

Grayslake Community Park District Picnic & Park Reservation Policy

The Grayslake Park District has adopted the following policy for the reservation of our parks. Anyone wishing to reserve a park site must abide by the following guidelines and fill out the appropriate permit application. The Grayslake Park District must approve all applications.

Groups of 10 or more wishing to use parks or picnic in the park are required to secure a permit prior to their visit. There is designated group picnicking at Jones Island Park, Sunrise Park, Tooterville Park, Central Park, Mill Creek Park and Cambridge Park. These parks have a pavilion available for your rental that holds up to 50 people. The District's park ranger patrols and checks for valid permit holders. For a complete list of amenities at each of these parks, please refer to the map and park guide at the back of the brochure. **NOTE:** All reservations that there will be over 100 people in attendance require Park Board approval and an additional reservation, clean-up fee will be charged.

The availability of any rental site is subject to Park District programs/events or community based Park District sponsored/affiliated functions.

Reservation Information & Fees:

Registration must be done in-person at the Recreation Center, 240 Commerce Dr., at least 10 days prior to picnic date to secure a permit. Rental fees and refundable deposit must be paid at the time of reservation. Open reservations begin March 1. All reservations are first come, first served!

Available Dates: Monday through Sunday, April 1 - September 30 from sunrise to sunset.

	<u>Number of Picnic Tables:</u>
• Jones Island Park	6
• Central Park Picnic Grove	4
• Central Park Fishing Pier Shelter	3
• Mill Creek Park	5
• Tooterville Park	6
• Sunrise Park	6
• Cambridge Park	4

PLEASE NOTE: There are no RESTROOM FACILITIES at these parks, however porta-potties are available at limited parks. Please call the Park District office for additional information.

1. Priority use of the parks shall be as follows:

- **Group A** – Park District sponsored activities and events.
- **Group B** – School District #46 and #127 sponsored activities and events.
- **Group C** – Not for profit organizations that are located in Grayslake and are of a civic nature. (Example: Scout Groups, Service Clubs, Etc.)
- **Group D** – Residents of the Grayslake Park District and all church groups.
- **Group E** – Not for profit organizations that are located in other communities.
- **Group F** – Non-Residents.

2. Reservation charges for the use of the Grayslake Park District Parks and Pavilions.

- **Groups A, B, & C** will not be charged a rental fee. However, they will be charged any expense incurred by the District in allowing them to use the park. In accepting this option these groups may from time to time be asked to change the location and/or time of their function.
- **Group D** will be charged \$40.00
- **Group E** will be charged \$40.00
- **Group F** will be charged \$60.00

Deposit: A refundable deposit of \$50.00 is required for all reservations. The deposit will be returned provided the park is properly cleaned upon completion and no damage has been done to the park or park property.

Cancellations: Cancellations made at least 10 days prior to a reserved date will receive a full refund of deposit and rental fees paid. Cancellations made less than 10 days prior to a reserved date are eligible for a 50% refund of rental fees and a full refund of the security deposit.

No refunds are given for rentals in the event of inclement weather. Rentals cancelled due to inclement weather may be given the opportunity to reschedule at a later date, depending on availability. Park District staff reserves the right to determine the severity of inclement weather and the opportunity to reschedule the rental. Park District staff may cancel a rental based upon severe weather, potential impact on park site or for any other sufficient reason. Refunds for rentals cancelled by the Park District are at the discretion of and will be determined by Park District staff.

Additional Equipment Fee: If you require additional picnic tables, garbage cans, sporting equipment, etc. there will be an additional charge.

Additional Information:

- Curfew for all parks is sunset. Clean up should start well in advance to assure completion before, or by sunset. This policy will be strictly adhered to.
- There is no alcohol allowed in any of our parks; except when authorized by the Grayslake Park District Board Commissioners.
- There are no live bands or DJ's allowed to play in any of our parks unless authorized by the Grayslake Park District Board Commissioners.
- The renter must leave the park in order. This includes picking up garbage and wiping down picnic tables.
- The person making the reservation is responsible for the conduct of all involved people.
- The renter may not charge an admission, sell tickets or solicit donations as the facility without the written consent of the Grayslake Park District Board of Commissioners.
- All materials and equipment brought by the renter must be removed promptly at the conclusion of the activity.
- There are NO RESTROOM FACILITIES at the parks, however porta-potties are available at limited parks.