



# 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 a park or D97 school field for your upcoming school event. The Park District of Oak Park not only manages the park district fields but is responsible for permitting the use of District 97 school athletic fields. As such, any events that you would like to schedule on school grounds outside of Monday -Friday regular school hours will require a park district permit.

Please submit the completed application to the email address above. Once approved, a contract will be sent via email for your review. A signed copy of the contract must be returned to the Park District prior to your event date. If applicable, you will receive an invoice for the permit fees (\$10 Oak Park private schools; \$25 schools outside of Oak Park, fees waived for D97 schools).

Typical events that may require a park district permit include:

Back to School Days  
End of Year Picnics

School Fun Fairs  
Fall Festivals

Spring Carnivals  
PTO Special Event

So that we may best serve all of the schools in our area, we ask that you read the following guidelines:

- Please choose one person at your school to coordinate, manage and submit the end of year class picnic requests. If more than one group from a single school asks for the same day, time, and location, we will assume the classes wish to be together and will be scheduled as such.
- Permit applications must be signed by a member of the school staff and must provide contact information for the individual that will be present and responsible for supervision of the class while visiting the park. We cannot accept an application signed only by a volunteer or PTO member.
- Permits are issued for green space only. Permits do not give your group exclusive access to the entire park or specific amenities. Groups may not ask the public to leave the area.
- Permits are required for all groups of 12 or more. If your group is using the park without a permit, they may be asked to leave the park.
- Inflatable activities, tents, DJ's, food trucks, etc. are prohibited on park grounds without express permission by Park District staff. Approval and conditions will be noted on your final permit, once issued. A certificate of insurance naming the Park District of Oak Park as additionally insured is required for any outside vendor providing services during your event.
- End of year picnics will be permitted in 2-hour blocks with a maximum capacity of 100 attendees to ensure all classes have an enjoyable and safe experience. Please indicate the specific picnic times preferred when submitting the applications 9:00-11:00A, 11:00A-1:00P, and 1:00-3:00P.

**For questions about a specific park or facility, please contact the following Park District staff:**

**David Ferry**  
**Properties & Planning Department**  
708-725-2051 / david.ferry@pdop.org



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 (708) 725-2051  
 reservations@pdop.org

**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.

### 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
<b>FIRST CHOICE</b>			
<b>SECOND CHOICE</b>			
<b>THIRD CHOICE</b>			

### 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: \_\_\_\_\_