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Park District Of Oak Park

SCHOOL PICNIC APPLICATION

Submit Application To:
415 Lake St.
Oak Park, IL 60302
(708) 725-2303
(708) 725-2301 (fax)
reservations@pdop.org

Thank you for your interest in using one of our parks or pools as the site for your event. We are happy to make this space available for your schools each year. Please remember that because the Park District also takes on the responsibility for scheduling Oak Park public elementary and middle school athletic fields, these **requests should include any District 97 school events that you have scheduled on your own grounds after school hours** in order to avoid a conflict with youth sports organizations.

The outdoor spaces available for permitting include:

Beye School field space	Andersen Park field space	Lindberg Park field space
Hatch School field space	Barrie Park field space	Longfellow Park field space
Holmes School field space	Carroll Park field space	Maple Park field space
Irving School pavement space	Euclid Square Park field space	Rehm Park field space
Longfellow School field space	Field Park field space	Stevenson Park field space
Whittier School field space	Fox Park field space	Taylor Park field space

The following spaces may be available on a limited basis for an additional fee:

Longfellow Park basketball courts	Stevenson Park basketball courts	Lindberg Park picnic area
Barrie Park sport court	Taylor Park picnic area	Community Center indoor rooms

In order for this process to go as smoothly as possible, we ask that you read the following guidelines:

- Please share this information with your teachers (and PTO if they organize events) so that everyone is on the same page.
- Please pick one person at your school to collect and submit these forms, or at least make sure that there are no conflicts within the individual requests from your specific school. If more than one group from a single school asks for the same day, time, and location, it will be our understanding that the groups wish to be together and will be scheduled as such. Requests must be signed by a member of the school staff, not solely a parent volunteer.
- Permits are required for all groups of 12 or more. If your group shows up to use a park without a permit, they may be asked to leave the park, even if another group is not currently using the park. The Park District reserves the right to schedule multiple groups in one park based on the size of the groups, size of the park, and availability of amenities.
- Inflatable activities, tent/canopies, DJ's, large number of tables/chairs, or other equipment, etc. are not allowed on park grounds without special permission. If your group has been approved for these activities or equipment, it will be noted on your permit. A certificate of insurance listing the Park District of Oak Park as additionally insured will be required before the approved permit will be issued. Access to some amenities may result in a fee.
- Permits are provided for green space only. Permits do not give your group exclusive access to the entire park, including the playgrounds, benches, etc. Groups do not have permission to ask the public to leave the area. They do not allow your group to use other amenities in the park. At parks where external access is available, restrooms will be provided.

Please complete and submit this application (via online, fax or in-person) for review to the location listed above along with the appropriate application fee (no cost for District 97 schools, \$10 for Oak Park private schools, and \$25 for schools outside of Oak Park). You can start submitting your forms January 1st. Forms will be processed on a first-come-first serve basis. With Oak Park public schools receiving first priority. Applications must include an email address. Incomplete applications will be denied. Once approved, you will receive a copy of your approved permit application via e-mail. You can expect to receive a response regarding your application 2 weeks after you've submitted your request. **For questions about a specific park or facility, please contact the following Park District staff:**

Community Centers,

Park & Athletic Field/Court Use

Trina Hartzog
(708) 725-2303
trina.hartzog@pdop.org

Rehm/Ridgeland Pool Use

Kayla Fauria
(708) 725-2315
kayla.fauria@pdop.org



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INSTRUCTIONS: Please complete and submit this application (via online, fax or in-person) for review to the location listed above. For full consideration, please return this form beginning January 1st. Permits will be processed on a first-come-first-serve basis with Oak Park public schools receiving first priority. Applications must include an e-mail address. Incomplete applications will be denied. This form is a "request" and does not serve as the actual permit. All applications must be approved by the Park District. Once approved, **PLEASE NOTE:** You will receive a copy of your approved permit application via e-mail. You can expect to receive a response regarding your application by January 15th.

SCHOOL INFORMATION

PERSON SERVING AS MAIN CONTACT		SCHOOL NAME	
STREET ADDRESS			
CITY		STATE	ZIP
DIRECT PHONE NUMBER	E-MAIL ADDRESS		
SIGNATURE (By signing below, I agree to follow Park District Rules & Regulations Governing Uses of Park Facilities.)			

LOCATION REQUEST

FIRST CHOICE	PARK REQUESTED	EVENT DATE	TIME REQUESTED
SECOND CHOICE	PARK REQUESTED	EVENT DATE	TIME REQUESTED
THIRD CHOICE	PARK REQUESTED	EVENT DATE	TIME REQUESTED

EVENT INFORMATION

TYPE OF EVENT	NUMBER OF INDIVIDUALS ATTENDING
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EVENT DESCRIPTION (Provide a detailed description of your event, including any equipment that will be brought in. Documents with this information may be attached. If you are requesting access to electricity or water, please state times and reasons for use.)

REQUEST FOR PARK DISTRICT SPECIAL AMENITIES (subject to availability; may result in additional fees and may require certificate of insurance)

- Restrooms
- Electricity
- Stage
- Water Spigot (to attach hose)
- Other: _____

EVENT FEATURES

**Are you requesting permission to bring any of the following into the park?
(Check all that apply.)**

- Amplified Sound (Describe type & time of use: _____)
- Live Entertainment (Name & type of acts: _____)
- Tents/Canopies (Number & size: _____)
- Inflatables (Number & size: _____)
- Barricades/Tables/Other Structures: (Describe: _____)