



Iowa Community Center **Community Recreation Building**
 338 N. Iowa Ave. 320 E. Wildwood Ave.
 Villa Park, IL 60181 Villa Park, IL 60181
 Phone: 630-834-8970 Phone: 630-834-8525
 Fax: 630-834-8982 Fax: 630-834-8528
Website: www.invillapark.com

Spring applications accepted January 1. Fall applications accepted July 1.
Ball fields can be scheduled March 1 through November 30, weather permitting.

Application & Permit for Park/Ball Field Use

Applicant Information

Date of Application		
Name of Organization		Person in Charge
Address		
City	State	ZIP Code
Home Phone		Cell Phone
Work Phone		Email
Additional Name for Contact		Phone
Briefly Describe Activity		
Number of additional Picnic Tables requested (\$15 each) ____		Number of additional Trashcans requested

Requested Location (Please Check Requested Locations)

PARKS	SOCCER FIELDS	BASEBALL/SOFTBALL DIAMONDS
<input type="checkbox"/> Lions	Iowa U6 ____	Lions (Lighted Fields) 1__ 2__
<input type="checkbox"/> Rotary (5 picnic tables included)	Jackson U6__ U8__	Rotary 1__
<input type="checkbox"/> Jefferson	Jackson U10__ U12__	Jefferson 1__ 2__ 3__ 4__
<input type="checkbox"/> Willowbrook	Jackson (football/cheer) ____	Highridge 1__
<input type="checkbox"/> Illinois Prairie Path	Jefferson ____	Jackson 1__ 2__ 3__
<input type="checkbox"/> Rugaard Gazebo	Twin Lakes ____	Franklin ____
<input type="checkbox"/> Twin Lakes (4 picnic tables included)		Twin Lakes ____
<input type="checkbox"/> Cortesi Veterans Memorial Park		
<input type="checkbox"/> Historical Museum Pavilion		
<input type="checkbox"/> Other		

Requested Dates & Times

DAY(S)	DATE(S)	TIME(S)					
		From		AM/PM	To		AM/PM
		From		AM/PM	To		AM/PM
		From		AM/PM	To		AM/PM

Agreement

It is hereby understood that the undersigned person(s) or organization shall be permitted to use subject park and parking area until the time, and on the date(s) designated in this permit, but shall not remain in the park after such a designated hour. This application, if approved, will serve as your permit for the use of the property described above and must be on the person responsible at the site at all times. The renter agrees to abide by the rules governing use of parks and ball diamonds as stated on the reverse side of this form.

Printed Name

Signature _____ Date _____

Office Use Only

Date Received:	Received by:
<input type="checkbox"/> Approved <input type="checkbox"/> Denied By: _____	Date: _____
Restroom/Field Light key cash deposit Resident \$50 ____ Non-Resident \$100 ____	Deposit for key due date _____ (by 4 pm)
Rental Fee (Cash or Visa/MasterCard ONLY) \$ _____	Rental Fee Paid on _____ \$ _____



RULES GOVERNING USE OF
VILLAGE OF VILLA PARK • PARKS & RECREATION
PARKS AND BALL FIELD USE

1. Villa Park • Parks and Recreation (VPPR) shall assume no responsibility for any accident or damages to property. The rental group shall hold the Village of Villa Park (Village), Board and staff harmless for any costs or liability resulting from the group's activities and programs.
2. The parks and ball diamonds shall be left in an orderly condition.
3. The applicant shall assume complete responsibility for any damages to the parks and/or ball diamonds. If VPPR repairs or replaces any property, the applicant (renter) will be charged the cost of materials and labor paid by VPPR and will not receive their cash deposit.
4. Permission to use a facility may be denied to or revoked from any group that is disorderly.
5. Cancellations must be made at least fourteen (14) days prior to the reserved date. Cancellations made less than fourteen (14) days prior to the reserved date may result in the forfeiture of all or part of the rental fee.
6. Adequate adult supervision, as determined by VPPR, must be provided at all times.
7. NO ALCOHOLIC BEVERAGES ARE ALLOWED IN THE PARKS AND/OR BALL DIAMONDS.
8. VPPR leagues and programs receive priority for all ball diamonds and park facilities.
9. This application form shall be referred to and used as a **PERMIT** upon the approval of an authorized VPPR official. This permit must be carried at all times during the activity by the "person in charge" of the activity. The person in charge of the group must attend the activity during the course of the day's activity. This permit must be shown to any authorized VPPR official or Village police upon request. In the case of two or more conflicting activities either by time or place of the activities, the permit dates first shall entitle the bearer the privileged use of the facility in question.
10. The park is to be vacated at the specified time designated on the permit in accordance with Village ordinance. All parks shall be open daily from the hours of 6:00 a.m. to sunset.
11. In the event of inclement weather, a new application must be submitted to VPPR.
12. No bonfires are permitted in the parks. Grilling is permitted using propane/gas grills only.
13. All applicants agree to abide by all Village ordinances, rules, regulations and procedures pertaining to the use of VPPR parks and/or diamonds.
14. VPPR reserves the right to cancel reservations for any reason by email or US mail to the person responsible for the application at least one week prior to the reserved date.
15. Depending on the event, certain applications for park use also require the completion of a special event packet. For these types of events, applications for park use will not be approved until a special event packet is submitted and approved.

