

PAYMENT DUE AT THE TIME OF RENTAL REQUEST. BRING FORM WITH PAYMENT INTO THE REGISTRATION COUNTER AT THE COMMUNITY CENTER OR FAX WITH CREDIT CARD INFORMATION



700 S. Bartlett Road  
Bartlett, IL 60103  
[www.bartlettparks.org](http://www.bartlettparks.org)  
PH: 630-540-4800  
FX: 630-540-4870

Request Form for: James "Pate" Philip State Park Shelter/Apple Orchard Shelter/Humbracht Shelter/Bartlett Park Gazebo/Parks/Jim Jenson Pavilion

Today's Date: \_\_\_\_\_ Date Requested: \_\_\_\_\_ Hours Requested\*: \_\_\_\_\_

\* (8am-dusk available for shelters & gazebo)

Name of Person Responsible: \_\_\_\_\_ Address: \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_ Phone Number \_\_\_\_\_

Name of Organization (if representing one) \_\_\_\_\_ Number of Participants: Children \_\_\_\_\_ Adults \_\_\_\_\_

Email address: \_\_\_\_\_ Type of Function/Event: \_\_\_\_\_

**Jim Jenson Pavilion**

**James "Pate" Philip State Park Shelter**

**Apple Orchard Shelter**

**Bartlett Park Gazebo**

**Humbracht Shelter**

620 W. Stearns Rd.  
(Dates and Times are Limited)

2054 W. Stearns Rd.

696 W. Stearns Rd.

102 N. Eastern Ave.

E. Struckman Blvd. & Silver Cr.

OR List PARK Requested: \_\_\_\_\_

**ALL FEES MUST BE PAID IN FULL AT THE TIME THE REQUEST IS MADE.** Faxed requests require credit card information (see box below). I hereby certify that this organization/individual understands the Park District facility usage stipulations on the back (2<sup>nd</sup> page) of this form and agrees to abide by them. If I have provided credit card information with my faxed request, I agree to allow the Bartlett Park District charge the rental fees to my card. **A minimum of 5 business days is required to approve/deny this request.**

\_\_\_\_\_  
Your Signature

\_\_\_\_\_  
Date

Approved by Bartlett Park District Supervisor:

\_\_\_\_\_  
Staff Signature and Date

**OFFICE INSTRUCTIONS**

- 1) Check date & time availability in Log Cabin book.
- 2) Enter the first and last name in appropriate time slot in Log Cabin book.
- 3) Deposits and rental fees must be paid in full when this form is submitted.
- 4) Attach check to form and secure in the Rental Folder.

Fee Paid \$ \_\_\_\_\_ Cash    Check    Charge    Initials \_\_\_\_\_

.....  
Credit Card # \_\_\_\_\_ Exp. Date \_\_\_\_/\_\_\_\_

CID # (on back signature panel) \_\_\_\_\_

Special Request(s): \_\_\_\_\_

See bottom of page 2 for equipment/activities designated as Special Requests.

## Facility Usage Stipulations

A minimum of 7 business days is required to process a request for a permit. Once your date is approved, your permit will be mailed. If there is a conflict or problem with your request, we will contact you by phone. **Reservations are limited to groups of 99 people or less.** For groups of 100 or more, users must obtain advance approval from staff, the Executive Director, or the Board of Commissioners, and at various locations you may be required to make arrangements for portable toilets and/or insurance.

1. Renter must be 21 years or older and in attendance during the entire function. The renter will inform and explain the rules/policies specified in the rental request to their guest. The renter will be held financially responsible for any damages that occur during or as a result of your rental.
2. The Bartlett Park District reserves the right to cancel any permits for use of its facilities at any time. The renter would be notified by park district staff.
3. It is understood that you or your organization will comply with all rules and regulations and ordinances of the Village of Bartlett and the State of Illinois in the use of Bartlett Park District facilities.
4. All Bartlett Park District activities have priority over the use of all facilities. Should a Park District activity show up at the same time, they will without a doubt have the use of the facility.
5. A permit issued by the Bartlett Park District allows an individual or group to use the facility at that particular date/time. If an individual or group with no permit arrives, the group with no permit must leave the facility immediately or they or their organization (if a member) may have its rights to schedule the facility revoked. A current Bartlett Park District schedule or brochure may serve in the place of a permit for special events.
6. You or your organization will clean and police the area; removing all refuse, litter, etc. that has accumulated as a result of your use
7. No decorations or any other items may be affixed to the Gazebo or Shelter structure.
8. No person or organization will use a facility, grounds or equipment in any manner not expressly agreed upon in the permit.
9. Each group or individual making a facility reservation is financially responsible for any damage occurring to the buildings, grounds or equipment.
10. Renters, their guests, their vendors and any other person(s) associated with their rental are not allowed to drive vehicles off the pavement and onto the grass for any reason.
11. All organizations and individuals renting or using Bartlett Park District buildings or grounds shall hold the Bartlett Park District harmless for any action or suit by any person or persons injured or occasioned by use of any Bartlett Park District facility, or by any other person or organization.
12. All functions require sufficient and competent adult supervision and chaperones for youths. For groups with children under the age of 18 there must be a maximum of 10 children to 1 adult.
13. No alcoholic beverages are allowed at any of these Bartlett Park District facilities.
14. Renter assumes the risk of inclement weather when renting a Shelter or Park as they are outside facilities. No refund will be given for inclement weather.
15. The facilities will be used only during the hours as stated on the permit. Your set-up and clean-up must be included in the time you state on the request for a permit.
16. The buildings, facilities or equipment shall not be used by any person for private business or any activity on which any individual or group makes a profit or gain, except as permitted by the Board of Commissioners.
17. Nonconformance to rules make this agreement subject to immediate cancellation.
18. Cancellations – 11 or more working days prior to requested rental date -- \$5.00 administrative fee will apply

10 or less working days prior to requested rental date – No refund

**Special Requests:** Groups of 100+ people, the sale of goods/services, advertising/commercial activities, religious or partisan political events, amplified sound, tents/stages/stands/canopies/scaffoldings/platforms/other structures, the use of any electrical or electronic device requiring auxiliary power, bringing/landing/ascending any flying machine or balloon, horse riding, mechanical rides, inflated space walks, dunk tanks, and media (except news transmissions)/motion pictures/commercial photography all require approval of the Executive Director and possibly the Board of Park Commissioners. A minimum of \$1M in general liability and \$2M aggregate coverage with a certificate of insurance naming Bartlett Park District as additional insured may be required for such special requests. **Requests for tents and/or amplified sound, if approved, will also require the renter to obtain permits from the Village of Bartlett.** Please list any special request on page 1 of the request form and specify what you are requesting to have in the park. NOTE: Due to time constraints for board approval, all special requests may not be approved. **All Special Requests must be turned by the first Tuesday of the month preceding your event. (Ex. If your event is going to take place August 7<sup>th</sup>, all special request need to be submitted by the first Tuesday in July.) Depending on the nature of the event, more time may be required.**

**Permit Fees:** AO West Picnic Shelter, Humbracht Picnic Shelter, or Jim Jenson Pavilion Resident \$70 first 5 hours, \$10 each add. Hr  
Regular \$80 first 5 hours, \$10 each add. Hr

James "Pate" Philip State Park Shelter  
Bartlett Park Gazebo

All Rentals \$85 first 5 hours, \$12 each add. Hr  
Resident \$60 first 3 hours, \$10 each add. Hr  
Regular \$70 first 3 hours, \$10 each add. Hr