Thank you for your interest in reserving one of HEParks’ outdoor parks. Please complete the form and submit it to Triphahn Center or Willow Recreation Center service desk.

All parks are available for rent. By securing a rental permit, your group will have usage of the park and/or park and shelter for the reserved time. Your permit will allow you to notify other park users that you have it privately reserved.

Parks available to rent with Shelters:

<table>
<thead>
<tr>
<th>Park Name</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charlemagne</td>
<td>3799 Bordeaux</td>
</tr>
<tr>
<td>Evergreen</td>
<td>600 Washington Blvd</td>
</tr>
<tr>
<td>Fabbrini</td>
<td>1704 Glenlake Rd</td>
</tr>
<tr>
<td>Field</td>
<td>410 Durham Ln</td>
</tr>
<tr>
<td>Huntington</td>
<td>4009 Huntington Blvd</td>
</tr>
<tr>
<td>Olmstead</td>
<td>4500 Olmstead Dr</td>
</tr>
<tr>
<td>Valley</td>
<td>850 Park Ln</td>
</tr>
<tr>
<td>Victoria</td>
<td>1100 Kingsdale</td>
</tr>
<tr>
<td>Vogelei</td>
<td>650 W. Higgins Rd</td>
</tr>
<tr>
<td>Willow</td>
<td>905 Norman Dr</td>
</tr>
</tbody>
</table>

Park Rental Rates (for 2 hours):

| 25 or less people | Resident: $20 | Non-Resident: $30 |

Park Rental Terms and Conditions:

NO TOBACCO USE OR ALCOHOL ALLOWED ON PARK PROPERTY

DRIVING VEHICLES ON PATHWAYS OR TURF IS NOT PERMITTED

All persons using the park shall be responsible for abiding by the rules and park ordinances.

Groups and organizations are required to complete the Facility Use Agreement and provide a certificate of insurance issued specifically for this rental in accordance with the Hoffman Estates Park District Certificate of Insurance Requirements.

- Only that part of the field/park for which the request is made shall be used.
- If the only activity involves children, ample adult supervision will be in attendance for the entire time of the activity: one (1) adult for every fifteen (15) children
- Proper care will be given to the premises, with garbage and other leftover materials deposited in the appropriate receptacles provided.
- Renter will assume financial responsibility individually and on behalf of said organization for any part of the field/park damaged during the hours the organization is using the field and/or facilities.
### Hoffman Estates Park District Park Use Permit Request

Hoffman Estates Park District
1685 W. Higgins Road
Hoffman Estates, IL 60169
heparks.org (847)885-7500

Thank you for your interest in renting one of HEParks' outdoor parks. Please complete application. Allow 10 days for processing. If approved, a copy of your receipt and park use permit will be sent to you.

#### Park Name

Circle One:
- Park Only
- Park with Shelter

#### Park Rental Rates (for 2 hours)

<table>
<thead>
<tr>
<th>People</th>
<th>Resident</th>
<th>NonRes</th>
</tr>
</thead>
<tbody>
<tr>
<td>25 or less</td>
<td>$20</td>
<td>$30</td>
</tr>
</tbody>
</table>

A Security Deposit of $100 may be required for certain functions.

#### Personal Information

<table>
<thead>
<tr>
<th>HH #</th>
<th>Reservation #</th>
</tr>
</thead>
</table>

Name of Organization or Individual

Contact Person (if different from above)

Address

City Zip

Telephone (home) Telephone (cell)

E-mail Organization Website

#### Rental Information

Purpose of Activity

Date Second Choice Date

Start Time End Time Expected Attendance

Will an admission / donation be collected? Yes No

Will your group or members be preparing food, bringing equipment, using tents or other temporary structures, and if so, please describe and provide a site plan for approval before a permit is to be used.

HE Parks welcomes individuals with disabilities. Please describe any accommodations needed for successful inclusion.

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### Hoffman Estates Park District Park Rental Terms & Conditions

NO ALCOHOL ON PARK PROPERTY

Driving Vehicles on Pathways or Turf is not Permitted

All persons using the park shall be responsible for abiding by the rules and park ordinances.

- Only that part of the park for which the request is made shall be used.
- If the activity involves children, ample adult supervision will be in attendance for the entire time of the activity; one (1) adult for every fifteen (15) children.
- Proper care will be given to the premises, with garbage and other left over materials deposited in the appropriate receptacles provided.
- Native landscape including trees, shrubs, pants, grass, etc. shall not be cut, trimmed, removed or destroyed.
- I assume the financial responsibility individually and on behalf of said organization for any part of the field / park damaged during the hours the organization is using the field and / or facilities.
- For parks with restrooms, hours open are: Monday-Friday 7am-8pm, Saturday-Sunday 7am-4:30pm.
- Parks close at dusk.

I realize the Hoffman Estates Park District, or a representative thereof, can revoke the privilege of using the field / park should it deem necessary to do so for any reason. Cancellations must be received in the Park District office within 7 days of rental to receive refund.

#### Fees

- Rental Fee: __________
- Security Deposit: ________
- Initial Amount Paid: __________
- Balance Due: __________

#### Payment Method

- Check #: __________
- Last 4 Digits of Credit Card **: __________ (Card must be saved in payer’s household account.)

** I authorize the Hoffman Estates Park District to charge the card indicated above for my rental and purchases.

Signature Date