



**Grayslake Park District**  
 240 Commerce Drive  
 Grayslake, IL 60030  
 P: (847) 223-7529 | F: (847) 223-6386

<b>OFFICE USE ONLY</b>	
Date/Time Received:	_____
Staff Initials:	_____
Permit Number:	_____

## Park & Picnic Rental Application

Renter Name: \_\_\_\_\_ Team/Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Emergency/Alternate Contact: \_\_\_\_\_ Emergency Phone: \_\_\_\_\_

Type of event planned (ex. Concert, Wedding, Church Service, etc...): \_\_\_\_\_

Number of people expected to attend: \_\_\_\_\_

Is this event open to the public?       Yes       No

Will you be charging admission?       Yes       No

Park & Picnic for Request: (please choose up to three parks - map on back)

- Cambridge Park (4 tables)     
  Central Park Picnic Grove (4 tables)     
  Central Park Fishing Pier (3 tables)  
 Jones Island Park (6 tables)     
  Mill Creek Park (5 tables)     
  Sunrise Park (6 tables)  
(not available Memorial Day - Labor Day)  
 Tooterville Park (4 tables)

Requested Date: \_\_\_\_\_ Arrival Time: \_\_\_\_\_ Departure Time: \_\_\_\_\_

Will you be using the picnic shelter?      Yes      No      Number of Picnic Tables Requested: \_\_\_\_\_

How many additional Picnic Tables will you need (\$12.50 per extra table, maximum of 5)? \_\_\_\_\_

How many additional Garbage Cans will you need (\$5.00 per extra garbage can, maximum of 5)? \_\_\_\_\_

Group	Park & Picnic	Additional Fees
<b>A</b>	-	-
<b>B</b>	\$40/day	\$12.50 per picnic table / \$5.00 per garbage can
<b>C</b>	\$40/day	\$12.50 per picnic table / \$5.00 per garbage can
<b>D</b>	\$40/day	\$12.50 per picnic table / \$5.00 per garbage can
<b>E</b>	\$60/day	\$12.50 per picnic table / \$5.00 per garbage can

**\*\*Please note: RESTROOM FACILITIES ARE NOT GUARANTEED AT EVERY PARK\*\***

**GRAYSLAKE COMMUNITY PARK DISTRICT INDEMNITY FORM**

In consideration of the permission granted by the GRAYSLAKE COMMUNITY PARK DISTRICT, to the undersigned to use the following Park District facilities.

The undersigned, \_\_\_\_\_, hereby expressly agrees to release, discharge and hold said Park District of Grayslake harmless and to indemnify and to protect said Park District from any claims for damages, whether it be bodily or property, and to defend the Park District from any claim for damages of any nature resulting from the use of said premises, facilities and/or equipment by the undersigned, its agents, representatives, invitees, or other persons whether caused by the negligence of the Park District and its employees or otherwise. The undersigned agrees to reimburse the Park District of any damages to Park District property resulting from stated activity. It is also agreed that NO alcoholic beverages or smoking will be permitted on ParkDistrict property at any time, unless otherwise stated by the Board of Commissioners.

By signing the Park & Picnic Rental Application I, the undersigned, have read and understand the Grayslake Community Park District's Facility Usage Rules, Athletic Field Rental Policies, and the Sever Weather Policy. I take full responsibility as a Permitted User for my group to comply with these policies.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY**

Approved:  YES  NO Park Requested: \_\_\_\_\_

Dates Approved: \_\_\_\_\_ Times Approved: \_\_\_\_\_

Approved By: \_\_\_\_\_ Approval Date: \_\_\_\_\_

Certificate of Insurance Received by: \_\_\_\_\_ Date Recieved: \_\_\_\_\_

Additional Info: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**RENTER OR OFFICE USE**

Group:  A  B  C  D  E

Deposit: \$ \_\_\_\_\_ Rental Fee: \$ \_\_\_\_\_ Total Paid: \$ \_\_\_\_\_ Recieved By: \_\_\_\_\_

Visa / MasterCard / Discover / Amex Expiration Date: \_\_\_\_\_ CVV#: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

Authorization Signature for Payment: \_\_\_\_\_



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## Park & Picnic Rental Policies

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. Restroom Facilities are not guaranteed at every park.

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

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 - October 30 (weather pending) from sunrise to sunset.  
**Please note - Jones Island Park is not available for rentals between Memorial Day and Labor Day.**

**Priority use of the parks shall be as follows:**

- Group A – Park District sponsored activities and events
- Group B – School District #127, #50 and Grayslake Charter/Private Schools Sponsored activities/events
- Group C – Not for Profit Groups in Grayslake and all church groups
- Group D – Residents of the Grayslake Park District
- Group E – Non-Residents

**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 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.
- Please note: RESTROOM FACILITIES ARE NOT GUARANTEED AT EVERY PARK. However, porta-potties may be available at limited parks.