



Mayor James W. Ford
 The Country Club Hills City Council
 The Country Club Hills Parks & Recreation Department
PARK FACILITY USAGE REQUEST FORM
 (All requests subject to availability)

PARKS SITES Available for Rent
 (\$125/day) (Residents Only)

10:00 a.m. — 6:00 p.m.

- Community Park—175th & Maple Avenue (20 Tables)
- Atkins Park—179th & Maple (4 Tables)
- Cypress Park—194th & Cypress (6 Tables)
- Sunset Ridge—179th & Vista Drive (8 Tables)
- Marycrest Park—184th & Marycrest Drive (8 Tables)
- Marylakes Park—191st & Marycrest Drive (4 Tables)
- Nob Hill Park—169th & Glen Oaks Drive (4 Tables)
- Independence Park—3800 W. 175th Place (6 Tables)

Available from June 1— Sept. 30
 (Except for legal holidays)

NOTE: BALLFIELDS AVAILABLE FOR USE DURING YOUR PICNIC WHEN NOT BEING USED FOR LEAGUE PLAY.

GYMNASIUM & ROOMS
 Available for Rent (See Fee Schedule page 2)

Community Recreation Center
 (179th & Cicero)

- Main Basketball Court
- Half Basketball Court
- Cafeteria (max 50 people)
- Classroom (max 25 people)
- Dance Studio (max 15 people)

City Hall Rooms
 Room 105/106 (max 75 people)

Theater Pavilion
 (max 150 people)
 Note: Indoor Bathrooms, Tables/Chairs (based on availability) Cooking allowed on Blacktop Only, Maintenance & Security Provided

FIELDS Available for Rent
 (See Fee Schedule page 2)

- Football Field
Community Park • 175th St.
- Baseball Fields
Community Park • 175th St
- Baseball Fields
Atkins Park • 179th & Maple
- Baseball Field
Cypress Park • 194th & Cypress
- Baseball Field
Marycrest Park • 184th & Marycrest Dr.
- Baseball Field
Nob Hill Park • 169th & Glen Oaks Dr.

(SELECTED SITE): _____

Contact Person _____ Name of Organization _____

Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Cell Phone: _____ Business Phone: _____

Date of Event: _____ Day of Event: _____ Time of Event: _____

(Type of Event): _____ Number of People: _____

Activities Planned: _____

Tables Needed _____ # Trash Receptacle Needed _____ *Certificate of Insurance YES / NO

***Note: Insurance may be required for this event—please see item #4 on Page 2**

The City of Country Club Hills does not supply special equipment. You must request permission and obtain a certificate of insurance naming the City of Country Club Hills as an additional insured to use special equipment on City of Country Club Hills' property. **Electricity is not guaranteed for public use at any of the facilities.**

The signature below affirms the fact that I understand and that I am responsible for lost, stolen and/or damaged equipment, and for the conduct of reserving group. I have read the attached Policy Statement regarding Usage Permits and understand that I must abide by all the rules, regulations, policies and procedures set forth by the City of Country Club Hills.

Date: _____ Permit Holder's Signature: _____

Date: _____ City Staff Signature: _____

Rental Fee Paid: _____ Receipt Number: _____ Date Paid: _____ Check/Money Order # _____

Requests for rentals must be received at least 2 weeks prior your event date.

Payment for Approved Requests must be made within 3 days of approval or facility will be returned to inventory.

Request for refunds must be made at least 2 weeks prior to event date.



Mayor James W. Ford

The Country Club Hills City Council, The Country Club Hills Parks & Recreation Department PARK FACILITY USAGE REQUEST FORM

1. In order to rent a park or facility, you must be 21 years of age or older **and** a Resident of Country Club Hills (**for resident only rentals**). Permits are required if an organization or individual wants to reserve the use of a park facility for a specific date and time, or plans to engage in special-use activities. All (**resident only**) renters must produce proof of residency **and** identification displaying full name, address and date of birth.
 2. **The City of Country Club Hills reserves the right to:**
 - A. Approve or deny any request submitted for facility or park rentals. (Approval will not be unreasonably denied).
 - B. To revoke any request previously granted if the request contained any misrepresentation or false statement.
 - C. To revoke a request if the safety of the participants, patrons, or visitors to the park is endangered by the continuation of such activity.
 3. The City of Country Club Hills **will not be liable for any claims for injury or damages resulting from or arising out of the use of the city's facility**. The renter agrees to indemnify the City of Country Club Hills and hold it harmless against any and all such claims, damages, losses and expenses.
4. **Certificate of Insurance**, naming the City of Country Club Hills as an additional insured may be required. The Certificate of Insurance **must be issued** to the City of Country Club Hills 30 days before the event.
Note: This is a requirement for all Theater Pavillion events, all athletic events, events with groups of 20 or more people, temporary erected structures, (Inflatables), Dunk Tanks, Pony Rides, Large Tents, Bands, non-routine or high risk activities, etc.
Initials: _____
5. **No Alcohol Is Permitted.** Violators will be subject to being ticketed and fined.
 6. **Music** must not be loud or offensive to the public
 7. **Vehicles are permitted only on parking lots. (Stay off the Grass)!**
 8. Please dispose of all garbage and left over materials in the appropriate trash receptacles provided.
 9. **If the activity involves children, Renter must ensure there is ample adult supervision during the entire activity.** The City of Country Club Hills considers 1 adult for every 10-15 children an acceptable ratio.
 10. All picnic sites will be cleaned by 10:00 a.m. by the City of Country Club Hills Staff
(NO EVENTS ARE ALLOWED TO SET UP BEFORE 10:00 A.M.)
 11. Park sites close at dusk, there all events must end and all participants must leave the park at that time.

Signature on the Park Permit indicates an understanding and acceptance of the aforementioned rules.

Date: _____ Permit Holder's Signature: _____

FEE SCHEDULE	Non-Profit Organizations within Country Club Hills	Profit Making Organizations within Country Club Hills	Organizations Outside Country Club Hills	RESIDENT
FACILITY				
City Hall (Room 105-106) (Per Hour)	\$30	N/A	N/A	\$30
CRC Gymnasium (Half Court) (Per Hour)	\$30	\$100	\$250	\$30
CRC Gymnasium (Main Court) (Per Hour)	\$60	\$200	\$500	\$60
CRC Cafeteria (Per Hour)	\$30	\$100	\$200	\$30
CRC Classroom (Per Hour)	\$25	\$60	\$120	\$25
Dance Studio (Per Hour)	\$35	\$75	\$150	\$35
Park Rentals (Resident's Only) (Reservations Required) 10:00 a.m. - 6:00 p.m. (Subject to Availability)	N/A	N/A	N/A	\$125
Theater Pavilion — Call for Pricing	N/A	N/A	N/A	N/A
Football Field (w/o Lights) (Per Hour) (3 Hours)	\$100	\$350	\$500	\$100
Football Field w/lights (Per Hour) (3 Hours)	\$150	\$500	\$650	\$150
Community Park Ballfield(s) (Per Field) (Per 2 hr Game) w/o Lights	\$50	\$100	\$150	\$50
Community Park Ballfield(s) (Per Field) (Per 2 hr Game) w/lights	\$75	\$150	\$200	\$75
All Other Ballfields(Per Field) Per 2 Hours (No Lights Available)	\$40	\$80	\$120	\$40