

**UNITED CITY OF YORKVILLE
PARK AND RECREATION DEPARTMENT
PARK RENTAL AND USE POLICY**

Park Board approved 1.19.12

City Council approved 1.24.12

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**UNITED CITY OF YORKVILLE
PARK AND RECREATION DEPARTMENT
PARK RENTAL AND USE POLICY**

The Park Rental and Use Policy of the United City of Yorkville has been established to provide a systematic method by which Parks and park amenities (Shelters, Gazebos and other amenities) may be reserved by the residents of the community. A reservation is **not** required for park use for occasional play. Multiple activities or special use (which includes use by a resident or groups, multiple days, or week play for a designated area) a permit is required and will guarantee use for the dates and times specified on the permit. All United City of Yorkville Playground Areas shall remain open for public access and public pathways located within any United City of Yorkville Park shall remain open to the public at all times. Occasionally parks may be excluded from the reservation availability.

Objective

- To provide maximum utilization of parks through centralized scheduling
- To provide an impartial distribution of park amenities, shelters or gazebo to the various community groups who wish to reserve.
- To plan cooperatively with other community agencies to enhance individual and group recreational needs.
- To provide recreational activities which take into consideration the needs of the community.
- To provide the best possible maintenance of the parks using available manpower and monetary resources.

RENTAL CATEGORIES

- Category A** Government and non-profit organization which are located within the United City of Yorkville.
- Category B** Private groups and individuals which are comprised of predominately (at least 80%) United City of Yorkville residents.
- Category C** Business or corporations which are located within the United City of Yorkville boundaries.
- Category D** Governmental and non-profit organizations which are located outside the United City of Yorkville boundaries.
- Category E** Private groups and individuals who do not fall into the predominately resident classification (Category B).
- Category F** Business or corporations which are located outside of the United City of Yorkville boundaries

Use Priorities

When scheduling use or reservation of a park, or park amenities, the following priorities shall be established:

1. United City of Yorkville Park and Recreation sponsored programs
2. Yorkville School District
3. Groups, organization or other community bodies that have approved cooperative agreements with the United City of Yorkville.
4. Privately sponsored programs within the city limits.
5. Private groups or individuals outside the city limits, requesting use of a park on a single or multiple dates.

6. Other

- Residents groups (groups with 80% or more United City of Yorkville residents) shall be given priority over non-resident groups. The 80% residency requirement shall be calculated based on the total number of people who will be in attendance.
- Parks and Park amenities may be used on a drop-in basis by any group or individual without a reservation on a first come first serve basis. Drop-in use is limited to 2 hours and does not include any organized or reserved use. Groups or individuals with an approved reservation or permit and City programs will have priority use.
- In case of inclement weather, the United City of Yorkville Park and Recreation Department shall make the final decision regarding use of the park or park amenities.

Request for Parks and Park Amenities Reservation

Organizations, Groups and individuals desiring to reserve Parks, Park amenities including shelters, gazebos, etc., shall complete the standard application for reservation. **Some parks and activities may be excluded from park reservations as determined by recommendations from the Park Board or staff.** In addition, organizations, groups, and individuals shall be required to submit the following with the application form:

- (For Groups and Organizations) A certificate of insurance – co-naming the United City of Yorkville as an additional insured, Assumption of liability, and Waiver of subrogation
- A signed permit request form with the name and address of the person making the request. In addition, complete information regarding the use of the park or park amenities and acknowledgement / agreement to adhere to the park use policy.
- The Recreation Department may request additional information from the desired individual or groups if it is considered to be in the best interest of the City or necessary to make a decision regarding the use.

Reservation requests shall be approved beginning on the following dates:

Spring Season (March – May)	February 15
Summer Season (June – August)	April 15
Fall Season (September – November)	July 15

WHO MUST COMPLETE A PARK RESERVATION?

Any organization or individual who:

- Wants to reserve a certain area for a specific date and time
- Require special arrangements
- Are planning a special-use activity, such as pitching tents or erecting non-routine apparatuses

PERMISSIBLE USES FOR RESERVATIONS

Any resident, organization or group wishing to reserve a park, or park amenity for use shall have an approved reservation permit prior to publicly advertising the use of the park or location. This includes single use or multiple use requests. Each multiple use request may not exceed more than 3 days. Some activities may be determined to be not appropriate for specific parks due to location, use, or overall function of the park.

Requesting party must include all activities or uses of the park when making the request. Priorities will be given to the following uses, in order from most priority to least priority:

- A. Block parties
- B. Community or organization events (i.e. non fundraising events, and non profit-making)
- C. Private events (family reunions, weddings, private parties)
- D. Community or organization events (fundraising events)

At the time of application, all special requests must be indicated **in detail** on the reservation form. These include, but are not limited to, bringing in tables and chairs, inflatable amusement equipment, selling concessions (including items to be sold and their prices), selling of miscellaneous items for fund raising or profit, extended park hours use, use of a public address system, admission charges, additional maintenance, use of snow fence, and water or electrical access.

No equipment or permanent signage will be added or installed to the park without the permission of the Park Board, City Council, or designated staff.

No intoxicating liquor or persons under the influence of alcohol or drugs shall be allowed in any City Parks or premises, except that upon approval of the Mayor, Festival/Entertainment events may apply for a City liquor permit to serve beer and/or wine at certain park locations. No persons under the influence of alcohol or drugs shall be allowed in any City park or premises.

Groups using the United City of Yorkville parks, fields, buildings or facilities are responsible for litter control and pick up. Please dispose of all trash and recyclables in the proper containers. Damage or excessive litter may result in a loss of privileges and fees for clean up.

Selling of any items in the parks must be approved through the vendor permitting process.

Adhere to the **GENERAL POLICIES AND PROCEDURES FOR USE OF THE UNITED CITY OF YORKVILLE PARKS, FIELDS AND FACILITIES**. Any violation of these policies can impact the current and future uses of all City Parks, fields and / or facilities. Furthermore, the resident, group or organization assumes all responsibility for the repair or replacement of damage as a result of misuse of the park, equipment or park amenities.

LARGE-GROUP POLICY

Groups with more than 100 members make a serious impact on the parks. As a part of confirming the reservation for use the Police will be consulted regarding potential impacts to the Parks and City public safety. Community parks/ areas available for large private groups include Beecher, Bridge and Riverfront Parks. Unless otherwise approved by the Park and Recreation Department, parking must remain within designated areas.

Fees will be set based on direct costs incurred and post event repairs and clean-up and number of participants by the Park and Recreation Department. Fees will be estimated in advance by the appropriate staff. Large group events may be subject to additional fees for public safety/police and /or traffic control and the rental of portable toilets.

PARK, GAZEBO, SHELTER RESERVATION FEES

A. Establishment

The Board shall annually (based on fiscal year) recommend fees for the reserved use of Park, Gazebo, Shelter based on the premise that fees charged shall be used to partially offset the cost of maintaining and upgrading the City's Parks and amenities. Fees shall be established in the following categories:

1. Gazebo single use
2. Large and small shelter single use
3. Park single use (non athletic fields)
4. Gazebo multiple use
5. Shelter multiple uses
6. Park multiple use (non athletic fields)
7. Resident, non-resident and commercial use fees
8. Special use (including fundraising, educational and religious)
9. Festival/Entertainment use

B. Resident vs Non-Resident Users

To qualify for resident fees a group shall consist of 80% or more residents of the United City of Yorkville, City boundaries. The 80% residency requirement shall be calculated based on the total number of individuals using the park. Residency shall be determined based on the home address of the individuals as opposed to the business address or the address of other family members. The Recreation Department may waive the residency requirement if it is considered in the best interest of the City.

C. Commercial Users

Any group reserving park or park amenity for profit making purposes shall be charged the commercial fee.

D. Waiver of Fees

The United City of Yorkville may waive fees to schools, private groups or organization in exchange of services or agreed upon arrangements. Waiver of fees must be approved by the Park Board.

E. Payment of Fees

Groups reserving a park or park amenity shall provide a \$100.00 security deposit to guarantee the reservation for gatherings with an expected attendance of 100 persons or less; a \$500 security deposit for gatherings with an expected attendance between 100 and 500 persons; a \$1,000 security deposit for gatherings with an expected attendance over 500 persons. Groups or individuals reserving parks or park amenities on a single or multiple use bases shall be required to pay the established fee at least one week prior to the date reserved. A permit shall be issued upon payment of the fee.

Payment of fees shall be made at the Yorkville Park and Recreation Department Offices.

If a park or park amenity is damaged due to improper use by the group or individual and requires more than normal maintenance and/or repair to be restored to its original condition, the group or individual shall be charged the amount necessary to cover the cost of the required maintenance and /or repair.

F. Refund of Fees

A refund of a park or park amenity reservation fee may be granted for the following reasons:

- 1) If the United City of Yorkville Park and Recreation Department staff feels that the park is in an unusable condition.
- 2) If the group or individual provides written notification of cancellation to the Department at least one week prior to the date reserved.

RESERVATION FEES

Attached fee schedule. The fee schedule will be reviewed and adjusted annually based fiscal expenses. Fees charged shall be used to partially offset the cost of maintaining and upgrading the City's Parks. All fees are subjected to changing without notice.

BICENTENNIAL RIVERFRONT PARK USE

Background and purpose

The Riverfront Park Use Policy of the United City of Yorkville has been established to provide rules and regulations associated with the use of Riverfront Park by park users, vendors, and groups wishing to rent the facilities within the Park. Riverfront Park has its own unique rules and regulations because of its unique features and its large amount of visitors. A reservation is not required for occasional play, nor for use of the whitewater course and dam bypass. **All use of the whitewater course and dam bypass is governed by the signage on the property and in the water, and by boating and water regulations put forth by the State of Illinois.** Multiple activities or special uses, including by a resident or groups on multiple days or weekly play for a designated area, require a rental permit. This rental permit will guarantee use for the dates and times specified on the permit. All United City of Yorkville playground areas shall remain open for public access and public pathways located within the park shall remain open to the public at all times.

Bicentennial Riverfront Park Amenities

Five (5) acres of open play space

- This includes space south of the walking path on the riverbank

Three (3) acres of wooded area

Water fountain

Medium sized shelter

Riverfront Park Building at 131 E Hydraulic Street (contact River City Roasters for Reservations)

- Indoor conference room that can accommodate 10-20 people
- Two bathrooms available

Bicentennial Riverfront Park Use rules and regulations (in addition to all other park use rules and regulations)

- 1) No equipment or permanent signage will be added or installed in the park without the permission of the Park Board, City Council or designated staff.
- 2) No intoxicating liquor or persons under the influence of alcohol or drugs shall be allowed within Riverfront Park or the immediate premises, except that upon approval of the Mayor, Festival/Entertainment events may apply for a City liquor permit to serve beer and/or wine.
- 3) Users are responsible for litter control and pick up. Please dispose of all trash and recyclables in the proper containers. Damage of the park facilities or excessive litter may result in a loss of privileges and fees for clean up.
- 4) Vendors in the park must have a Park vendor license, and all other appropriate licenses. Additional licenses may be required by the City of Yorkville, Kendall County, and/or State of Illinois.

- 5) Users, renters, and vendors must adhere to all applicable park use policies and procedures put forth by the City of Yorkville.
- 6) Large groups
 - a. Groups with more than 100 members make a serious impact on the parks. As a part of confirming the reservation for use the Police will be consulted regarding potential impacts to the Parks and City public safety. Fees will be set based on direct costs incurred and post event repairs and clean-up and number of participants by the Park and Recreation Department. Fees will be estimated in advance by the appropriate staff. Large group events may be subject to additional fees for public safety/police and /or traffic control and the rental of portable toilets.
- 7) Park hours – dawn until 10pm

PARK SITES AND AMENITIES AVAILABLE FOR RESERVATIONS

Some parks are restricted from exclusive reservations due to the size, availability to the surrounding residents and restricted appropriate use. The park use availability will be reviewed and adjusted annually based on available parks or designs. Individual parks or amenities available for reservation are subjected to changing without notice based on Park Board and City Council direction.

Town Square – 2.55 Acres

Gazebo / Shelter

Available for Small picnic areas

No grilling or open flames in the parks.

Drinking fountain

Portable tents with stakes or semi-permit shelters are not permitted

Beecher Park – 22.6 acres

Open grass for multi-play area

Multi-age level Playground & swings

Drinking fountain

Picnic table

No grilling or open flames in the parks

Ball field and soccer fields (please refer to the athletic field reservation policy)

Beecher Building (please refer to the Beecher building rental policy)

Concession building with restrooms

Kiwanis Park – 2 acres

1 small shelter

Grass open area

Playground & Swings

½ court basketball

No grilling or open flames in the parks

Portable tents with stakes or semi-permit shelters are not permitted

Rice Park - 1 acre

1 small shelter 16x16

Picnic table

No grilling or open flames in the parks

Playground & swings

Funnel ball

Fox Hill (East) – 2 acres

Basketball court (full court)

Picnic table

No grilling or open flames in the parks

Playground & swings

Fox Hill (West) – 6 acres

Open grass area

Baseball Field (please refer to the athletic field reservation policy)

No grilling or open flames in the parks

Hiding Spot Park – 1.6 acres

Picnic area / tables

Bocce court

No grilling or open flames in the parks

Van Emmon Park – 1.8 acres

Baseball Field (please refer to the athletic field reservation policy)

No grilling or open flames in the parks

Grass open area

Portable tents with stakes or semi-permit shelters are not permitted

Sunflower Park – 2 acres

½ court basketball

1 small shelter

Playground & swings

Picnic area / tables No grilling or open flames in the parks

Cannonball Ridge Park – 3.2 acres

½ court basketball

1 small shelter

Skateboard element

Picnic area / tables

No grilling or open flames in the parks

Rotary Park – 12 acres

Baseball/Softball Field (please refer to the athletic field reservation policy)

1 small shelter

Skateboard element

Playground & swings

Open grass for multi-play area

Picnic area / tables
No grilling or open flames in the parks

Steven G Bridge Park – 56 acres

3 Baseball/Softball Fields (please refer to the athletic field reservation policy) (lighted)

Playground & swings

Concession building with restrooms

Picnic area / tables

Open grass for multi-play area

No grilling or open flames in the parks

Stepping Stones Park – 6.9 acres

Playground & swings

1 small shelter

Open grass for multi-play area

Riemenschneider Park – 7.1 acres

Playground & swings

1 small shelter

Water playground feature

Recreational baseball field

Picnic area / tables

Autumn Creek Park A – 5.9 acres

Playground & swings

1 small shelter

Open grass for multi-play area

Skateboard element

Small sledding hill

**GENERAL POLICIES AND PROCEDURES FOR USE OF THE UNITED CITY OF YORKVILLE PARKS,
FIELDS, OPEN SPACE AND FACILITIES:**

1. No equipment or permanent signage will be added or installed to the park without the permission of the United City of Yorkville Park and Recreation Department.
2. No ball hitting or pitching into fences or dugouts is allowed.
3. Each party will report any damage, accidents and or maintenance concerns to the park and recreation department immediately.
4. Coordination of work involving the park department staff or use of the equipment will generally require a two-week notice, for scheduling purposes. All requests for park staff must be approved by the Department Head.

5. Only approved maintenance vehicles are allowed on grass. Vehicles are not allowed in other areas of the parks, trails, or walkways or grass areas.
6. All requests for use of fields, or park(s) for organized play or private events must be in writings.
7. Each group must complete a checklist ensuring that the fields are in acceptable condition after their scheduled use. This form must be turned into the Park and Recreation Department at the end of the schedule use identifying the group's maintenance obligation.
8. Due to the scheduling or early setups for the other functions, all groups and organizations are requested to use only the area, field, or park that has been assigned to them.
9. No group may meet in the United City of Yorkville parks that practices discrimination in any manner, or partisan political activities of any kind. Non-partisan public meetings and information forums are permitted.
10. **No intoxicating liquor or persons under the influence of alcohol or drugs** shall be allowed on the premises, except that upon approval of the Mayor, Festival/Entertainment events may apply for a City liquor permit to serve beer and/or wine at certain park locations. Failure to follow this rule will result in forfeit of deposit, assessed damage fees and privileges immediately. Recreation and Park Department staff as well as the Yorkville Police Department may be patrolling and monitoring the event at the discretion of the United City of Yorkville staff.
11. Groups using the United City of Yorkville parks, fields, buildings or facilities are responsible for litter control and pick up. The park should be left in equal or better condition that it was found. Please dispose of all trash and recyclables in the proper containers. Damage or excessive litter may result in a loss of privileges and fees for clean up.
12. Groups may not use the fields or parks when the weather conditions are dangerous or when the field conditions are not acceptable. All groups must adhere to the inclement weather practice for field conditions; (no standing water, saturated turf conditions, or times when safety is a concern).
13. Groups must adhere to all city ordinances, policies and procedures when using the facilities, parks and fields. (Sign ordinance, Building rental policies, Lightning Prediction Policy, and weather warning alarm system, and any other city guidelines that pertain to the use of City Owned property).
14. No parking on sidewalks or grass areas in or surrounding the parks.
15. No grilling or open flames in the parks.
16. All United City of Yorkville Playground Areas shall remain open for public access and public pathways located within any United City of Yorkville Park shall remain open to the public at all times.

17. All animals must adhere to the leash control ordinance. Petting zoos for one day special events are permitted in specific parks as determined by the Park and Recreation staff, Park Board or City Council. Health codes, permits and licenses are required.
18. Ice skating, ice fishing, sledding, or other winter activities are limited to parks or locations where permissible and indicated by signage.
19. Portable tents with or without stakes or semi-permit shelters or structures are permitted in approved park locations only.
20. Some parks are restricted from tents uses due to the size, availability to the surrounding residents and restricted appropriate use.
21. Groups desiring additional tables and chairs beyond what is already available must arrange for their own tables and chairs.
22. All groups reserving a park, shelter, gazebo or amenity must have an authorized representative 21 years or older, sign a waiver and release form, which includes a hold-harmless clause and an agreement to be responsible for cleanup and possible damages. The representative also must remain on-site during the rental use.
23. No vendors are allowed on City owned land or locations except when they are sponsored by an event that has been issued a permit by the United City of Yorkville Park and Recreation Department.
24. Activities including sound amplification should not unreasonably interfere in any way with other park users or adjacent property owners. Amplification and special lighting are allowed only if a permit is issued at the time of the reservation request.
25. When portable bathrooms are needed, the user must make arrangements to obtain and remove them from the park no later than 3:00 pm the day after the event.
26. Unauthorized use of pyrotechnics and fireworks are not allowed on park property.
27. Some parks and activities may be excluded from park reservations as determined by recommendations for the Park Board or staff.

**ATTACHMENT
PARKS RENTAL AND USE POLICY
RESERVATION FEES**

The fee schedule will be reviewed and adjusted annually based fiscal expenses. Fees charged shall be used to partially offset the cost of maintaining and upgrading the City’s Parks and amenities. All fees are subjected to changing without notice.

- Category A** Government and non-profit organization which are located within the United City of Yorkville.
- Category B** Private groups and individuals which are comprised of predominately (at least 80%) United City of Yorkville residents.
- Category C** Business or corporations which are located within the United City of Yorkville boundaries.
- Category D** Governmental and non-profit organizations which are located **outside** the United City of Yorkville boundaries.
- Category E** Private groups and individuals who do not fall into the predominately resident classification (Category B).
- Category F** Business or corporations which are located **outside** of the United City of Yorkville boundaries.

	Category A				Category B			
	Small Shelter	Large group shelter	Gazebo	Park	Small Shelter	Large group shelter	Gazebo	Park
0-2 hours	10.00	50.00	35.00	20.00	10.00	50.00	35.00	20.00
2-4 hours	15.00	65.00	40.00	25.00	15.00	65.00	40.00	25.00
4-6 hours	20.00	80.00	55.00	30.00	20.00	80.00	55.00	30.00
6-8 hours	25.00	100.00	75.00	40.00	25.00	100.00	75.00	40.00

	Category C				Category D			
	Small Shelter	Large group shelter	Gazebo	Park	Small Shelter	Large group shelter	Gazebo	Park
0-2 hours	15.00	65.00	40.00	25.00	20.00	80.00	45.00	30.00
2-4 hours	20.00	80.00	45.00	30.00	25.00	95.00	50.00	35.00
4-6 hours	30.00	100.00	65.00	40.00	35.00	125.00	65.00	45.00
6-8 hours	45.00	125.00	90.00	55.00	50.00	150.00	80.00	65.00

	Category E				Category F			
	Small Shelter	Large group shelter	Gazebo	Park	Small Shelter	Large group shelter	Gazebo	Park
0-2 hours	20.00	80.00	45.00	30.00	30.00	90.00	55.00	45.00
2-4 hours	25.00	95.00	50.00	35.00	35.00	125.00	60.00	50.00
4-6 hours	35.00	125.00	65.00	45.00	45.00	150.00	80.00	65.00
6-8 hours	50.00	150.00	80.00	65.00	65.00	175.00	95.00	80.00

Key Deposit: \$25.00 residents \$35.00 non-residents

SPECIAL USE

Water or electrical access when available \$20.00 additional. Must supply your own extension cords.

Please reference the concession stand / vendor operation policy for special use request.

FESTIVAL / ENTERTAINMENT EVENTS

Festival / Entertainment events that have the potential of drawing more than 500 people shall be subject to a \$1,300.00 park rental fee to offset costs resulting from the impact of a large public attendance in a park.

Festival / Entertainment events that have the potential of drawing more than 500 people to large community parks such as Beecher in which a liquor permit is issued for beer and/or wine will be required to pay a flat rate or percentage of gross profits to the City which will be determined prior to City approval of the event.

Festival / Entertainment events are subject to security requirements and the cost thereof as determined by City of Yorkville Police Department guidelines. Organizers must contact the Yorkville Police Department separately to make arrangements.

**STANDARD APPLICATION FOR PARK AND PARK AMENITY RESERVATION
UNITED CITY OF YORKVILLE PARK AND RECREATION DEPARTMENT**

Reservation requests shall be approved beginning on the following dates:

Spring Season (March – May)	February 15
Summer Season (June – August)	April 15
Fall Season (September – November)	July 15

Please indicate type of Group requesting use by circling the appropriate category:

- Category A** Government and non-profit organization which are located within the United City of Yorkville.
- Category B** Private groups and individuals which are comprised of predominately (at least 80%) United City of Yorkville residents.
- Category C** Business or corporations which are located within the United City of Yorkville boundaries.
- Category D** Governmental and non-profit organizations which are located outside the United City of Yorkville boundaries.
- Category E** Private groups and individuals who do not fall into the predominately resident classification (Category B).
- Category F** Business or corporations which are located outside of the United City of Yorkville boundaries.

Group or Individual Name: _____

Contact Person: _____ Address: _____

Home Phone: _____ Work Phone: _____ Email: _____

LOCATION REQUESTED: _____

DATE(s) / TIME(s) REQUESTED: _____

PURPOSE _____

Special Use requests (concessions, water, electrical, other). _____

Expected attendance or visitors to your event. _____ (Please note: Public Safety may require additional Police present pending the type of event and attendance. This may result in an additional fee assessed to the group for this service).

Will you be selling any products, food, or miscellaneous items? Yes (please explain): _____ No _____

Security deposits will be forfeited if the park, shelter or gazebo is not restored to the original state, all litter removed, OR if damage occurs as a result of misuse or abuse to the United City of Yorkville Park and Recreation equipment or property. Please dispose of all trash and recyclables in the proper containers.

Inspections will be completed following your event by a United City of Yorkville Park and Recreation Department Staff. Individuals may be assessed additional charges for extending times past the scheduled reservation. **I have read and agree to follow and abide to the rules and regulations set forth by the United City of Yorkville.**

Signed _____ Date: _____

In order complete the request, the following documents must be forwarded to the Recreation Department:
(Groups or Organizations) - A certificate of insurance co-naming the United City of Yorkville as an additional insured, Assumption of liability, and Waiver of subrogation.

OFFICIAL USE

Addition information requested _____

Reservation Amount _____ Deposit amount (\$100) _____

Date of Request _____ Date Received _____

Staff initials _____ Approved / Denied _____

Refund Requested _____ Location Assigned _____

Concession Stand, Merchant License Applications Needed: Yes / No Health Department Permit Needed: Yes / No