

Village of Glendale Heights Parks and Recreation Department Facility Usage Guidelines and Application

Philosophy

The Glendale Heights Parks and Recreation facilities exist for the convenience and pride of the community. These facilities provide recreational and leisure services to the community. Parks and Recreation enhance the well being of the residents and provide a lifetime benefit. These facilities are open to all community residents.

To ensure that events in parks and public open spaces are compatible with our mission, they have to meet certain objectives, namely:

- To create a more livable, healthy community.
- To encourage people to use parks and public open spaces more.
- To instill and encourage community spirit and pride.
- To benefit the community economically.

Guidelines for Use

1. Any individual or group desiring use of a Parks and Recreation facility must apply by filling out an application. Upon receipt of the application, the department will assign designation to the group as defined herein.
2. Designated Village functions take preference over any other use of a particular facility.
3. Total rental fee is due upon approval. If rental fee is not paid within 3 days of notification the rental is void.
4. Sufficient adult supervision shall be provided by the individual/organization sponsoring the event.
5. Affiliate organizations shall submit annually current by-laws and financial records.
6. Individual/Organizations must pay the total usage fee as determined by the Department guidelines a minimum of seven days prior to the event starting date.
7. Individual/Organization is held financially responsible for any damage occurring to the facility.
8. No alcoholic beverages of any kind are permitted in a designated Park and Recreation facility.
9. No smoking is allowed in any Park and Recreation indoor facility.
10. Any individual/organization that has three no-shows, without prior notification to the Parks and Recreation department at least 24 hours in advance, will have their space canceled.
11. Facility requests that include use of equipment not normally available at the site will be assessed an additional fee.
12. All individual/organization users shall hold the Village of Glendale Heights and its designees harmless from any action or suit by person or persons occasioned by the use of the Parks and Recreation facilities by said individual/organization.
13. The Director of Parks and Recreation or designee must approve all applications.
14. All conduct will be in conformance with Village Code, 8-1-2 and 8-1-3.

PERMIT APPLICATION FOR FACILITY USE

Date _____

Applicants Name _____ Home Phone _____

Resident _____ Non-resident _____ Business Phone _____

Address _____

City/Town _____ State _____ Zip _____

Organization (if applicable) _____

Officer _____ Phone _____

User Designation/Resident Group _____ Yes _____ No _____

Location or Park Desired _____

What facility on this location _____

Date Requested _____

Time: Start _____ Finish _____

Number in Attendance: Adults _____ Children _____

What type of activity _____

What type of equipment will be used _____

What type of equipment requested _____

Admission Charge: Yes _____ No _____

Liability Insurance Required: Every applicant who has 10 or more members in their organization shall file a policy of insurance in which the Village, its officials, agents and employees are named insured against any and all claims arising through the use of village parks. In lieu of filing the policy of insurance, a certificate evidencing the issuance of such insurance, executed by a duly authorized agent, servant or employee of the carrier authorized to conduct such business in the State.

This application, if approved, will serve as your permit for use of the facility described above and must be on the person responsible at the site.

Signature of applicants acknowledges that applicant agrees to abide by all guidelines and rules applicable to this facility request.

Applicant Signature: _____ Date: _____

Director Comments: _____

Approved	_____	Deposit	_____
Disapproved	_____	Fee	_____
Date	_____	501C. 3	_____
Insurance	_____		

_____ Facility Scheduler
_____ Director of Parks and Recreation

Please leave the facility as you found it so that the next person can enjoy it.

I have read the rules, regulations and fee schedule.

Signature of Applicant

DESIGNATION OF USER

Village Programming - Activities funded by the Village of Glendale Heights, specifically Parks and Recreation activities, Special Events Commission activities, and Founder’s Day Committee activities.

Affiliates - Large organizations (consisting of at least 100 members) closely associated with the Village and the Parks and Recreation Department and providing services which are not available through the Village and the Parks & Recreation Department, specifically, Community Football League, Glenside Baseball/Softball, School Districts 15, 16 & 87, and Glenside Cricket Academy.

Resident Service/Non-Service Organizations, Non-for-Profit Organizations and Individuals
 Category includes resident businesses, corporations, Junior Women’s Club, Lion’s Club, Glen Oaks Foundation, Village residents. Non-for-profit organizations are those that are tax exempt 501(c)(3) incorporated in the State of Illinois. Proof of status is required prior to approval.

Non Resident Organizations and Individuals - Any business, corporation, group or individual residing outside the boundaries of Glendale Heights.

INDOOR FACILITY RENTAL FEE RATES					
Fee structure is based on individual area within a facility.					
CLASSIFICATION	GYM A	GYM B	FIELDHOUSE*	ROOMS	
	Basketball Volleyball	Jr. Basketball	Soccer & Basketball	Meeting Room	Studios
Village Program Affiliates	No Charge				
Resident Service, Non-service groups, Organizations, Non-for-Profit Organizations, and Individuals	\$54/HR	\$38/HR	\$120/HR*	\$32/HR	
Non-resident Groups, Organizations & Individuals	\$108/HR	\$76/HR	\$140/HR*	\$64/HR	
*Fieldhouse lower rates April 15 – October 15			\$60/HR		

OUTDOOR FACILITY RENTAL FEE RATES					
Classification	Athletic Fields	Field Lights	Shelters	Spray Pond	Gazebo
Village Program Affiliates	No Charge				
Resident Service, Non-service groups, Organizations, Non-for-Profit Organizations, and Individuals	\$30/Hour	\$ 10/Hour	\$25/Per Day	\$80/Per Day	\$20/Hour
Non-resident Groups, Organizations & Individuals	\$60/Hour	\$20/Hour	\$50/Per Day	\$160/Per Day	\$40/Hour

Pool rentals – \$275 for the first 75 people & \$4 each additional
 (weekdays 8:30 pm – 10:30 pm/weekends 7:00 pm – 9:00 pm)

FACILITY	FEE	# OF HOURS	TOTAL