



Clarendon Hills Park District  
 315 Chicago Avenue  
 Clarendon Hills, Illinois 60154  
 630-323-2626 / 630-323-5362 (fax)

## Prospect Park Pavilion/Counsel Ring Rental Request

Facility Requested for Clarendon Hills Residents Only:  Pavilion  Counsel Ring

Day: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

The operating hours for the Pavilion bathroom are 8:00am until dusk April 15<sup>th</sup> through October 15<sup>th</sup>. Prospect Park and Pavilion closes at 11:00pm. The consumption of alcohol is PROHIBITED on Park District property. If the washroom doors are not open during rental time, please call 630-327-9985.

I hereby make application for use of the Clarendon Hills Park District property subject to the applicable regulations on the following pages.

Name of Renter: \_\_\_\_\_

Name of Organization (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Clarendon Hills \_\_\_\_\_ Zip Code: \_\_\_\_\_ 60514 \_\_\_\_\_  Proof of Residency (office use)

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Alternative Phone: \_\_\_\_\_

Estimated # attending: \_\_\_\_\_

Description of activity being held: \_\_\_\_\_

Certificates of Insurance naming "Clarendon Hills Park District as Additional Insured" will be required for vendors; such as DJ, Inflatable

Notify Parks Department of for special requests

Please sign below stating that you have received and read the Permit Policy and Pavilion Regulations and will comply with the rules and regulations stated.

\_\_\_\_\_  
 Signature of Applicant

\_\_\_\_\_  
 Date

Office Use Only	
This application, if approved, will serve as your permit for use of the property described above, and must be in the possession of the Applicant named above at the site during the time listed for rental.	
Approved by: _____ Aquatic/Recreation Supervisor	Date: _____
Additional approval by the Fire Department of Clarendon Hills required for use of Prospect Park Counsel Ring	
Approved by: _____ Fire Department Representative	Date: _____

# Picnic Pack Request

The Picnic Pack is available for rent during event at the Pavilion. The rental fee is \$10. The Picnic Pack is available for pick up on the Friday by 4:30pm prior to Pavilion rental.

The Pack includes a softball bat, 16" softball, football, kickball, soccer ball and parachute.

The following charges will apply if items are not returned in the same condition

Softball bat	\$30
16" softball	\$10
Football	\$10
Kickball	\$10
Soccer ball	\$15
Parachute	\$20 for cleaning; up to \$75 for repairing any damaged handles or other areas; \$150 for replacement of parachute.

*I understand that I am fully responsible for any damages to the equipment during my allotted time of use. I understand that I am fully responsible for payment of any items that are not returned properly. At any time during the use of the equipment I understand that the Park District has the right to confiscate items if they are being misused and a refund will not be issued.*

\_\_\_\_\_  
Signature of Renter

\_\_\_\_\_  
Date

## Office Use Only

Approved by: \_\_\_\_\_  
Recreation/Aquatic Supervisor

Date: \_\_\_\_\_

Picnic Pack fee \$10= \_\_\_\_\_

Initial: \_\_\_\_\_

Check of items condition before release

Initial: \_\_\_\_\_

Check of items condition when returned

Initial: \_\_\_\_\_

Damaged items: \_\_\_\_\_

Charges for damaged items: \_\_\_\_\_

Charge for late fee \$10 a day= \_\_\_\_\_ days x \$10 per day=\$ \_\_\_\_\_

Total Due: \$ \_\_\_\_\_



Clarendon Hills Park District  
315 Chicago Avenue  
Clarendon Hills, Illinois 60154  
630-323-2626 / 630-323-5362 (fax)

## Pavilion Regulations

The following regulations and procedures apply to the Pavilion use:

- Applications for use of Park District Pavilion must be submitted to the Clarendon Hills Park District by an adult resident of the district who assumes responsibility for the group shall sign the permit.
- No alcohol beverages are allowed on Park District property.
- The operating hours for the bathrooms are 8:00am until dusk from April 15 through October 15. The park and pavilion close at 11:00pm.
- All functions conducted in park district pavilion must be in accordance with Park District Rules and Regulations.
- Limited parking spaces available for the pavilion. Please walk, bike, or carpool to the pavilion.
- Permission is required for additional equipment in the Park, such as tents, barbecue grills, inflatables, etc. Use must be pre-approved by the Executive Director.
- The Clarendon Hills Park District assumes no responsibility for any accident or loss of property. Organizations, groups, or individuals may be asked to provide a certificate of insurance and name the Park District as additional insured. The user must also agree to indemnify and hold harmless the Clarendon Hills park District for any accidents resulting in bodily injury or property damage.
- All pavilion users will be responsible for any set-up/take-down and clean up unless otherwise arranged. If the pavilion is left in such a condition as to require additional maintenance by the Park District, the applicant signing the registration rental request shall be billed for this expense. Any damages to the pavilion will also be charged to the individual signing the permit.
- Any use of public address systems are prohibited. Use must be pre-approved by the Executive Director.
- All music must cease by 10:00pm. Inflatable activities must cease by dusk.
- It is the prerogative of the Executive Director to cancel any standing permit, and may cause for denial of future permits.
- The posting of advertisements of any product or service for sale is not permitted. No permit will be issued to an individual or group who will be charging admission or fees with the purpose of private monetary gain unless written permission is granted by the Executive Director.
- Programs and/or organization under the direction of the Clarendon Hills Park District shall be given first preference for the use of the pavilion.

### **For questions/issues during the rental**

**Clarendon Hills Park District Office Hours Monday – Friday 9:00am-5:00pm**

**Non-business hours please call**

**630-323-2626**

**630-327-9985**



Clarendon Hills Park District  
315 Chicago Avenue  
Clarendon Hills, Illinois 60154  
630-323-2626 / 630-323-5362 (fax)

## Counsel Ring Regulations and Fire Prevention

The following regulations and procedures apply to the Counsel Ring use:

- Applications for use of Park District Counsel Ring must be submitted to the Clarendon Hills Park District by an adult resident of the district who assumes responsibility for the group shall sign the permit.
- The applicant named on the rental agreement is responsible for enforcing safe practices and following regulations.
- The applicant named on the rental agreement must have the Agreement in their possession during the rental.
- The campfire shall be contained within the rock-lined ring of the Counsel Ring at Prospect Park.
- A 2-foot zone shall be maintained between the fire ring rocks and the actual fire.
- All seating shall be at least 8-feet away from the fire ring. Adjustments may be needed for wind speed and direction.
- All activities that require closer approach to open fire, (i.e. toasting or cooking food items), shall be closely monitored by at least 2 responsible adults.
- Open flame shall be reduced to hot coals before participants make closer approach.
- A 10-lb type ABC fire extinguisher and a pointed nose shovel and/or rake shall be immediately available for use within Counsel Ring.
- Fire and coals are to be put out after event by first separating larger logs from the main fire, and then the entire fire site is to be drenched with water and stirred with shovel. This procedure shall be repeated until no glowing embers are present and open fires are extinguished. Water shall be poured on the fire site until all smoldering and steaming ground is eliminated. Water may be taken from the Prospect Park Ponds.
- The campfire must be extinguished by 10:00pm. The park closes at 11:00pm. A 30-minute “fire watch” shall be maintained by a responsible person to watch to assure that no flare-ups occur.
- The applicant of the Counsel Ring permit is responsible for removing larger pieces of debris from site.

Remember key fire safety points

“Stop, Drop and Roll” to extinguish fire should clothing catch on fire

For fire extinguish use, use the PASS acronym

P = Pull pin

A = Aim at base of fire

S = Squeeze the handle

S = Sweeping motion

**For questions/issues during the rental**

**Clarendon Hills Park District Office Hours Monday – Friday 9:00am-5:00pm**

**Non-business hours please call**

**630-323-2626**

**630-327-9985**