



Field Rental (Hourly) & Fitness/Recreation Instructor Permit Application

Application Process

Permit requests may be submitted in-person at FPCC Headquarters, 536 N. Harlem Avenue, River Forest, IL 60305, by fax (708) 771-1071 or via email fpd.permits@cookcountyil.gov. A location map indicating where activities will take place and field rental/class schedule must be submitted with the application.

Requests must be submitted at least two weeks prior to the event date. **If submitted less than two weeks from the event date, a \$25 late fee will be applied.** Additionally, all requests submitted within two weeks of the event date are subject to denial.

Permits that have been issued by FPCC are non-transferrable. In addition, the sale of FPCC permits to any individual/organization is **strictly prohibited**. Any incidents that occur during the time listed on the FPCC permit will be the responsibility of the permit holder listed on file. Violation of this policy will result in the cancellation of the permit(s), the retention of fees, and may result to a ban from being able to purchase future permits and further legal action.

Insurance Requirements

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 (sample of insurance on pg. 7-8).

Permits will be issued based on the effective and expiration dates listed on the Certificate of General Liability Insurance. Requested dates that fall after expiration date of insurance will be placed on hold, but payment must still be made to hold the dates. An updated Certificate of General Liability Insurance with Endorsement must be submitted to the FPCC permit department at **least three weeks prior to its expiration date**. Dates placed on hold will be approved upon receipt of updated insurance.

Fees

Permit Type	Application Fee	Permit Fee
Fitness & Recreation Classes	\$25	\$55 / Per Month
Field Rental – Adult (18+)	\$25	\$29 / Per Hour
Field Rental –Youth	\$25	\$18 / Per Hour
Special Use	\$25	\$10 / Per Item / Per Day
FPCC Portable Bathroom	-	Based on Number of Days
Grove with Shelter	-	\$85 / Per Day
Grove without Shelter	-	\$64 / Per Day
Changes to Permit	-	\$5 / Per Submission
**Late Fee	-	\$25

****Requests and changes to permits received within two weeks of event date are subject to denial or a \$25 late fee**.**

Permit fees are not prorated, refundable or transferrable. Non-resident customers will be required to pay an additional 10% on Permit fees. NFP and Veteran organizations, with proper documentation, may qualify for a reduced rate of 50% on base permit fees.

Field Rentals (Hourly): Policies, Hours of Use & Locations

Field Rentals (Hourly) permits are required for any organized group, individual, or sports league that holds organized game(s) or practices on Forest Preserves of Cook County (FPCC) property regardless of attendance or time duration. League activities must be held on FPCC designated fields (see page 4). Fields must be reserved for a minimum of 2 hours.

Permits are issued based on FPCC hours of operation, sunrise/sunset. Applicants must adhere to FPCC hours of operation when submitting requests/schedules. All attendees must vacate preserves by sunset or be subject to citations and/or administrative court proceedings.

Sunrise/Sunset times can be found online: <https://www.esrl.noaa.gov/gmd/grad/solcalc/>

Tournaments and activities with 400+ attendees must apply for a Special Event Permit. Special event permits will pay the daily event reservation fees.

A portable restroom is required per each permitted location(s) to remain on site through the duration of the permit. Permit holder must submit a portable restroom invoice in their name and/or the organizations as part of approval process. Portable bathrooms may be requested via FPCC Portable Bathroom program, but they are not prorated for extended stay (see pg. 9 for details).

Please be advised that the State of Illinois has a statute known as Zach's Law regarding the safety of movable soccer goals (see Chapter 430, article 145 of Illinois compiled status-430 ILSC 145/1). The Forest Preserves expects all users of field spaces or movable soccer goals to comply with Zach's Law. The Zach Law agreement form must be signed before any field usage will be approved.

Fitness & Recreation Class: Policies, Hours of Use & Locations

For individuals interested in holding fee-based fitness or recreation/health classes (more than 5 participants) in the Forest Preserves, a monthly fitness and recreation class permit is required. Additionally, fitness and recreation classes with 25 or more participants taking place on FPCC property are automatically required to obtain an event permit.

Fitness classes must take place Monday through Friday (excluding holidays) from sunrise to sunset and Saturdays/Sundays/Holidays from sunrise to 9:00 am only.

All attendees and participants must be out of the preserves by sunset or be subject to fines and court dates.

Sunrise/sunset times can be found online: <https://www.esrl.noaa.gov/gmd/grad/solcalc/>

Classes held in preserves where picnics are allowed must take place a minimum of 100ft away from designated picnic groves. For a list/map of picnic groves refer to www.fpdcc.com. Applicants should download a FPCC picnic grove map and mark location of fitness class to submit to FPCC permit office.

Please be advised that the State of Illinois has a statute known as Zach's Law regarding the safety of movable soccer goals (see Chapter 430, article 145 of Illinois compiled status-430 ILSC 145/1). The Forest Preserves expects all users of field spaces or movable soccer goals to comply with Zach's Law. The Zach Law agreement form must be signed before any field usage will be approved.



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FPCC Designated League Fields

Location Name	Number of Fields	Address	Notes
147th & Ridgeland	4	147th St & Ridgeland Ave Oak Forest, IL 60452 (map)	
Brezina Woods	1	N La Grange Rd, south of W Cermak Rd Cook County, IL 60526 (map)	Under 18 years old only. No Friday to Sunday permits from Memorial Day through Labor Day.
Calumet Woods	1	Ashland Ave & Charles Dr Riverdale, IL 60827 (map)	Additional grove fees for Friday to Sunday permits.
Dam No. 2 Woods	1	E Des Plaines River Rd, south of E Euclid Ave/W Lake Ave Cook County, IL 60056 (map)	
Dan Ryan Woods-Central	4	W 83rd St, east of S Western Ave Chicago, IL 60620 (map)	No Friday - Sunday permits from Memorial Day - Labor Day. Additional grove fees for Friday to Sunday permits.
Elizabeth Conkey Forest - North	2	Central Ave, north of W 135th St Cook County, IL 60463 (map)	
Harms Woods -South	1	Harms Rd, north of Golf Rd Cook County, IL 60077 (map)	Additional grove fees for Friday to Sunday permits
Miller Meadow - South	1	1st Ave, south of Roosevelt Rd Cook County, IL 60130 (map)	No Friday - Sunday permits from Memorial Day - Labor Day. Additional grove fees for Friday to Sunday permits.
Ned Brown Meadow	4	Golf Rd, east of I-290/Hwy 53 Cook County, IL 60007 (map)	No Friday - Sunday permits from Memorial Day - Labor Day. Additional grove fees for Friday to Sunday permits.
Grassy Ridge Meadow	2	W Central Ave, east of Huntington Blvd/Freeman Rd Hoffman Estates, IL 60195 (map)	
John E. Traeger Family Picnic Area	1	E Touhy Ave, east of Talcott Rd Park Ridge, IL 60068 (map)	
Pioneer Woods	1	107th St, east of S Willow Springs Rd/Flavin Rd Cook County, IL 60480 (map)	
Plank Road Meadow Boat Launch	1	Ogden Ave, east of 1st Ave Riverside, IL 60534 (map)	
Robinson Homestead Family Picnic Area	2	Des Plaines River Rd, south of Lawrence Ave, Schiller Park, IL 60176 (map)	
Schiller Playfield	3	W Montrose Ave, east of N Cumberland Ave Chicago, IL 60706 (map)	
Schiller Woods-East	9	W Irving Park Rd, west of N Cumberland Ave Chicago, IL 60634 (map)	
St. Paul Woods	1	Lincoln Ave, south of W Dempster St Morton Grove, IL 60053 (map)	No Friday - Sunday permits from Memorial Day - Labor Day. Additional grove fees for Friday to Sunday permits.
Thatcher Woods	1	Chicago Ave, west of Thatcher Ave River Forest, IL 60305 (map)	Under 18 years old only. No Friday to Sunday permits.
Woodland Meadow	3	Rohlwing Rd, north of Biesterfield Rd Elk Grove Village, IL 60007 (map)	

Use of FPCC space

1. 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.
2. 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.
3. 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.
4. 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, when necessary.
5. 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.**
6. Permit holder and/or organization is responsible for removing all garbage and debris from the area after your permitted games/classes (including athletic tape). Failure to comply with this requirement may result in the denial of future permits.
7. The Zach's law agreement regarding movable soccer goals must be signed before any activity can take place.
8. All items associated with your league/class such as goal posts and equipment boxes must be removed before sunset on the day of the event. Nothing can stay on FPCC property overnight, abandoned items will be confiscated.
9. FPCC permits do not grant you or your group/organization exclusive-use privileges. It is agreed that no event may 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 any disability during the use of FPCC lands. Exclusive use of groves is not permitted.

Advertising:

Advertising to the public is prohibited without the Forest Preserves of Cook County's (FPCC) written approval. Any unapproved advertising by the FPCC (including web and social media advertising) may result in the denial of the permit and denial of future permit applications.

Inclement Weather/State & County Concerns:

The FPCC reserves the right to cancel or relocate an event before or on the event date due to weather, county/statewide mandates, or other conditions that may cause excessive damage to FPCC property. Rain dates and/or refunds will not be issued..

Prohibited Activities

1. Admission/Parking Fees – Admission/parking fees may not be levied for any picnic or event, unless permission has been granted for on-site registration via a Special Use Permit.
2. Close Time – Individuals on FPCC property after sunset are subject to citations, administrative court proceedings, and may have their vehicle towed.
3. Open Fires/Bonfires – Open fires are prohibited on FPCC property.
4. Gambling/Raffles – The sale or use of gambling devices is prohibited.

5. Glass Beverage Containers – Glass containers are not permitted on FPCC property. Please note that the consumption of alcohol upon or within 50 feet of any roadway, parking area or entrance is prohibited.
6. Native Landscape – Native Landscape (trees, shrubs, plant matter, etc.) shall not be cut, trimmed, removed or destroyed. Attaching of signs/banners on trees and/or FPCC signage is prohibited.
7. Driving/Parking – Driving/parking anywhere outside of designated roadways or parking areas is prohibited. Parking is open to the public, even during permitted events.
8. Cannabis Use – Permit holders, event attendees, and other visitors **may not** use, consume, distribute, sell, share, or gift cannabis (including edible cannabis products) within the Forest Preserves of Cook County.
9. Vandalism/Paint – Vandalism of buildings, structures, signs, picnic tables, or other property belonging to FPCC is prohibited. No paint shall be used on grounds, trees, rocks or any other district property.
10. Vending – Vending of any products/services on FPCC property without a permit is prohibited.
11. Weapons/Fireworks - No unauthorized person shall at any time bring into any preserve, nor have in their possession of, or discharge nor set off anywhere within the FPCC, any toy firearm, air rifle, air gun, water gun, toy cannon, or any water cannon, slingshot or bow and arrow or any gun that discharges projectiles either by air, spirit, explosive substance or any other force.
12. Charcoal - DO NOT dump charcoal on trees or grass areas as hot coals can damage or kill Forest Preserves of Cook County (FPCC) trees. You must extinguish all grill fires and dispose of charcoal in the designated fire/coal containers provided near the picnic grove areas.

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 garbage, signage, or markings, covering of drains and other violation(s).

Updating/Cancelling a Permit

- Updating - Requests for permit changes must be submitted via the Permit Change/Special Use Request Form which is available for download on our website: fpdcc.com/permits/picnics-event-permits/#special. Additional fees will apply. The form must be submitted by the permit holder and/or organization at least two weeks prior to event date. Changes submitted less than two weeks are subject to denial or late fees.
- Cancelling - All cancellation requests must be submitted by the permit holder and/or organization via the Permit Change Form. **Please note fees are non-refundable and non-transferrable. Any incidents that occur during the time of an approved rental will be the responsibility of the permit holder.**
- Portable Bathrooms – Permit holders and/or organizations will be required to rent portable restrooms either through FPCC or through a 3rd party vendor (additional permitting fees may apply). All portable bathrooms must be placed 10 feet from parking lot curb. Portable bathrooms are not allowed in green space near shelters.
- Permit Copy – Permits must be available for inspection upon request by FPCC personnel (including, but not limited to, FPCC Police) at the permit site on the day of the event.

Not for Profit Discount:

A bona fide Not for Profit organization is one which is engaged in charitable, educational, civic, youth and Faith based activities.

1. Exemption under Section 501(c)(3) of the Internal Revenue Code;
2. Current registration with the Illinois Attorney General as a charitable organization;
3. The location of the official headquarters or administrative office of the organization submitting the request for the permit is located in County Cook 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:
4. Letter on company letterhead signed by management
5. Business card with name of applicant
6. 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.



Field Rental (Hourly) & Fitness/Recreation Class Permit Application

SAMPLE Certificate of Liability Insurance (COI)

Please see sample certificate below. Certificates are due no less than two weeks prior to event date and must have the following noted:

1. Type of insurance must be "Commercial General Liability."
2. Amount of coverage per occurrence must be \$1,000,000.
3. Forest Preserves of Cook County must be listed specifically as "Additional Insured." (Policy numbers must match policy numbers on endorsement page.)
4. Address to be used on insurance should reflect our General Headquarters office in River Forest.
5. Events with 1,000+ attendees require \$2,000,000 per occurrence.

		CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY) 09/07/2021		
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.						
IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).						
PRODUCER		CONTACT NAME: INSURANCE AGENT				
INSURANCE AGENT INFORMATION		PHONE (A/C No. Ext): (855) 493-8388		FAX (A/C No):		
		E-MAIL ADDRESS: info@theeventhelp.com				
INSURED PERMIT HOLDERS FULL NAME AS LISTED ON PERMIT PERMIT HOLDER'S FULL ADDRESS AS LISTED ON PERMIT		INSURER(S) AFFORDING COVERAGE		NAIC #		
		INSURER A: Insurance Company		12345		
		INSURER B:				
		INSURER C:				
		INSURER D:				
		INSURER E:				
INSURER F:						
COVERAGES CERTIFICATE NUMBER: PROVISION NUMBER:						
THIS IS TO CERTIFY THAT 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. LIMITS SHOWN MAY HAVE BEEN REDUCED BY ENDORSEMENTS.						
INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVR	POLICY NUMBER	POLICY EFF DATE (MM/DD/YYYY)	LIMITS	
1	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> Host Liquor Liability <input type="checkbox"/> Retail Liquor Liability GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER: <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTO <input type="checkbox"/> HIRE/AUTO <input type="checkbox"/> AUTO ONLY <input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y	ABC123 EFG5678	10/09/2021 12:01 AM	10/10/2021 12:01 AM	EACH OCCURRENCE \$ 1,000,000 TAXI/RENTED PREMISES \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000 Deductible \$ 1,000 COMBINED SINGLE LIMIT (EA ACCIDENT) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ EACH OCCURRENCE \$ AGGREGATE \$ \$ PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) Certificate holder listed below is named as additional insured per attached The Forest Preserves of Cook County, Antares Golf, LLC dba Indigo Golf Partners and FPD Pavilion Management, LLC are named as additional insured.						
CERTIFICATE HOLDER		CANCELLATION				
FPD Pavilion Management, LLC 12700 Sunrise Valley Drive #300 Reston, VA 20191 Forest Preserves of Cook County 536 North Harlem Avenue River Forest IL 60305		SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Will Maddox</i>				

ACORD 25 (2016/03)

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Field Rental (Hourly) & Fitness/Recreation Class Permit Application (Rev 1/2021)

536 N Harlem Ave, River Forest, IL 60305 • (P) 800-870-3666 (F) 708-771-1071 • (E) fpd.permits@cookcountyil.gov

SAMPLE: Endorsement Page of COI

POLICY NUMBER: COMMERCIAL GENERAL LIABILITY
CG 20 26 04 13

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART
SCHEDULE

<p>Name Of Additional Insured Person(s) Or Organization(s):</p> <p>Forest Preserves of Cook County 536 N. Harlem Avenue River Forest, IL 60305</p>

Information required to complete this schedule, if not shown above, will be shown in the Declarations.

A. Section III – Additional Insured is amended to include the additional insured person(s) or organization(s) shown in the Schedule, but only with respect to coverage for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

1. In the performance of your ongoing operations; or
2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to Section III – Limits Of Insurance:

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

CG 20 26 04 13
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FPCC Portable Restroom Request Form

INTERNAL USE ONLY:

Confirmation #:

FPCC portable restroom rentals are provided by Service Sanitation and are delivered to the grove listed on your permit. A blue portable restroom, locked with a zip tie, will be placed 10-feet from parking curb.

In order to request a portable restroom rental, complete application below and submit to permit office. Upon receipt a member of our staff will reach out for payment. Please be sure to include a valid phone number.

Requests for portable restrooms can be only submitted by the permit holder to the Forest Preserves of Cook County (FPCC).

- Requests must be submitted at least two weeks prior to event date.
- If you are submitting this form after the due date, a \$25 late fee will be applied.
- Incomplete requests will not be accepted.
- Cancellations and refunds will be accepted by the Wednesday before your event.
- Permit holders are not required to rent portable restrooms through FPCC, an outside vendor may be used.

Permit Information	
Receipt/Permit#:	Current Date of Event:
Permit Holder's Name:	
Organization:	
Current location of event:	PhoneNumber:
Email Address attached to account:	

Special Use Item	Qty.	Cost
Regular Port-a-let (1 to 7 units)		\$250
Regular Port-a-let (8 or more units)		\$245
ADA Port-a-let		\$325
Add on Hand Sanitizer – Inside Unit		\$10
Total Cost		

Waiver and Signature	
<p>Hold Harmless: Permit Applicant agrees to assume the risks associated with use of Service Sanitation ("SS") portable toilet equipment ("Equipment"). Permit Applicant further agrees to hold SS and the Forest Preserve District of Cook County ("District") harmless for any and all claims or lawsuits associated with Equipment, including claims against SS and/or the District by a third party. SS and/or the District shall not be liable for any property damage, personal injury, loss of profits, interruptions of business, out-of-pocket expenses or any direct, indirect, special, consequential, punitive, exemplary, or incidental damage, however caused, whether based on contract, tort (including negligence), strict liability, warranty, or any other basis arising out of, or connected with the issuance of a permit to Applicant, or the use of any Equipment furnished hereunder.</p> <p>Indemnity: Permit Applicant agrees to indemnify and reimburse SS and the District for any and all claims, damages, or liabilities of any kind arising out of the use of the Equipment by Permit Applicant. Permit Applicant's agent, any third party, including claims, damages or liabilities arising from SS's or the District's negligence.</p>	
Signature of Permit Holder:	Date:

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536 N Harlem Ave, River Forest, IL 60305 • (P) 800-870-3666 (F) 708-771-1071 • (E) fpd.permits@cookcountyl.gov



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Field Rental (Hourly) & Fitness/Recreation Instructor Permit Application

One application must be submitted PER LOCATION.

Field Rentals must 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 & Last Name:		Date of Birth:	
Address:	City:	State:	Zip Code:
Email Address:	Primary Phone:	Secondary Phone:	
Name of Organization (if applicable):		Role at Organization:	
Organization address:	City:	State:	Zip Code:
Is the applicant requesting a Not-for-Profit discount on permit fees? <input type="checkbox"/> Yes (Additional documents required, see page 6) <input type="checkbox"/> No			

Section 2 – Class/Field Rental Information

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

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. **Field Rental (Hourly) permits must adhere to FPCC hours of operation; sunrise to sunset. Fitness permits are to be scheduled at specified hours. See page 2 for details.**

	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.	Sun.
Start Times:							
End Times:							

Dates From: _____ To: _____

Blackout Dates:

Section 4 – Special Use Items Special Use items may be operated only between the hours of 10:00 a.m. and 6:00 p.m. or up to (2) hours before sunset.

Special Use Item	Quantity	Details
Amplified Equipment		<input type="checkbox"/> PA System <input type="checkbox"/> Stereo/iPod/MP3 <input type="checkbox"/> Other (specify):
Canopy Tent (larger		Size?
Generator(s)		Used for:
Other:		List:
Portable Restroom		
Vending		

Section 5 – Requirements Checklist In order to efficiently process your request, submit the following items with this application:

Fitness Instructor Applicants

- Location/route of class location on FPCC map
- Class schedule
- Equipment List (If any, subject to approval)

Field Rental Applicants

- Schedule of games & practices
- Location map of requested field(s)
- Portable restroom agreement

Payment and Signature

By signing this Field Rental (Hourly) & Fitness Instructor 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.

_____ I understand the permit(s) issued to me by FPCC is/are non-transferrable and the sale of said
Applicant Initials permit(s) to another individual/organization is prohibited.

Signature of Applicant:

Date: