

ATTENTION: To submit this form, please fill it in electronically or on a printed copy. Email your completed permit application to reservations@pdop.org.



Park District Of Oak Park

DAYCARE/SCHOOL PERMIT APPLICATION

Submit Application To:
218 Madison St
Oak Park, IL 60302
reservations@pdop.org

INSTRUCTIONS: Daycare/School Permits allow youth groups of up to 30 people to visit a park or playground for regular daily recess or a simple field trip, but do not have a need for any specific space or exclusive use of any portion of the park. Applicants should complete and submit this form (via online via email or in-person), a certificate of insurance naming the Park District of Oak Park as additionally insured and the applicable permit fees (Oak Park based groups: \$25 per occurrence or \$150 per year; Non-Oak Park based groups: \$50 per occurrence or \$250 per year) for review at least 3 weeks prior to the first date requested. All applications must be approved by the Park District. Applicants can expect to receive a response regarding applications within 10 business days.

APPLICANT INFORMATION

MAIN CONTACT		ORGANIZATION /GROUP NAME (required)	
STREET ADDRESS			
CITY		STATE	ZIP
DAYTIME PHONE	CELL PHONE	E-MAIL ADDRESS	

LOCATION REQUEST

FIRST CHOICE	PARK REQUESTED	EVENT DATE(S)	START & END TIMES
SECOND CHOICE	PARK REQUESTED	EVENT DATE(S)	START & END TIMES

EVENT INFORMATION

TYPE OF ACTIVITY	NUMBER OF INDIVIDUALS ATTENDING
EVENT DESCRIPTION (Provide a detailed description of your event, including any items that will be brought into the park. Documents with this information may be attached.)	

WAIVER

By signing below, I agree to follow all Park District Rules & Regulations Governing Uses of Park Facilities and recognize that I am responsible for the actions of myself and my guests. To the extent permitted by law, my organization, representatives, guests, and I will indemnify, save, defend, and hold harmless the Park District, including its officers, officials, agents, volunteers, and employees (hereinafter referred to as "district") from and against any and all liabilities, obligations, claims, damages, penalties, cause of actions, costs and expenses (including reasonable attorney and paralegal fees) which the district may become obligated by reason of any accident, bodily injury, or death of person, civil or constitutional rights violation, or loss or damage to tangible property, arising directly or indirectly in connection with, or under, or as a result of this application process and permitted event. Should I or my guests fail to follow Park District rules and guidelines outlined in Park Code and/or the permit agreement, perform adequate clean-up, or if damage occurs to Park District property, I understand that I will be billed at full cost plus overhead for clean-up and repair. In addition, such failure may result in the denial of future approval for a park permit or the requirement of a deposit for future events.

Applicant Signature

Date