

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

ATHLETIC FIELD/COURT PERMIT APPLICATION

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

INSTRUCTIONS: Athletic Field/Court Permits are designed for groups who would like to reserve a field or court for exclusive use for an athletic activity. Park District of Oak Park does not allow the permitting of athletic spaces to individuals or organizations for privately run camps/programs/lessons for commercial purposes. Unless otherwise stated, permits include basic field/court prep work by Park District staff and do not include use of any equipment or lights. Applicants should complete and certificate of insurance listing the Park District of Oak Park as additionally insured (or \$100 deposit) for review at least 3 weeks prior to the date of your event. Incomplete applications will be denied. All applications must be approved by the Park District. Once approved, you will receive a copy of your approved permit application via e-mail. Fees are \$46/hr for grass field. You can expect to receive a response regarding your application within 10 business days after it has been submitted. Athletic Field/Court Permits are only available to the public from April—October.

APPLICANT INFORMATION

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

EVENT INFORMATION

TYPE OF ACTIVITY OR SPORT	AGE OF PARTICIPANTS (check all that apply) ☐ 5 & Under ☐ 6-12 ☐ 13-17 ☐ Adult	NUMBER OF INDIVIDUALS ATTENDING
FIELDS/COURTS WILL BE USED FOR (check all that apply) ☐ Practices ☐ Games ☐ Tournaments ☐ Camps ☐ Open Play ☐ Other:		

EVENT DESCRIPTION (Provide a detailed description of your event, including any equipment such as tables, chairs, pop-up tents, etc. that will be brought in as well as any requests such as restrooms or lights (which may incur an additional fee). Documents with this information may be attached.)

LOCATION REQUESTS

PARK REQUESTED	FIELD/COURT NEEDED	START DATE / /	END DATE / /	DAY(S) OF THE WEEK	TIME
PARK REQUESTED	FIELD/COURT NEEDED	START DATE / /	END DATE / /	DAY(S) OF THE WEEK	TIME

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