



Fitness Instructor & League Permit Application

League Permit Usage Guidelines

League Permits are required for sporting activities by organized groups and/or sports leagues, of up to 100 participants, that take place on Forest Preserves of Cook County designated fields. For activities where the field will be lined or marked, leagues must use designated field areas.

Fitness Instructor Permit

A monthly fitness instructor permit is required for fitness instructors who lead classes on Forest Preserve property with 6-24 participants and charge a fee for participation. Classes with 25+ participants, regardless of whether a fee is charged are required to obtain a Picnic Permit and will be charged the appropriate Picnic Permit fees.

Fitness classes can be conducted Mondays through Fridays (excluding holidays) from sunrise to sunset and Saturdays/Sundays/Holidays from sunrise to 9 am only. A location map and schedule highlighting where and when classes will be held must be submitted with this application, Maps can be found online at fpdcc.com.

Application Process

Applications for League and Fitness Instructor Permits can be submitted in-person at FPCC Headquarters, 536 N. Harlem Ave., River Forest, IL 60305, by fax (708) 771-1071 or via email fpd.permits@cookcountyil.gov. A Certificate of General Liability Insurance in the amount of \$1,000,000 with endorsement naming the Forest Preserves of Cook County as additional insured is required.

Fitness and League Fees

Fitness and League Permit fees are per location. Fitness fees will not be prorated, full monthly charge will apply regardless of when the permit is purchased. If exclusive use of grove spaces or special use items are needed, additional fees will apply.

	Application Fee	Permit Fee	Special Use (See Page 3 #19)
*League	\$25	\$15 Youth	\$10
		\$25 Adult	
Fitness	\$25	\$50/Monthly	\$10

+Non-resident customers will be required to pay an additional 10% on Permit fees.

*The applicant is required to rent and place (1) port-o-let for each permitted area. No special use fee will be charged for **practices only**. Placement of port-o-lets must be approved before delivery onto FPCC property. Port-o-let agreements must be submitted for approval.

Refund Policy

All cancellation requests must be submitted by the applicant via the Permit Charge/Cancellation Request Form. Please note fees are **non-refundable and non-transferrable**.

Security Deposit Fees

If the permitted area is found to be in unsatisfactory condition, the FPCC reserves the right to require a Security Deposit on future permit requests. Unsatisfactory conditions include, but are not limited to damaged property, failure to remove trash, signage, or markings; covering of drains and other violation(s) as per the Facility Usage

Rules and FPCC Ordinances.

Not-for-Profit Information

A bona fide Not for Profit Organization is one that is engaged in charitable, educational, civic, youth or faith-based activities. For purposes of qualifying for the Not for Profit Organization Reduced Rate, an applicant must submit proof of the following, in person, at time of application:

- A. Exemption under Section 501(c)(3) of the Internal Revenue Code;
- B. Current registration with the Illinois Attorney General as a charitable organization;
- C. The location of the official headquarters or administrative office of the organization submitting the request for said permit is located in Cook County and is the same as that which is on file with the Illinois Attorney General, or was submitted for exemption under Section 501 (c)(3) of the Internal Revenue Code, except in the case of local chapters of national organizations, wherein the local chapter maintains a Cook County office and submits proof of affiliation with the national organization. The following are acceptable proof of address:
 - I. Letter on company letterhead signed by management
 - II. Business card with name of applicant
 - III. If the applicant is a school located within Cook County, no additional documentation or proof of Not for Profit status shall be required, other than a letter on school letterhead signed by an official of the school stating that the activity/event is officially sanctioned under and supervised by employee(s) of the school.

General Rules & Regulations

Organizations/groups are required to abide by all Federal and State laws and FPCC Ordinances.

See FPCC Ordinance Title 2 Land & Property Usage & Title 3 Police Regulations

https://www.municode.com/library/il/cook_county/codes/forest_preserve

1. The maintenance of the area, including thorough cleanup before leaving, is the sole responsibility of the permit holder and his/her organization.
2. Glass beverage bottles are not permitted on FPCC property at any time.
3. Driving/parking anywhere outside of the designated roadways is strictly prohibited. FPCC does not guarantee access to any parking spaces, as all parking is open to the general public, even during permitted events.
4. Buildings, structures, signs or other property belonging to the FPCC shall not be defaced, damaged or destroyed. Native landscape including trees, shrubs, plant matter, etc. shall not be cut, trimmed, removed, molested, altered, moved or destroyed.
5. A permit does not grant you or your group exclusive use privileges. It is also agreed that your organization will not exclude any person from participation in, deny any person the benefits of, or otherwise subject any person to discrimination because of the person's race, color, religion, sexual orientation, national origin or for reasons of any disability during the use of FPCC facilities.
6. Please call FPCC Police at 708-771-1000 to settle any issues and/or concerns at the location on the day of your event should they occur. For emergencies, please call 911.
7. No admission fees or charges may be levied while the permit holder uses FPCC athletic fields and/or facilities, nor shall the vending of any products/services be allowed without appropriate FPCC permits.
8. Weapons, firecrackers or similar devices shall not be brought onto FPCC property.
9. All signs must be removed from FPCC property at the close of your event. All events that require marking of trails or fields must be marked with **water soluble paint or chalk**. Painting of team names or logos on the

athletic fields and/or facilities, in any form is prohibited at all times.

10. Do not play and/or use the athletic fields and/or facilities if the weather and/or ground conditions are not conducive to FPCC policies. The FPCC's Division Superintendent shall have the full right and authority to cancel this permit and totally prohibit use of the athletic field and/or facilities, if in his/her opinion, such use may cause damage to FPCC athletic fields and/or facilities or disrupt the native landscape, wildlife, or other natural habitat.
11. The FPCC is not responsible for games/events/classes canceled due to inclement weather. It is the responsibility of the permit holder to obtain a new permit.
12. In granting this permission, the FPCC does not in any way imply, infer or acknowledge that the area is suited for the type of use requested.
13. The field/facility is furnished in an "as is" condition. If prior approval is granted by the permits department and/or the Division Superintendent, minor improvements may be made to the condition of the field/grass/turf, if and when necessary.
14. The FPCC requires the applicant to rent and place one (1) port-o-let per anticipated 100+ participants and spectators (except if there is a restroom/comfort station nearby.) Placement of port-o-let must first be approved before delivery onto FPCC property. All port-o-let(s) must be removed by no later than 12pm the following business day of your organization's last practice/game of the season.
15. Striping, mowing, light maintenance and rolling of the field can be done by the organization holding the permit. Please contact the Division Superintendent prior to doing so. **HEAVY MACHINERY OR REGRADING IS NOT ALLOWED AT ANY TIME.**
16. Your organization is responsible for removing all garbage from the area after your permitted games/classes (including athletic tape). Failure to comply with this requirement will result in the denial of future permits for your organization.
17. All items associated with your athletic event/class must be removed on or before sunset on the day of the event. Nothing can stay on FPCC property overnight. Goal posts and equipment boxes in or around the woods, fields and FPCC property will be confiscated.
18. If your permitted field/location is found to be in unsatisfactory condition after the event, this includes damage to property, failure to remove garbage, glass bottles and consumption of alcohol, the subsequent permitted dates will be cancelled.
19. Special Use items may be operated between the hours of 10 am to 6 pm, but no later than two hours before sunset. The Division Superintendent shall have the authority to assign and limit the area where any permitted Special Use items are erected and placed/operated (including, but not limited to, generators, inflatables, kiddie rides, stages, pony rides, petting zoos, etc.). FPCC also has the full authority to cancel any permit and prohibit Special Use items from entering Forest Preserves of Cook County lands if, in FPCC's opinion, such use may cause damage to or disrupt the native landscape, wildlife and/or turf/grounds.
20. **FALSIFICATION OF INFORMATION OR VIOLATION OF ANY RULES, REGULATIONS OR ORDINANCES OF THE FOREST PRESERVES OF COOK COUNTY WILL RESULT IN THE DENIAL AND/OR REVOCATION OF YOUR PERMIT, POSSIBLE NON-REFUND OF SECURITY DEPOSITS AND/OR THE CLOSING OF YOUR EVENT IN ADDITION TO FUTURE DENIAL OF PERMIT REQUESTS.**

FPCC Fitness Instructor Locations

Fitness classes may be held in any preserve where picnics are allowed. Classes must be held in field/grass spaces and must be held a minimum of 100ft away from picnic groves.

FPCC Designated League Field Locations

NAME OF FIELD	FIELDS	NOTES	STREETS	CITY/TOWNSHIP
111 TH & KEAN	#1	No Parking	111 TH St & Kean	Palos Hills
147th & RIDGELAND	#1 THRU #4		147 TH St & Ridgeland Ave	Palos Township
I-294 & OGDEN	#1	No Parking	I-294 & Ogden Ave	Proviso Township
BREZINA WOODS	#1	Youths Only Field (M-F only)	LaGrange Rd & Cermak Rd (2 blocks South of Cermak Rd)	Proviso Township
<u>BUSSE/NED BROWN</u> <i>Weekend play during summer not permitted</i>	#1 THRU #4	Field 1 must book with grove 28	Golf Rd and Higgins Rd	Elk Grove Village
<u>DAN RYAN</u> <i>Weekend play during summer not permitted</i>	#1	Must book grove 4	87 TH St & Western Ave	Chicago
	#2	Must book grove 3		
	#3	Must book grove 5		
	#4	Must book grove 10		
ELIZABETH CONKEY	#1 & #2		135 TH St & Central Ave	Worth Township
HARMS WOODS	#1	Must book grove 1	Gold Rd & Harms Rd	Niles
MILLER MEADOW NORTH	#1	Must book grove 6	1 ST Ave & Roosevelt Ave	Maywood
PAUL DOUGLAS/GRASSY RIDGE	#3 & #4		Central Rd & Ela Rd	Hoffman Estates
PLANK ROAD MEADOW	#1		Ogden Ave & 1 ST Ave	Lyons
RIVER RD/LAWRENCE	#1 & #2	Robinson Homestead Family Picnic Area	River Rd & Lawrence Ave	Schiller Park
SCHILLER WOODS	#1 THRU #9	5 Soccer / 4 Football	Irving Park Rd & Cumberland Ave	Schiller Park
SCHILLER PLAYFIELD	#1 THRU #3		Montrose Ave & Cumberland Ave	Chicago
<u>ST PAUL WOODS</u> <i>Weekend play during summer not permitted</i>	#1	Must book grove 4	Lincoln Ave & Lehigh Rd	Morton Grove
THATCHER WOODS	#1	Youths Only Field (M-F only)	Chicago Ave & Thatcher Ave	River forest
WOODLAND MEADOW	#1 THRU #3		Rohlwing Rd & Biesterfield Rd	Elk Grove Village



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**One application must be submitted PER LOCATION.
Leagues should submit Youth & Adult requests separately.**

Please Note: If location/field choice #1 is not available, second or third choice will be automatically reserved (if available).

Section 1 – Applicant Information

First Name:	Last Name:	
Date of Birth:	Email Address:	
Would you like to be added to our email list to receive information about picnic permits and our monthly newsletters? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Street Address:	Apartment/Unit #:	
City:	State:	Zip Code:
Primary Phone:	Secondary Phone:	
Are you a Cook County Resident? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Name of organization:	Applicant's relationship with organization:	
Is the applicant requesting a Not for Profit discount on permit fees? <input type="checkbox"/> Yes (Additional documents required, see page 2) <input type="checkbox"/> No		

Section 2 – Class/League Information

Class Title <u>OR</u> Type of Sport:	
On-Site Contact (If different from applicant):	Cell Phone:
Total estimated attendance (Please include staff, spectators and participants):	
Location Choice #1:	Leagues Only: Field Choice #1:
Location Choice #2:	Leagues Only: Field Choice #2:
Location Choice #3:	Leagues Only: Field Choice #3:
<input type="checkbox"/> Youth League/Class <input type="checkbox"/> Adult League/Class	

Section 3 - Dates

Please check off day(s) of the week that are being requested; be sure to include dates needed for striping/set-up/tear down. A schedule must be attached with all applications.

	Mon	Tu.	Wed	Th.	Fri	Sat	Su
Start Time							
End Time							
Requested Dates	From: ____/____/2017 To: ____/____/2017						

Blackout Dates: _____

Section 3 – Special Use Items Special Use items may be operated only between the hours of 10 a.m. and 6 p.m. or up to (2) hours before sunset. There is a \$10 per item fee.

LEAGUES ONLY: (One port-o-let per 100 participants/spectators is required, but not charged for practices only and must be indicated below)

Special Use Item	Qty.	Details
Amplified Equipment		<input type="checkbox"/> PA System <input type="checkbox"/> Stereo/iPod/MP3 <input type="checkbox"/> Other (specify):
Canopy Tent (larger than 10x10)		Size?
Generator(s)		Used for:
Other:		List:
Port-o-let		

Section 4 – Requirements Checklist In order to efficiently process your request, submit the following items with this application:

Fitness Applicants

- Location Map/Route
- Schedule
- Equipment List (If any, subject to approval)

League Applicants

- Schedule

Payment and Signature

By signing this Fitness & League Permit Application, I acknowledge that I have read and agree to abide by all FPCC permit rules, regulations and ordinances, including the cancellation policy. I also agree that I am solely responsible for the actions and conduct of my guests, invitees, participants, spectators, contractors and for assuring compliance with all permit rules, regulations and ordinances pertaining to my permit. I understand and agree that my security deposit shall be forfeited for any violation of this agreement.

I hereby assume all responsibility for and agree to defend, indemnify, save and hold harmless, the FPCC, its officers, employees, volunteers, contractors and agents against any losses, claims, damages, liabilities, actions, suits, proceedings, costs or expenses that they may suffer, incur or sustain or for which it or they may become liable as a result of, arising out of or relating to any injury or damage incurred by myself as applicant, and any guests, invitees, participants, spectators, including any officers, employees, contractors, agents or persons under a sponsoring organization’s control in connection with or related to the issuance of a Permit by the FPCC. My obligation to indemnify the FPCC shall survive the expiration of any permit issued.

I do solemnly swear that all answers given and statements made on this Application are full and true to the best of my knowledge and that I am 21 years of age or older.

Signature of Applicant:

Date: