



Park District Of Oak Park

SCHOOL PICNIC APPLICATION

Submit Application To:
218 Madison St.
Oak Park, IL 60302
(708) 725-2051
reservations@pdop.org

Thank you for your interest in using one of our parks or pools as the site for your event. We are happy to make this space available for your schools each year. Please remember that because the Park District also takes on the responsibility for scheduling Oak Park public elementary and middle school athletic fields, these **requests should include any District 97 school events that you have scheduled on your own grounds after school hours** in order to avoid a conflict with youth sports organizations.

The outdoor spaces available for permitting include:

| | |
|--------------------------------|-----------------------------|
| Andersen Park field space | Lindberg Park field space |
| Barrie Park field space | Longfellow Park field space |
| Carroll Park field space | Maple Park field space |
| Euclid Square Park field space | Rehm Park field space |
| Field Park field space | Stevenson Park field space |
| Fox Park field space | Taylor Park field space |

In order for this process to go as smoothly as possible, we ask that you read the following guidelines

- Please share this information with your teachers (and PTO if they organize events) so that everyone is on the same page.
- Please pick one person at your school to collect and submit these forms, or at least make sure that there are no conflicts within the individual requests from your specific school. If more than one group from a single school asks for the same day, time, and location, it will be our understanding that the groups wish to be together and will be scheduled as such. Requests must be signed by a member of the school staff, not solely a parent volunteer.
- Permits are required for all groups of 12 or more. If your group shows up to use a park without a permit, they may be asked to leave the park, even if another group is not currently using the park. The Park District reserves the right to schedule multiple groups in one park based on the size of the groups, size of the park, and availability of amenities.
- Inflatable activities, tent/canopies, DJ's, large number of tables/chairs, or other equipment, etc. are not allowed on park grounds without special permission. If your group has been approved for these activities or equipment, it will be noted on your permit. A certificate of insurance listing the Park District of Oak Park as additionally insured may be required before the approved permit will be issued. Access to some amenities may result in a fee.
- Permits are provided for green space only. Permits do not give your group exclusive access to the entire park, including the playgrounds, benches, etc. Groups do not have permission to ask the public to leave the area. They do not allow your group to use other amenities in the park. At parks where external access is available, restrooms will be provided.

Please complete and submit this application for review to the email address listed above. An invoice for any applicable fees will be sent via email. Application fee (no cost for District 97 schools, \$10 for Oak Park private schools, and \$25 for schools outside of Oak Park). You can start submitting your forms January 1st. Forms will be processed on a first-come-first serve basis. With Oak Park public schools receiving first priority. Applications must include an email address. Incomplete applications will be denied. Once approved, you will receive a copy of your approved permit application via e-mail. You can expect to receive a response regarding your application 2 weeks after you've submitted your request. **For questions about a specific park or facility, please contact the following Park District staff:**

Park & Athletic Field/Court Use

Susan Curtin
(708) 725-2051
susan.curtin@pdop.org



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INSTRUCTIONS: Please complete and submit this application for review to the location listed above. For full consideration, please return this form beginning January 1st. Permits will be processed on a first-come-first-serve basis with Oak Park public schools receiving first priority. Applications must include an e-mail address. Incomplete applications will be denied.

PLEASE NOTE: This form is a "request" and does not serve as the actual permit. All applications must be approved by the Park District. Once approved, you will receive a copy of your approved permit application via e-mail. You can expect to receive a response regarding your application by January 15th.

SCHOOL INFORMATION

| | | | |
|--|----------------|-------------|-----|
| PERSON SERVING AS MAIN CONTACT | | SCHOOL NAME | |
| STREET ADDRESS | | | |
| CITY | | STATE | ZIP |
| DIRECT PHONE NUMBER | E-MAIL ADDRESS | | |
| SIGNATURE (By signing below, I agree to follow Park District Rules & Regulations Governing Uses of Park Facilities.) | | | |

LOCATION REQUEST

| CHOICE | PARK REQUESTED | EVENT DATE | TIME REQUESTED |
|----------------------|----------------|------------|----------------|
| FIRST CHOICE | | | |
| SECOND CHOICE | | | |
| THIRD CHOICE | | | |

EVENT INFORMATION

| | |
|---|---------------------------------|
| TYPE OF EVENT | NUMBER OF INDIVIDUALS ATTENDING |
| EVENT DESCRIPTION (Provide a detailed description of your event, including any equipment that will be brought in. Documents with this information may be attached.) | |

REQUEST FOR PARK DISTRICT SPECIAL AMENITIES (subject to availability; may result in additional fees and may require certificate of insurance)

Restrooms Other: _____