do not reserve other facilities (playgrounds, courts, fields).
- Restroom and kitchen keys must be returned after use or a \$20 fee will be charged.
- Permit holders are responsible for cleanup and supervision.

Policy IX – Park Rules & Prohibited Activities

- No firearms allowed
- No gambling or lotteries
- No unauthorized sales or solicitation
- Alcohol is prohibited unless a Temporary Liquor Permit is approved
- No overnight stays
- Vehicles are prohibited on park grounds except in designated parking areas

Policy X – Alcohol Use & Temporary Liquor Permits

When Required

- Any event requesting to serve or consume alcohol in parks, Village Green, or Village Hall.

Key Requirements

- \$5 non-refundable application fee
- Background check conducted by Park Forest Police Department
- \$1,000,000 host liability insurance naming:
 - Village of Park Forest
 - Its officers, employees, agents, and volunteers

Important Notes

- Alcohol service must end 30 minutes before permit expiration
- Permits must be available for inspection during the event

Policy XI – Cancellations, Refunds & Weather

- Cancellations must be made two weeks in advance
- \$10 minimum processing fee applies
- No refunds for weather-related cancellations
- Alternate dates may be requested within the same season

Policy XII – Condition of Park & Damage Responsibility

- Permit holder is responsible for leaving the area clean and orderly
- Permit holder is liable for damages to park property or equipment

Policy XIII – Insurance, Liability & Supervision

- Certain activities may require proof of insurance
- Village may require staff supervision at the applicant's expense

Policy XIV – Authority, Amendments & Final Notes

This packet summarizes park permit policies and procedures adopted by the Village of Park Forest Board of Trustees. Full resolutions may be reviewed at Village Hall.

For questions or assistance, please contact the Recreation, Parks & Community Health Department at (708) 748-2005.

Village of Park Forest
Recreation, Parks & Community Health Department
350 Victory Drive • Park Forest, IL 60466
Phone: (708) 748-2005

Revision Date: January 2026

This document is an official policy packet of the Village of Park Forest. Policies and fees are subject to change by ordinance, resolution, or administrative action.



PARK PERMIT REGISTRATION FORM



PARK PERMITS ARE RAIN OR SHINE
 Please have your Park Permit with you on the day of your event. Park Permit cancellations must be made two weeks prior to park permit date to be considered for a refund. A \$10 refund processing fee will be charged. No refund will be issued for NO CALL/NO SHOW. Consuming alcoholic beverages on the premises is prohibited without a temporary liquor permit. Permit must be with you on the day of your event.

Permit Holder's Name: _____ Permit Holder's Day of Birth: ____/____/____

Address: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____ Email: _____

Event Type: _____ Event Date: ____/____/____ # of Attendees: _____

Event Time: From: _____ AM/PM To: _____ AM/PM

YES NO Will admission be charged, concessions sold or donations solicited? If yes, describe: _____

YES NO Will live music, amusement equipment, jumpers, etc. be used? if yes, describe: _____

YES NO Will alcoholic beverages be consumed on the premises? If yes, complete Form 1- Liquor Permit Application on back
 • \$5 additional fee
 • Alcohol may not be consumed on the premises unless the "Permit Holder" has been issued a temporary liquor permit for the date and location listed on the Park Permit. No liquor permitted on the ballfields.

YES NO Are you purchasing additional equipment? If yes, please check one or both:
 ___ Equipment Kit (\$15)
 ___ Super Cooker (\$60)

Park Location Requested (check one):

___ Central Park East w/Kitchen (\$20 per hour) ___ Central Park West (\$15 per hour) ___ Central Park East & West (\$35 per hour) (\$50 for 200+)
 ___ Ballfield: Location (circle one): A (or) B (with lights \$15 per hour) C (or) D (no lights \$10 per hour)
 ___ Somonauk Nature Adventure Park (\$20 per hour) ___ Logan Park (\$10 per hour) ___ Other: _____

Please read carefully and print, sign & date:

THE MUNICIPAL CODE: FUTURE PERMIT APPLICATIONS COULD ALSO BE DENIED.

AFFIDAVIT (Please read carefully before signing): I (we) the undersigned, say that I (each of us) have read the above and foregoing application and that the matters stated therein are true and correct and are made upon personal knowledge and information. Further, I (we) say that I (each of us) will conduct this event consistent with all applicable requirements.

Print Name: _____ Signature: _____ Date: _____

Office Use Only:

Completed By: _____ Date: _____
 Permit #: _____

Charges: Pavilion	\$ _____	Key # _____	
Add. Hours	\$ _____		
Temp. Liquor Permit	\$ _____	___ Approved ___ Denied ___ Emailed Approved Letter ___ Received Liability ___ Permit Issued	
Ballfield	\$ _____		
Equipment Kit	\$ _____	1 2 3 4 ___ 1 Softball ___ 1 Bat ___ Set of 4 Bases ___ 1 Volleyball Net ___ 1 Volleyball ___ 8 Beanbags	
		Pick-up Date: _____ Return Date: _____ All equipment returned: Yes No	
Super Cooker	\$ _____	1 or 2	
Total:	\$ _____	Additional Fees: \$ _____	Reason: _____

Please contact (708) 516-9604 for pavilion maintenance issues during your rental.

Village of Park Forest

APPLICATION AND FEE FOR TEMPORARY LIQUOR PERMIT

Please allow a minimum of 10 business days prior to event for processing.

PLEASE ANSWER ALL QUESTIONS, PRINT OUT THIS FORM AND SIGN AFFIDAVIT

This application will be filed with: **Village of Park Forest, 350 Victory Drive, Park Forest, IL 60466**

Fee for Consumption of Alcohol on Premises Only and NOT FOR SALE *\$5.00 Per Event Date (Non-Refundable)
** This fee/application is in addition to any other charges set by Southland Caterers for food or use of the Dining on the Green Banquet Hall.*

Required *If required - A Liability Policy must be obtained after Application for Temporary Liquor Permit has been approved.*
A copy of host liability insurance naming the Village of Park Forest, its officers, employees, agents and volunteers as additional insureds and must set forth the location of the premises where alcoholic liquors are being served in the amount of \$1,000,000 is required with all Temporary Liquor Permits. (This insurance can be purchased via the applicant's homeowner insurance or special event insurance through an outside party.)

Check Location of Event: Village Hall Public Parks: _____
 Village Green Other Location: _____

The undersigned applicant hereby submits an application for Temporary Liquor Permit for the DATE(S) (this calendar year) of and submits the following information:

1. 2. 3. 4. 5. 6.

1 Full Name of Applicant: Do you hold a Caterer's Liquor License with the State of IL? If yes, please include a copy with this application. **Y** **N**

Home Address or if a Caterer, Business Address: City:

State: Zip: Applicant's Date of Birth: Location of Event if Noted Above as Other:

Driver's License #: State: Home Phone: Cell Phone:

Email: If Caterer, name of Liquor Supervisor for Event. (Include copy of their BASSET Certificate.)

2 Check type of event: Birthday Party Graduation Party Wedding/Reception
 Anniversary Party Convention Reunion Business Meeting Reception Number of guests expected:

Other: Please Give Description.

*Time of Guest Arrival: A.M. or P.M. *End of Event: A.M. or P.M.

Please note Time of Guest Arrival is when liquor will start being served and not necessarily when rental at Dining on the Green begins. If required, a Village-owned facility will have a Park Forest Police Officer on site during event until it is closed for the night. **For Park Permits -Consumption of alcoholic beverages shall end one half hour before park permits expire. No alcoholic beverages may be consumed beyond that time.*

3 Has applicant or applicants named in this application ever been convicted of a felony or otherwise disqualified to receive a liquor license in Illinois by reason of any matter or thing contained in the Illinois Liquor Control Act? **Y** **N**

If so, name court of conviction:

Print Name: _____ Authorized Signature: _____

A background check will be conducted on all applicants for a Temporary Liquor Permit.
No application will be approved unless all the above questions are fully answered.

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. FUTURE PERMIT APPLICATIONS COULD ALSO BE DENIED.

AFFIDAVIT (Please read carefully before signing)

I (We) the undersigned, say that I (each of us) have read the above and foregoing application and that the matters stated therein are true and correct and are made upon personal knowledge and information. Further, I (we) say that I (each of us) will conduct this event consistent

with all applicable requirements. *(Initial here)* _____

Print Name: _____ Authorized Signature: _____ Date: