

Village of Orland Hills - Parks Department
16033 S. 94th Avenue
Orland Hills, IL 60477
(708) 349-6865

Request for Park Use Permits
Parks for Leagues and Tournaments

1. Park Use Permit requests will be accepted between February 1st and February 15th for approval and notification by March 1st of the year that the park areas are being reserved.
2. League or Tournament applicants are to indicate their name, address, phone, date(s) requested, type of use, number of people participating, and area requested on the Park Use Permit request form.
3. Applicants will be informed as to the following general information:
 - a. Fees are to be paid at the time of request.
 - b. Picnic areas will accommodate a 50 person capacity.
 - c. Ball diamonds are not always available.
 - d. Park to be shared according to permit area.
 - e. Basic restroom facilities provided at Kelly Park.
 - f. Park closes at dusk.
 - g. Refuse to be placed in containers provided.
 - h. No ground fires.
 - i. **NO ALCOHOLIC BEVERAGES PERMITTED IN THE PARK.**
4. Groups shall be reminded that safety is a major concern of the Orland Hills Parks Department. Therefore, vehicles shall be parked in the parking lots provided. NO vehicle shall be allowed in the grassy areas of the park. Vehicles parked in unauthorized areas will be subject to tow.
5. Any request for changes from the original scheduled submitted must be in writing to the Recreation Director. Schedule changes will be determined as to availability.
6. Organizations using the park facilities shall supply the Recreation Department, at the time of application, a Certificate of Insurance in the amount of \$1,000,000.00 naming the Village as additional insured.
7. Upon approval of the Park Use Permit by the Chairman of the Board of Commissioners, one (1) copy shall be retained by the Park Office, one (1) copy shall be directed to maintenance, and one (1) copy returned to the applicant.
8. Master Park Use Schedule or Organizations' requests will be drawn up by the Recreation Director in order to facilitate scheduling of the area and to avoid conflicts.
9. Park use applicants shall, after using the park and it's facilities, clean the area of trash and litter, and return picnic tables, etc. to there original place and condition.

10. Deposits are refundable provided the area, upon inspection by the Recreation Department, is found to be in good condition. Any moneys withheld for damage and/or clean-up will be at the sole discretion of the Recreation Department.
11. Fees and deposits retained from the Park Use Permits will be used for improvement to and maintenance of the picnic grove and other park facilities.
12. Any group or organization abusing the park premises and/or policies will, at the Commissions discretion, face the possibility of immediate revocation of current permits as well as denial of future permits.
13. Exclusive use or reservation of playgrounds, soccer fields, ball diamonds, tennis courts, basketball courts, and volleyball courts will not be permitted but instead will be available for open play by the general public subject to the Parks' Department sponsored programs and special events which will have first priority.
14. A Certificate of Insurance naming the Village as additionally insured in the amount of \$1,000,000.00 with a Hold harmless Agreement will be required of any group requesting use of the Concession Stand(s).
15. The Village of Orland Hills will not assume responsibility or liability for the Concession sale of any items.
16. The operation of a Concession Stand(s) will be allowed in designated areas only.
17. The operation of Concession Stand(s) will be limited to the sale of individually sealed items intended for re-sale, i.e. canned or bottled beverages, packaged snacks or candy.
18. The operation of a Concession Stand(s) for the use of sale of prepared or cooked foods will be at the sole discretion of the Board of Parks and Recreation Commissioners. Groups received approval shall be required to supply their own equipment and provide a Certified Food Handler Certificate. Moreover, the operation of the stand shall be subject to approval of the Cook County Health Department.
19. Area Maintenance Deposits will be \$30 per area (resident) and \$60 per area (nonresident) with the exception of the Pony League Field, which will requires a deposit of \$100 due 30 days prior to the opening date of the league.
20. Area Fees will be \$30 (resident) and \$60 per area (nonresident) per area with the exception of the Pony League Field, which will require a deposit of \$100 due 30 days prior to the opening date of the league.
21. Area Fees will be \$30 (residents) and \$60 per area (nonresident) per area with the exception of the Pony League Field, which will require a fee of \$100 for Resident, \$200 for Non-Resident due 30 days prior to the opening date of the league. Please note 60% of the players must be residents to receive residential rate