



BRAIDWOOD PARK DISTRICT
 198 N. Lincoln St. Braidwood, IL. 60408
 Phone: (815)458-3896 / Fax: (815)458-3842
 www.braidwoodparkdistrict.com



Board of Commissioners
 President, Christopher Earley
 Vice-President, Scott Howard
 Secretary, Joshua Bolatto
 Treasurer, Robert Grivetti
 Commissioner, Andrew Kaminsky

Facility Reservation/Rental Fees & Usage Guidelines

- Lion’s Pavilion <u>With</u> Kitchen Reservation/Rental Fee	\$75.00 (Resident/In District)
(use of kitchen is optional, but fee will remain the same)	\$100.00 (Non-Resident/Out of District)
- Basketball Court Pavilion <u>Without</u> Kitchen	\$50.00 (Resident/In District)
Reservation/Rental Fee	\$75.00 (Non-Resident/Out of District)
- Baseball Field Pavilion & Old Smokey Hill Pavilion	\$25.00 (Resident/In District)
Reservation/Rental Fee (limited availability)	\$50.00 (Non-Resident/Out of District)
- Old Smokey Administration Building	\$100.00 (Resident/In District)
Reservation/Rental Fee	\$125.00 (Non-Resident/Out of District)

All reservation/rental fees are NON-REFUNDABLE and will not be returned due to cancelation.

REQUIREMENTS

- Anyone interested in reserving/renting a facility **MUST** first contact the park district office at (815)458-3896 to inquire on facility availability.
- All reservation/rental fees must accompany the Facility Reservation/Usage Application. Dates can not be held or guaranteed without payment. Reservation/rental fees can be paid by cash, check, money order or cashiers check. A valid telephone number and address is required on all personal checks.
- Note: Checks which are returned for NSF (Not Sufficient Funds) shall be assessed a \$10 NSF charge from the Park District. At that time, the original rental/usage fee along with the NSF charge shall be paid by cash, money order or cashiers check. No personal checks will be accepted after a personal check has been returned for NSF.
- Please make all checks payable to: Braidwood Park District
- Fill out the Facility Reservation/Rental Application Form (here after referred to as “the application”) at least two (2) weeks prior to the requested date.
- Any sponsored activity, when required, shall present to the Braidwood Park District two (2) weeks in advance, copies of liability insurance covering the date(s) of the reservation, naming the Braidwood Park District as additionally insured on the insurance policy.

REQUIREMENTS CONTINUED....

- If selling food, applicant will need to obtain the necessary permits or licenses as required by the Will County Health Department. Caterers must have proper licenses and permits.
- Applicants will assume responsibility for all persons attending their function when they enter park grounds and facilities. This includes responsibility for any damage they may cause to the grounds or facilities. Applicant must be present at the scheduled function during the times specified in the application.
- For reservations/events/activities which applicants or sponsors estimate or expect attendance to exceed 200 participants, applicants and sponsors shall be required to coordinate with park district staff in order to ensure that adequate preparations have been made to accommodate the large number of attendees. Additional fees may need to be assessed to the applicant or sponsor for additional accommodations which will be discussed and agreed upon between the applicant or sponsor and the park district prior to the event.
- The Braidwood Park District Board of Commissioners, upon request of an applicant or sponsor/organization, reserves the right to waive all or any part of the required or associated facility reservation/rental fees, if the board deems that waiving such fees would directly benefit the vision, mission, or values of the sponsor/organization as a whole or the community at large.
- The Braidwood Park District reserved the right to set further stipulations and to revoke any permit issued for any cause at any time if in its judgment such action is considered necessary and in the best interest of The Braidwood Park District.

FAQ's

(Frequently asked questions)

Q: How long can we use the pavilion?

A: Applicants may use the pavilion/facilities during the time(s) as specified on the application. Unless special arrangements have been made between the applicant/sponsor and the Braidwood Park District Board of Commissioners:

- Facilities must be vacated by 10:30p.m. Sunday thru Thursday
- Facilities must be vacated by 11:00p.m. Friday & Saturday

Q: What is the seasonal availability of the facilities?

A: Pavilion structures may be reserved/rented year round however, kitchen, water service & restroom use is available from May 1st to October 31st.

A: Pavilion reservations/rentals are posted on the Braidwood Park District's website www.braidwoodparkdistrict.com under the calendar of events page. Reservations are added or updated on a regular basis, however, all applicants should first contact the park office by telephone or email to ensure that any prospective reservation/rental date(s) are still available.

A: The Old Smokey Administration Building can be reserved/rented year round.

Q: How many people can the pavilions & the administration building facilities accommodate?

A: The basketball court pavilion and Lions pavilion are able to accommodate a greater number of individuals due to the outdoor setting. There are typically fifteen (15) to twenty (20) metal picnic tables located under the Basketball Court Pavilion and the Lions Pavilion. There are typically four (4) metal picnic tables located under the Old Smokey Hill Pavilion and six (6) metal picnic tables located under the Baseball Field Pavilion. Arrangements can be made for additional metal picnic tables to be placed under the pavilions if requested.

A: The Old Smokey Administration Building can seat a maximum of fifty (50) occupants.

Q: Can we have a DJ or Live Band during our reservation/rental?

A: DJs and live bands are permitted while your reservation is taking place. However, they may only play until 10:00p.m., unless special arrangements have been made and permission has been granted by the Braidwood Park District Board of Commissioners. Applicants must indicate on the application if they will be having a DJ or live band as proper notification must be made to the Braidwood Police Department advising that the applicant has been granted approval from the Braidwood Park District to have a DJ or live band as part of their reservation/rental.

Q: Can we have a bonfire, camp fire, etc. during our reservation/rental?

A: Due to liability concerns, fire pits, fire rings, ground fires/“bonfires”, camp fires, etc. are not permitted on park district grounds unless the applicant or sponsor has provided the Braidwood Park District, a certificate of liability insurance covering the date(s) of the reservation has been provided, naming the Braidwood Park District as additionally insured on the insurance policy.

Q: Can the skate park be closed during pavilion reservation/rentals?

A: The skate park is typically closed during reservations of the Lion’s Pavilion. This is due to the amount of noise generated from the boards against the metal ramps inside the skate park which makes it quite noisy under the pavilion. It also helps to keep the vehicle traffic down in the parking lot while your reservation is taking place. If applicants are reserving the Lion’s Pavilion and would like the skate park to remain open it can be done, however, use of the skate park will remain open to the public.

Q: If we reserve the Lion’s Pavilion when can we start bringing stuff into the kitchen?

A: Arrangements must be made in advance with the Park District in order to bring items (decorations, party supplies, food, etc.) into the kitchen prior to the day of your reservation.

Q: Are restroom facilities available?

A: The restrooms located next to the basketball court are opened for all pavilion reservations.

A: There are restroom facilities available inside the Old Smokey Administration Building.

Q: Where do we put our trash when we’re finished?

A: Roll away trash totes will be provided under the pavilions during reservations. Typically 3 totes are sufficient for small/medium sized functions. But, more can be set out if needed. Applicants are asked to place all trash totes underneath the pavilion and preferably in front of a security camera (if one is present) to help deter individuals from tampering with full cans.

A: There are several trash cans located inside the administration building. Applicants should place full cans next to the door on the inside of the building at the conclusion of their reservation.

Q: Are there electrical outlets and lights under the pavilions?

A: The Lion’s Pavilion and Basketball Court Pavilion have electrical outlets which run along the top of the pavilion structure which can be utilized for your electrical service needs. There are also light fixtures located under the Lions Pavilion and Basketball Court Pavilion which may be turned on for reservations or functions which take place during the evening hours. Applicants should indicate on the application if you will be requiring use of the pavilion electrical outlets or lighting fixtures.

Q: Can we have alcoholic beverages during our reservation/rental?

A: - Private Functions: Applicants wishing to reserve an outdoor facility for a private or “by invitation only” function (ie. graduation party, birthday party, family reunion, anniversary party, etc.) may include alcoholic beverages as part of their reservation as long as said beverages are not being sold to attendees or invited guests during the reservation. However, consumption of alcoholic beverages must be limited to the applicant’s invited adult guests (age 21 and older) only. Illegal consumption of alcohol by minors under age 21 is strictly prohibited and punishable by law.

A: - Sponsored Functions: Applicants wishing to reserve an outdoor facility for a public or sponsored event or function (including events for which admission tickets have been sold for entry or a cover charge/donation, is being assessed to attendees in exchange for entry to or participation in an event/activity) may include alcoholic beverages as part of their reservation under the following conditions:

- 1) In addition to the required copies of liability insurance, the applicant or sponsor shall also present to the Braidwood Park District two (2) weeks in advance, copies of appropriate dramshop insurance covering the date(s) of the reservation and naming the Braidwood Park District as additionally insured on the dramshop insurance policy.
- 2) The applicant or sponsor shall be required to secure all necessary local and state liquor licenses as required by law, and shall present to the Braidwood Park District two (2) weeks in advance, copies of said local and state liquor licenses which have been approved and issued by local and state authorities.
- 3) The applicant or sponsor shall be required to arrange for appropriate event security or police protection to be present when alcoholic beverages are being served or consumed.
- 4) The applicant or sponsor shall be required to coordinate with park district staff in order to establish a designated area for the sale, possession and/or consumption of alcoholic beverages.
 - a) Said area shall be surrounded by temporary chain-link fencing which shall be no less than six (6) feet in height and must encompass the entire designated area.
 - b) The applicant or sponsor shall be required to secure/rent said fencing from a third party vendor.
 - c) Said area shall have one designated entry & exit point, which must be staffed and monitored by adult volunteers or paid personnel (over the age of 21) assigned by the applicant or sponsor, and at least one “Emergency Exit” which must be identified with appropriate signage and easily opened in the event of an emergency.
 - d) Said volunteers or paid personnel assigned by the applicant or sponsor shall be required to verify the age of individuals wishing to enter the designated area by means of obtaining a form of state issued photo identification from the individual (ie. ID Card or Drivers License).
 - e) Once appropriate age has been verified, said volunteers or paid personnel shall place a special indicator (hand stamp or wristband) on the hand or wrist of individuals whose age has been verified and admission into the designated fences in area has been granted.
 - f) Alcoholic beverages shall not be permitted outside of the designated and fenced in area. Volunteers or paid personnel assigned by the applicant or sponsor to staff and monitor the designated entry & exit point shall ensure that alcoholic beverages are not taken outside of the designated and fenced in area.
 - g) No person under the age of 21 shall be allowed inside the designated and fenced in area at any time while alcoholic beverages are being sold, served, dispensed or consumed.

Q: Can we have other special attractions during our reservation/rental?

A: Applicants must indicate on the application if they wish to include any special attractions during their reservation. Special attractions include, but are not limited to: inflatable bounce house/slides, outdoor movie, etc.

A: - Private Functions: Applicants wishing to reserve an outdoor facility for a private or “by invitation only” function (ie. graduation party, birthday party, family reunion, anniversary party, etc.) may include special attractions under the following conditions:

- a) Applicant must limit the use of and participation in all special attractions to the applicant’s invited guests.
- b) Applicant must designate a responsible adult to supervise and tend to all special attractions while said attractions are in operation.

A: - Sponsored Functions: Applicants wishing to reserve an outdoor facility for a public or sponsored event or function may include special attractions under the following conditions:

- a) Applicant or sponsor shall have presented to the Braidwood Park District two (2) weeks in advance, copies of liability insurance covering the date(s) of the reservation, naming the Braidwood Park District as additionally insured on the insurance policy.
- b) Applicant or sponsor must designate adult volunteer(s) or paid personnel to supervise and tend to all special attractions while said special attractions are in operation.

Q: Where can our guest park?

A: - Lion’s Pavilion Reservation/Rentals: Parking will be available in the blacktop parking lot adjacent to the skate park & the pavilion as well as on the north side of the Lion’s Pavilion. The Third Street entrance gate to the park will be open during reservations and applicants can instruct their guests to park in this area if they wish. This helps to reduce the amount of vehicle traffic in the blacktopped parking lot area.

A: - Basketball Court Pavilion Reservation/Rentals: Parking will be available in the blacktop & gravel parking lots adjacent to the skate park & the pavilion.

A: - Baseball Field Pavilion & Old Smokey Hill Pavilion Reservation/Rentals: Parking will be available in the gravel parking lot on First Street adjacent to the baseball fields and Old Smokey Hill

A: Old Smokey Administration Building Reservation/Rentals: Parking will be available in front of the building as well as across the street in the gravel parking lot of the baseball fields.

Q: How do we return the pavilion or administration building rental keys?

A: After applicants are completely finished with their reservation, they must return any rental keys that were issued to them. Applicants may drop off the rental keys inside the metal mailbox located on the west side of the Park District maintenance building (just inside the 2nd Street entrance) next to the door. The box is locked but has a flip-up lid with a slot to drop the keys into.

Q: Who is responsible for cleaning up under the pavilion, inside the kitchen or inside the administration building?

A: Applicants are responsible for cleaning up the facilities at the conclusion of their reservation. This includes, but is not limited to: Picking up any trash or debris under the pavilions, placing all trash in the trash totes provided, sweeping/mopping the floor inside the kitchen if necessary, wiping down counters & sinks if necessary, emptying out all items from the kitchen, refrigerator/freezer that belong to the applicant, emptying & replacing trash can bags, vacuuming floors, re-stacking chairs, etc.

A: Cleaning supplies, extra trash bags, brooms, dust pans, mops & mop buckets, vacuums, etc. will be available inside the pavilion kitchen or administration building utility closet for applicants to utilize for clean up. A list of things to remember will be provided to applicants when rental keys for the facility are issued prior to the reservation date.

Q: Do we need to lock anything up at the conclusion of our reservation/rental before we leave?

A: Applicants must ensure that all doors which were opened on the facility during their reservation are locked & secured before leaving. This includes the large serving window door under the Lions Pavilion if it was opened or utilized.

A: If the restrooms next to the basketball courts were opened during a reservation, applicants are asked to please close and secure the swinging iron gates located on both sides of the restroom entryway. The gates can be secured using the padlock & chain which are affixed to the gates. Applicants do not need to lock the inner doors as long as the iron gates have been secured. This will help to prevent vandalism and damage to the restroom facilities as it is often times difficult for a park district representative to respond after a reservation in order to secure the restrooms.

A: Applicants must ensure that all doors & windows on the administration building are closed & secured and that all interior lights have been turned off prior to leaving. All windows must be locked and blinds must be pulled back up to allow visibility into the building.

Q: What happens if we need to cancel our reservation due to the weather, can we get our reservation/rental fee back?

A: All reservation/rental fees are non-refundable and will not be returned upon cancelation.

A: If canceling before your reservation date: Applicants who need to cancel their reservation/rental for any reason prior to the reservation date please contact the park district office and advise of their intent to cancel.

A: If canceling on the day of your reservation: Applicants who need to cancel their reservation/rental for any reason on the day of, should contact the "On Call" key holder who's name & phone number the applicant was given in the week prior to their reservation in order to advise them of their intent to cancel. Applicants canceling due to extreme or hazardous weather conditions (ie. severe storms, heavy rains/flooding, extreme heat indices, etc.) will be permitted to reschedule their reservation/rental for a future available date within the same calendar year.

Q: What do we do in the event of severe weather during our pavilion reservation/rental?

A: In the event that severe weather occurs during a reservation, the brown brick building next to the basketball courts which house the restrooms can also serve as a severe weather shelter and applicants should instruct their guests can seek shelter inside the building.

Q: If we have any problems during our reservation/rental, who do we call?

A: Applicants will be provided with the name & telephone number for an “On Call” key holder who may be contacted if they have any problems on the day of their reservation. If an applicant is unable to reach the designated “On Call” key holder, they may proceed down the list of key holders. If an emergency situation arises (ie. need for police, fire department or ambulance) 9-1-1 can be dialed from any cellular phone or the non-emergency telephone number of (815)458-2341 can be utilized.

Applicants having any further questions in regards to the facility reservation/rental fees or usage guidelines should contact the Park District office at (815)458-3896 or send an email to braidwoodparkdistrict@yahoo.com

**BRAIDWOOD PARK DISTRICT
FACILITY RESERVATION/RENTAL APPLICATION FORM**

Today's Date: ____/____/____

Applicants Name: _____ Organization: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Applicants Contact Information

Home Phone: _____ Cell Phone: _____ Work Phone: _____

Fax: _____ Email: _____

Facility Requested (check all that apply)

- | | |
|--|------------------------------------|
| _____ - Lions Pavilion (with kitchen) | _____ - Basketball Court Pavilion |
| _____ - Baseball Field Pavilion | _____ - Old Smokey Hill Pavilion |
| _____ - Old Smokey Administration Building | _____ - Baseball/Softball Field(s) |
| _____ - Other (please specify): _____ | |

Date of Reservation/Rental/Event: ____/____/____

*Hours Facility Will Be Needed: From ____ am/pm to ____ am/pm

Approximate Number of People Attending: _____

*If you need additional time for setting up or cleaning, please state so. We may not be able to accommodate last minute requests.

Description of Event: _____

Type(s) of Entertainment (if applicable): _____

Type(s) of Special Attractions (if applicable): _____

Will There Be An Admission/Cover Charge (if yes how much?): _____

Will alcohol be served, sold or consumed during the event?: _____

If Reserving/Renting The Lions Pavilion Would You Like The Skate Park Closed During Your Reservation?: _____

Name of authorized sponsors/individuals, if other than above _____

Applicants Signature: _____ Date: ____/____/____

IT IS UNDERSTOOD that you will comply with the laws of the State of Illinois, City of Braidwood, and the Braidwood Park District governing the use of the Park facilities, grounds, buildings and equipment. IF INFORMATION GIVEN ABOVE IS FOUND TO BE FRAUDULENT IN ANY WAY, OR IF THE APPLICANT REFUSES OR FAILS TO COMPLY WITH THE REQUIREMENTS OF THIS APPLICATION, THE BRAIDWOOD PARK DISTRICT RESERVES THE RIGHT TO KEEP ANY DEPOSITS WHETHER REFUNDABLE OR NON-REFUNDABLE. FORFEITURE OF ANY DEPOSIT SHALL IN NO WAY LIMIT ANY OTHER REMEDIES AVAILABLE TO THE BRAIDWOOD PARK DISTRICT. YOU WILL BE HELD ACCOUNTABLE FOR YOUR INFORMATION AND ACTIONS. VIOLATION OF BRAIDWOOD PARK DISTRICT ORDINANCES ARE SUBJECT TO FINES AS SET FORTH BY THE BRAIDWOOD PARK DISTRICT, BOARD OF COMMISSIONERS.

FOR OFFICE USE ONLY

Date Application Received: ____/____/____

Received By: _____

Facility Rental Fee \$ _____ +

Other Fees \$ _____ +

Action: Approved / Denied

Total Due \$ _____ =

Date Applicant Contacted: ____/____/____

Special Accommodations Required: _____

