



Woodridge
PARK DISTRICT



PARK RENTAL MANUAL 2024



WWW.WOODRIDGEPARKS.ORG

PARK RENTAL MANUAL

RENT A PARK SHELTER

The Woodridge Park District has three well-maintained park sites with shelters available for rent from April 1st through October 31st. 83rd Street Park, Castaldo Park, and Echo Point Park are perfect for family events, company picnics, and provide a shelter and a scenic view of the park.

IN-PERSON RESERVATIONS

ARC, 8201 S. JANES AVENUE, WOODRIDGE • 630-353-3400

MONDAY-FRIDAY: 9AM-6PM • SATURDAY: 9AM-12PM

R

**RESIDENT
RESERVATIONS
BEGIN:
MONDAY,
FEBRUARY 5, 2024**

NR

**NON-RESIDENT
RESERVATIONS
BEGIN:
MONDAY,
FEBRUARY 19, 2024**

THINGS YOU SHOULD KNOW BEFORE YOU RENT

SEE RENTAL INFORMATION ON PAGES 4-8
FOR DETAILED INFORMATION

- Reservations can only be taken in person and are on a first-come, first-served basis.
- Maximum of 2 park shelter rentals per family are allowed each calendar year.
- Rentals are full-day rentals which begin at 9 AM and end at dusk.
- Permittees who paid for electricity must pick up a key for the electric box prior to the rental date and during scheduled registration hours at the ARC.
- Electronic amplified sound, including bands and DJs, or public address instruments are prohibited.
- Permits are required for alcohol use.
- Inflatables and tents 12'x12' or smaller are allowed with the proper Certification of Insurance.

RENTAL FEES

	RESIDENT	NON-RESIDENT
Monday-Sunday Rentals*	\$100	\$150
Electricity (Optional)	\$30	\$30
Deposit Required**	\$200	\$200

*\$50 surcharge for the following holidays: Memorial Day, Fourth of July, Labor Day

**Security deposit and fees due at time of booking.

PARK SHELTER LOCATIONS & AMENITIES

83RD STREET PARK 2890 83RD STREET, WOODRIDGE

PARK SIZE: 2.24 ACRES

MAXIMUM CAPACITY: 100 PEOPLE

- » Picnic Tables
- » Built-In Ping Pong Tables
- » Built-In Baggo Boards
- » Biking/Walking Trail
- » Multi-Purpose Open Play Area
- » Practice Fields
- » Portajohn
- » Drinking Fountain
- » Parking Lot



CASTALDO PARK 3024 71ST STREET, WOODRIDGE

PARK SIZE: 11.64 ACRES

MAXIMUM CAPACITY: 150 PEOPLE

- » Picnic Tables
- » Elementary Play Equipment
- » Sand Volleyball Court
- » Biking/Walking Trail
- » Multi-Purpose Open Play Area
- » Disc Golf Course (open to public; first-come, first served)
- » Portajohn
- » Parking Lot
- » Drinking Fountain



ECHO POINT PARK 8115 WOODRIDGE DRIVE, WOODRIDGE

PARK SIZE: 6.15 ACRES

MAXIMUM CAPACITY: 100 PEOPLE

- » Picnic Tables
- » Elementary Play Equipment, Swings, Tot Swing
- » Built-In Baggo Boards
- » Sand Volleyball Court
- » Biking/Walking Trail
- » Multi-Purpose Open Play Area
- » Portajohn
- » Parking Lot
- » Drinking Fountain



PARK RENTAL MANUAL

A. PERMIT

A permit for picnic area shelters at Castaldo, Echo Point and 83rd Street Parks shall be obtained from the Woodridge Park District ("the District") before participating in the following park activities: reservation requested group outdoor picnics, events, general meetings and/or other gatherings subject to compliance with the following rules, guidelines and procedures. Shelters can be rented between April 1st to October 31st. The permit is valid only for the date, time and name listed on the permit. Your park shelter permit is for exclusive use of the park shelter and the tables under the shelter. The entire park site, excluding the shelter and tables under the shelter, but including the parking lot, park amenities, walking path and other picnic tables, remains available to the general public during your rental.

1. Reservation requested group outdoor picnics - a maximum of 2 permits per household may be issued per calendar year. Renter(s) ("the Permittee") must be 18 years of age or older. The District parks will not be denied to any person or organization because of race, color, religion, national origin, ancestry, age, sex, material status, sexual orientation, and unfavorable discharge from military service, political affiliation or physical limitations or any other characteristic that is currently protected by applicable law. The District is not responsible for the content of meetings, programs or events held on the property. The use of the parks does not constitute District endorsement of the philosophies, practices or viewpoints of presenters, participants or attendees.
2. Permit Capacity Guidelines - In order to protect and preserve park assets for the general public at each permitted picnic area shelter, the number of people allowed per permit shall be limited as noted below:
 - a. Castaldo Park shelter permits shall be issued for no more than 150 people*
 - b. Echo Point Park shelter permits shall be issued for no more than 100 people*
 - c. 83rd Street Park shelter permits shall be issued for no more than 100 people*

**Number of people specified per permit is not based on total number of people that can fit under a shelter roof but rather number of people within the general picnicking area in and around the park shelter. The number of picnic tables the Park District endeavors to locate in general park shelter/picnic area for use by Permittee is approximately 1 table for every 8 people but cannot be guaranteed due to general park use.*

B. PERMIT PROCESS

The Permittee seeking issuance of a permit for a group outdoor event using the shelters at Castaldo, Echo Point or 83rd Street Parks shall apply for a permit with the District. The permit application shall state:

1. Permittee name and address
2. The name and address of the person, persons, corporations or association sponsoring the activity, if any.
3. The day and hours for which the permit is desired.
4. The part or portion of the park for which such permit is desired.
5. An estimate of the anticipated attendance. Attendance must not exceed the amount listed on the permit.
6. Any other information which the District shall find reasonably necessary to a fair determination as to whether a permit should be issued.

The Permittee shall sign a form stating that he or she has read and understands any District rules, regulations or guidelines for the rental and use of park buildings, pool, park land, property and/or any other District facility. The Permittee and all other users of the District property are subject to all applicable District rules and regulations. All permits that require a certificate of insurance, special permits, liquor permits or any special requests should be received at least 7 business days prior to the date of expected use. All applications without special requests/requirements/permits should be received at least 24 hours prior to the date of expected use.

Residents of the District may apply for park permits beginning at 9:00 AM on February 5, 2024 at the Athletic Recreation Center ("ARC"), 8201 S. Janes Avenue, Woodridge, IL. Non-residents of the District may apply for park permits on February 19, 2024 at 9:00 AM at the ARC.

C. SHELTER RENTAL RULES AND REGULATIONS

1. Rentals may not start earlier than 9:00 AM and permits end at dusk unless authorized by the District.
2. Permittee must be on site for the duration of the event.
3. No parking or driving vehicles are allowed on any grass areas of Castaldo, Echo Point or 83rd Street Parks, or on any bike paths to the shelters, unless authorized in writing by the District. Specific to Castaldo Park ONLY, vehicles may use the bike path to load and unload supplies from your vehicle. After unloading, vehicles must be parked in the parking lot.
4. Key Return/Security Deposit: A security deposit shall be required for Permittees and shall be in addition to the rental fee. The security deposit shall be an amount equal to the estimated cost of policing, cleaning up and restoring the park or building upon conclusion of the use or activity, as set by the schedule of fees set by the District and approved by the Board of Park Commissioners. Promptly after the conclusion of a permitted activity, the District shall inspect the premises used by the Permittee. If it is determined by such inspection that the permitted event caused damage to District property in excess of normal

C. SHELTER RENTAL RULES AND REGULATIONS (CONTINUED)

wear and tear and which requires repairs in excess of routine maintenance, the District shall retain the key return/security damage deposit or any portion thereof necessary to pay for the cost of repair. If the key return/security damage deposit is insufficient to cover such cost, the Permittee shall be liable for payment of any additional amounts required to place the property in the condition it was in prior to rental, less normal wear and tear. The Executive Director or his designee shall give written notice of the assessment of damages and retention of the security deposit and/or notification regarding assessment for repairs or replacements which exceed the amount of the key return/security damage deposit to the permittee by personal delivery or by deposit in the United States mail, with proper postage prepaid to the name and address set forth in the permit. Failure of Permittee to pay damages may result in Permittee from participating in any District program and facility until payment is made.

5. Keys for electricity are available for pick up during scheduled registration hours at the ARC beginning the Wednesday prior to the rental. The ARC is open from 9:00 AM-6:00 PM on weekdays and 9:00 AM-12:00 PM on Saturdays. If the District on-call maintenance staff is called to turn on electricity for a rental because the Permittee forgot to pick up a key, the Permittee will lose their security deposit. Additionally, Permittee will not be granted access to electricity without providing proof that electricity was paid for in the form of the District rental agreement.
6. Any deposit balance will be returned within 10 business days subject to final inspection by staff of park area and return of electrical key. In the situation the electrical panel key is not returned by December 1st of the year the rental was permitted, the deposit balance will be determined as uncollected and deemed forfeited by the Permittee.
7. The park shelter is cleaned by the Park District prior to 9:00 AM. During the cleaning, garbage is removed from the shelter garbage canisters, the shelter is blown clean and inspected for any damage or issues. Once the cleaning and inspection are complete, the shelter is open to the public until you arrive for your rental. Please be aware the park district will not be re-cleaning the shelter again prior to your rental. If you request to have an on-call maintenance employee come out to clean the shelter again, your deposit fee shall be forfeited. Please note, maintenance crews shall clean park/outdoor debris such as leaves, branches, goose poop, etc. from the shelter prior to 9:00 AM, but shall not be cleaned from the park site.
8. Permittee is responsible for cleaning up of all food, materials, decorations, garbage, debris, removal of tape on park furnishings, and miscellaneous materials and place in available trash receptacles located on site. Decorations such as crepe paper and/or balloons are allowed, if using a stapler, removal of staples is mandatory. Attaching signs and/or decorations to trees with staples or nails is prohibited.
9. Charcoal fires are permitted ONLY if portable grills are provided by the Permittee. Building fires on the grass or ground is prohibited, Wood fires, campfires and fire pits are prohibited on District property and gathering firewood is prohibited. Portable grills cannot be placed onto picnic tables. Extinguish charcoal fires before leaving and dispose of coals in the receptacles provided for that purpose. Fires must be extinguished before the reservation end time.
10. Cool off hot water before disposal. Do not dispose of hot water on or around trees and/or shrubs.
11. No person in a park shall willfully deface, disfigure, tamper or remove any park property. Cutting trees, limbs or shrubs is prohibited.
12. No person in a park shall engage in loud, boisterous, threatening, abusive, insulting or indecent language, or engage in any disorderly conduct or behavior tending to breach of public peace; which may be cause for cancellation of a permit, removal from premise, and may be cause for denial of future permits. Music should not be audible beyond the immediate vicinity nor should it disturb other visitors or permitted groups.
13. A permit for alcohol shall be obtained from the District prior to the rental. No person in a park shall bring alcoholic beverages or drink alcoholic beverage at any time in the parks who is under the age of 21 years. No person in the park shall be under the influence of intoxicating liquor. The District reserves the right to reject any request for the use of alcohol whether the rejection constitutes a failure to meet any of the listed requirements or for any other reason deemed appropriate and with merit by the District.
14. Electronic amplified sound (including bands and DJ's) or public address instruments are prohibited except by special written permission from the District. Permit for the use of a public address system may be cancelled at any time if the situation warrants.
15. Inflatables are allowed with the proper Certification of Insurance provided to the District, including listing Woodridge Park District as an additional insured. Limit of one (1) inflatable per permit. Pony rides and dunk tanks are prohibited. Tents 12' x 12' (144 square feet) and smaller are allowed with the proper Certification of Insurance provided to the District, including listing Woodridge Park District as an additional insured. Tents larger than 144 square feet require approval from the District.
16. No person in a park shall bring or have in possession or set off or otherwise cause to explode or discharge or burn, any fireworks, torpedo, rocket and other fireworks or explosive of inflammable materials, or discharge them or throw them in any such areas from land or highway adjacent thereto.

C. SHELTER RENTAL RULES AND REGULATIONS (CONTINUED)

17. Permittees have priority over groups without a permit. If a group is using a permitted designated area, the Permittee should show the group the permit and politely ask that they vacate the area. If a problem occurs, contact the District at (630) 212-6084.
18. Organizations, vendors, groups, or individuals may be asked to provide liability insurance and name the District as additional insured according to District insurance requirements. The Permittee must also agree to indemnify and hold harmless the District for any accidents resulting in bodily injury or property damage. The District assumes no liability for any injuries that occur as a result of your function or activity. Call 911 in an emergency.
19. It is understood that items stored in vehicles such as refreshments, equipment, supplies, etc. will be dispensed free of charge to the members of your group. Vehicles are prohibited from parking on or driving on the turf.
20. The District has the right to cancel any standing permit if deemed in the best interest of the District.
21. All functions conducted in or on District facilities and parks must be in accordance the District's policies, procedures, rules and "Ordinance Regarding Regulations and Use of the District's Land and Facilities and Enforcement of Penalties for Improper Use" and with Village regulations and ordinances.
22. The District assumes no responsibility for any accident or loss of property.
23. Items found broken need to be reported to the District.

D. FEE SCHEDULES

Permit fees shall be considered annually by the Board of Park Commissioners and approved in the "Ordinance Establishing Fees and Charges for Use of District Facilities, Services, and Programs."

E. INDEMNIFICATION AND REIMBURSEMENT AGREEMENT

No application for permit shall be granted unless the Permittee, individually or as agent for a sponsoring organization, shall have executed an agreement with the Park District, on a form to be prescribed by the Executive Director, in which the Permittee shall promise and covenant to bear all costs of policing, cleaning up and restoring the park upon conclusion of the event or activity; to reimburse the District for any such costs incurred by the District; and to indemnify the District and hold the District, its officers, agents and employees harmless from any liability to any person resulting from any damage or injury occurring in connection with the permitted event proximately caused by the action of the permittee, the sponsoring organization, its officers, employees or agents or any person under their control in so far as permitted by law.

F. INSURANCE

Permittee may be required to procure and maintain during its use of District property, insurance in such amounts and with such coverages as shall reasonably be required by the District and shall name the District as an additional insured there under. The amounts and type of insurance required shall be determined by the District based upon the nature of the activity and the risk involved. If notified that insurance is required, the Permittee shall provide the District with a certificate from its insurer evidencing such coverage at least 7 days prior to the event. The certificate shall also provide that the insurer shall give the District reasonable advance notice of insurer's intent to cancel the insurance coverage provided. If certificate of insurance is not provided, permit may be subject to cancellation. See Page 8 for Certificate of Insurance example

G. STANDARDS FOR ISSUANCE

The District may deny issuance of a permit hereunder if the District determines any of the following:

1. The permit is not fully completed and executed;
2. The Permittee has not timely tendered any required fees, signed the indemnification agreement or provided the insurance certificates or security deposit;
3. The permit contains a material falsehood or misrepresentation;
4. The Permittee is legally incompetent to contract or to sue and be sued;
5. The Permittee or the person on whose behalf the application for permit was made has on prior occasions damaged district property and has not paid in full for such damage, or has other outstanding and unpaid debts to the District;
6. A fully executed prior permit for the same time and place has been received, and a permit has been or will be granted to a prior Permittee authorizing uses or activities which do not reasonably permit multiple occupancy of the shelter requested;
7. The use or activity intended by the Permittee would conflict with previously planned program organized and conducted by the District and previously scheduled for the same time and place;
8. The use or activity intended by the Permittee would present an unreasonable danger to the health or safety of the Permittee, or other users of the park, of District employees or of the public;

G. STANDARDS FOR ISSUANCE (CONTINUED)

9. The use or activity intended by the Permittee is prohibited by law;
10. The Permittee has not secured the requisite insurance;
11. The Permittee or the person on whose behalf the application for permit was made has on prior occasions made material misrepresentations regarding the nature or scope of the event or activity previously permitted or has violated the terms of prior permits issued to the applicant.

The District shall send written notice of denial to the person whose name and address appears on the application. The notice shall cite one or more of the reasons listed above for the denial. The Permittee may appeal the denial according to the procedure set forth in the policy.

H. APPEAL OF DENIAL OF PERMIT OR ASSESSMENT OF DAMAGES

Any Permittee who is denied a permit or a permittee who is assessed damages by the District may within five (5) days of the receipt of notice of the determination file a written appeal from such determination to the Board of Park Commissioners. Such appeal shall state succinctly why the denial or assessment of damages should be reversed and shall contain all documents material to the determination. The Board of Park Commissioners shall, at its next regularly scheduled meeting after receipt of the appeal, or, if necessary to provide notice prior to the scheduled date of the event, at a specially-called meeting, make a determination to affirm, modify or reverse the denial or assessment. Notice of this determination shall be mailed on the next business day immediately following the meeting or shall be personally delivered for receipt.

I. WAIVER OF REQUIREMENTS

1. Any requirements for or limitation upon a permit or the requirement of a permit may be waived by the District for good cause shown and when it is in the best interest of the District.
2. Any requirement for fees, deposits, or proof of insurance may be waived by the District. Application for a waiver shall be made on a form prescribed by the Executive Director.

J. EFFECT OF PERMIT

Shelters are reserved for the permit holder rain or shine. The Permittee shall be bound by all park rules and regulations and all applicable ordinances fully as though the same were inserted in said permits.

K. EXHIBIT PERMITS

Any Permittee shall produce and exhibit upon request of any authorized person who shall desire to inspect the same for the purpose of enforcing compliance with any ordinance or rule.

L. CANCELLATION & INCLEMENT WEATHER REFUND POLICY & PROCEDURES

1. Cancellations made in writing 31 days prior to a rental will result in a full refund of deposits, and fees (if paid in advance), less a \$5 administrative fee.
2. Cancellations made in writing between 8 and 30 days prior to a rental will result in a forfeiture of security deposit.
3. Cancellations made in writing within 7 days of a rental or failure to show for permitted reservation will result in a forfeiture of the entire security deposit and all rental fees excluding inclement weather days or unforeseen circumstances.*
4. The District reserves the right to close the shelters and/or limit access to the shelters during regular open hours when safety and/or weather conditions warrant such actions.*

*Inclement weather or unforeseen circumstances refund requests – refunds may be considered due to prolonged periods of rain that occur during the day of a scheduled permit that impacts Permittee's use of the picnic shelter rental. The District shall use the basis of determining "prolonged rain" primarily on the closing of Village Greens Golf Course due to a rain event on the same day of the rental.

Refund requests may also be considered for unforeseen circumstances not within the control of the Permittee (e.g. unsuitable site conditions, park/shelter closure by District, vandalism, storm damage to shelter/picnic area, heat index exceeding 103°F, etc.).

Permittee's request for a refund based on prolonged rain or unforeseen circumstances must be submitted in writing by email to (mail@woodridgeparks.org) within 24 hours of the permitted date.

Determination and approval of a partial or full refund of the rental fees and/or security deposit shall be the sole decision of the Executive Director or his/her duly authorized representative.

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M. CERTIFICATE OF INSURANCE'

Any organization, agency or company reserving a park shelter is required to provide a certificate of insurance proving maintenance of general liability insurance for bodily injury, personal injury and property damage during time of their rental.

All permits that require a certificate of insurance, special permits, liquor permits or any special requests should be received at least 7 business days prior to the date of expected use. Certificates of Insurance shall name the Woodridge Park District as additionally insured and shall contain no special limitation in the scope of protection afforded the Woodridge Park District.

Below is a sample Certificate of Liability Insurance. Please review and make sure your Certificate of Insurance is properly worded and coverage is valid for the date of your visit.

Please send your certificate of insurance with your signed contract for your event to mail@woodridgeparks.org.

PDRMA (Park District Risk Management Agency) Members are exempt from the Certificate of Insurance provision.

ACORD. CERTIFICATE OF LIABILITY INSURANCE		OP ID BH ROCK101	DATE (MM/DD/YYYY) 01/06/05
PRODUCER Insurance Correlators, Inc. www.inscor.com P. O. Box 7520 Elgin IL 60121-7520 Phone: 847-695-8200 Fax: 847-695-8760		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
INSURED ABC Park District 123 Park Lane Anytown, IL 60000		INSURERS AFFORDING COVERAGE INSURER A: Travelers Insurance Co. NAIC # 000000 INSURER B: West Bend Mutual 000000 INSURER C: INSURER D: INSURER E:	
COVERAGES THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.			
INSK ADJ LTR INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY) POLICY EXPIRATION DATE (MM/DD/YY) LIMITS
B	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY <input type="checkbox"/> PRO <input type="checkbox"/> LOC	NSA0660103	01/01/2014 01/01/2015 EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPOD AGG \$ 2,000,000
	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS HIRED AUTOS NON-OWNED AUTOS		COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	GARAGE LIABILITY ANY AUTO		AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC \$ AGG \$
	EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE \$ RETENTION \$		EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below OTHER	6XUB177X7367-04	01/01/2014 01/01/2015 E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS Woodridge Park District is listed as additionally insured.			
CERTIFICATE HOLDER Woodridge Park District 2600 Center Drive Woodridge, IL 60517		CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE Brett Hage	



Woodridge
PARK DISTRICT