



PLAINFIELD PARK DISTRICT
SHELTER RESERVATION REQUEST

PARK DISTRICT USE ONLY
Resv#: _____ Date: _____
Initial _____
Deposit Refunded: ____/____/____
Deposit Charged:

RESERVATION GUIDELINES

- 1) Reservations must be made 10 business days prior to the date being requested. Payment must be received at the time the shelter reservation is made. Included with the shelter reservation is the shelter, set of existing tables, grill(s) and trash cans. All other facilities are open to the public.
2) Shelter reservations are made to reserve a shelter for a specified date and time and that have more than 20 people at the event.
3) Shelter reservations may be made beginning on February 1 or the first business day following February 1 for the current year. Shelters are available for rental from Mid-April through Mid-October, unless indicated otherwise. Rentals can begin as early as 8:00 a.m. and must be completed by 6:00 p.m. or 5:00 p.m. if the reservation is in October. Call the Prairie Activity and Recreation Center (815)436-8812 for exact dates and shelters or check availability online at www.plfdparks.org. All reservations are subject to park availability.
4) Groups are encouraged to familiarize themselves with available facilities and rules of use prior to filling out a reservation request form. The Park District will not provide tables, trash cans, or other times in addition to what is present at each site. It is the responsibility of the permit holder to verify the available facilities.
5) Groups that violate policies, fail to properly clean up their site, cause damage to facilities, are larger than arranged for, or are misleading in their application are subject to loss of their security deposit.
6) Bring your Receipt or Permit with you on the day of your reservation to verify that the facility is reserved for your group on the date and time specified.

FEES, DEPOSITS, and REFUNDS

- 1) Fees will be determined by the Park District and may include supervision fees, set up fees, clean up fees or police supervision. The Park District reserves the right to waive fees in its best interest.
2) Shelters must be reserved for a minimum of 2 hours. Residents \$55.00 / Nonresidents \$80.00 (Nonrefundable). Additional hours may be reserved for \$20.00 per hour residents or \$28.00 per hour nonresidents (Nonrefundable). For a full list of fees see our Facility Rental and Usage Policy.
3) A refundable security deposit is required in the amount of \$100.00. Deposits must be paid with the park reservation fees and will be refunded after the event pending inspection of the site by maintenance personnel. Deposits will be returned by check, unless you paid with a credit/debit card and should be received approximately 3-4 weeks after the reservation.

CANCELLATIONS/RULES

If a shelter reservation is cancelled, only the security deposit is refunded. Refund checks are approved at the Board meeting held on the 2nd Wednesday of each month. Checks are mailed the next day. Cancellations must be made no later than three (3) business days prior to the date reserved. Weather Cancellations: Cancellations due to severe weather may be rescheduled during current calendar year before October 16th as shelter availability permits.

- 1) Alcoholic usage is permitted in District facilities and shelters only when a special use permit has been completed per District ordinances and approved by the Director of Recreation. See our Facility Rental and Usage Policy for further details.
2) Tobacco use is prohibited in outdoor recreational facilities. No person shall use any form of tobacco at or on any District-owned or operated outdoor recreational facilities, including restrooms, spectator and concession areas. These facilities include playgrounds, athletic fields, parks, walking/hiking trails.
3) Vehicles are only permitted on designated roads and parking areas throughout parks.
4) Cooking is allowed on supplied barbecue grills only. Hot coals must be extinguished and placed in the hot coal container provided on site. NO OPEN FIRES!
5) Groups are responsible for placing all trash in the trash cans provided. The site will be inspected after each use. Any excess debris or damage will be the responsibility of the permit holder. In the event of damage, the group will be charged the cost of the repair.
6) No swimming or boating in ponds.
7) Inflatable products (moon jumps, slides, etc.) are allowed with A CERTIFICATE OF INSURANCE NAMING THE PLAINFIELD PARK DISTRICT AS ADDITIONAL INSURED MUST BE PRESENTED AT THE TIME OF RESERVATION ALONG WITH A SIGNED AGREEMENT TO INDEMNIFY AND HOLD HARMLESS
8) For a complete listing of our rules see our Facility Rental and Usage Policy.

Contact Name: _____ Organization : _____

Address: _____ City: _____ Zip: _____

Home/Cell Phone: _____ Email: _____

Shelter Reserved: _____ Purpose: _____

Event Date: _____ #People: _____ Start Time: _____ End Time: _____

(Please include set up and clean up time)

*I am requesting to have permission for Inflatable: Yes or No (please circle one) Provided Certificate of Insurance Expiration Date ____/____/____

SHELTER RENTAL FEES

2 Hour Rental \$55.00 Resident / \$80.00 Nonresident Additional Hours \$20.00 Resident / \$28.00 Nonresident

2 Hour Rental Fee \$ _____ Number of Additional Hours _____ Add'l Hour Fee \$ _____

Total Hourly Fee \$ _____ (Nonrefundable)

Refundable Security Deposit \$ 100.00 (Security deposits are withheld for groups that violate policies, fail to properly clean up their site, cause damage to facilities, are larger than arranged for, or are misleading in their application.)

TOTAL AMOUNT DUE \$ _____ PAID BY: CASH CREDIT CARD CHECK # _____

PLEASE NOTE: A CERTIFICATE OF INSURANCE NAMING THE PLAINFIELD PARK DISTRICT AS ADDITIONAL INSURED MUST BE PRESENTED FOR ALL CAMPING RESERVATIONS AND AGREEMENT TO INDEMNIFY AND HOLD HARMLESS

I certify that all of the information I provided on this form is true and correct. I understand that Plainfield Park District may verify this information and that misrepresentation may result in the denial of a rental or additional fees.

I understand that Plainfield Park District will not be responsible for any property left unattended in the facility, and that I am responsible for reporting incidents of vandalism or illegal activity in the facility by calling 911.

In addition, I declare that the information contained in this application is true and correct to the best of my knowledge. I hereby attest that I am at least 21 years of age and authorized to bind the event, sponsor, and/or its employees, agents or volunteers associated or to be associated with the activity for which approval is being sought to the terms of this agreement. I agree to reimburse Plainfield Park District for any and all loss incurred by it in repairing or replacing damage to Plainfield Park District property proximately caused by the applicant, its officers, employees, agents, monitors, or any other persons attending or forming the special event or rental who were or should have been under my control. I further agree to defend without costs, indemnify, and hold harmless Plainfield Park District, its officers, agents, and employees from any liability to any persons, damages, losses, or injuries arising out of, or alleged to arise out of, the event which was proximately caused by the actions of the applicant, its officers, employees, agenda, including monitors or persons attending or joining in the event who were responsible or should have been under the control of the applicant.

I have read and understand all regulations/requirements/agreements pertaining to my reservation. I do hereby agree to abide by all federal, state, local and Park District laws, ordinances, rules and regulations and agree to meet all requirements for documentation, certification, licensing, financial responsibility and all other aspects of staging a special event/rental request on Plainfield Park District property. I understand that lack of meeting all requirements may result in the denial or cancellation of the proposed rental request. In the event that information provided on this form changes or your event is cancelled, please inform Plainfield Park District in writing at least 10 (ten) days prior to the event to reschedule. Reservations are made online at www.plfdparks.org or at Prairie Activity Recreation Center; 24550 W Renwick Rd, Plainfield, IL 60544

Print Name

Renter Signature

Date

SHELTERS AMMENITIES

Boy Scout Park

Shelter Capacity: 100
Located at 23729 W. Ottawa Street, next to the Recreation/Administration Center
Shelter Amenities: 12 Picnic Tables, 1 Grill
Park Amenities: Playground, Fishing Pond with Pier & Drinking Fountain.
Washrooms, Pool, Baseball Diamond & Tennis Courts are located across the street.

Eaton Preserve

Shelter Capacity: 80
Located on 135th Street, east of Route 59
Shelter Amenities: 10 Picnic Tables, 1 Grill
Park Amenities: Vault Toilet, Playground, Horseshoe Pit (bring own horseshoes), Volleyball, Drinking Fountain & Bucket Faucet.

Mather Woods West

Shelter Capacity: 100
Located at 25550 W. Renwick Road
Shelter Amenities: 12 Picnic Tables, 1 Grill, Washroom

Van Horn Woods Shelter #1 (West)

(Available during mid June & mid August)
Shelter Capacity: 100
Located off Lily Cache Road at the south end of the park, deeper in the woods
Shelter Amenities: 12 Picnic Tables, 1 Grill,
Park Amenities: 1 Vault Toilet & Playground

Van Horn Woods Shelter #3 (East)

Shelter Capacity: 50
Located off of the I-55 Frontage Road, north of Caton Farm Road
Shelter Amenities: 6 Picnic Tables, 1 Grill
Park Amenities: Vault Toilet, Playground, Fishing Pond with Pier, Hiking Trail, Backstop, Bike Park & Dog Park

Village Green

Shelter Capacity: 100 (limited parking)
Located off the Village of Plainfield Business District, Fox River and Chicago Street. Shelter Amenities: 12 Picnic tables 1 Grill, electricity at pavilion. Park Amenities: Washroom, Playground, splash pad, basketball and tennis in park.

You may make your reservation online at www.plfdparks.org or submit your request form along with payment by check the following ways(In Person we will accept Credit Card Payment)



Drop Off



Mail