



# City of Evanston

## Park Permit Procedures/Rules (6/13/08)

Parks/Forestry & Recreation Department, 2100 Ridge Ave, Evanston, IL 60201  
Phone: 847-866-2900 Fax: 847-448-8051 www.cityofevanston.org

Attached is an application for a Park Permit. Please complete the form and return it to the City of Evanston, Parks/Forestry & Recreation Department. The following items must be attached to your completed application when it is submitted; if applicable:

- Certificate of liability insurance naming the City of Evanston as an additional insured (for groups of 31 or more). The Lighthouse Park District of Evanston also needs to be named as an additional insured, if reserving the Lighthouse "Beach" Picnic Shelter.
- Damage deposit in the amount of \$100 made payable to the Evanston Recreation Division. A damage deposit is required for groups of 31 or more and is refundable if the park and/or picnic shelter is left in satisfactory condition.
- Permit fee. The permit fees vary according to the size of the group. Please refer to the chart below to determine the required permit fee for your size group.

### Park Permit Fees

Size of your group	Comments	Permit Fee	Damage Deposit	Insurance
30 or less	If park permit is desired	\$30	\$0	Not required
31-99	Park permit is required	\$40	\$100	Required
100-249	Park permit is required	\$75	\$100	Required
250 or more*	Park Permit is required	\$100	\$100	Required

### Fees for Lighthouse "Beach" picnic shelter

99 or less	Lighthouse	\$50	\$100	Required
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\*Non-lakefront park events of 250 participants or more and Lakefront park events of 100 participants or more are considered special events and require a Special Event Permit in addition to the Park Permit. Special Event Permit Applications can be obtained through the Parks/Forestry & Recreation Department or online at [www.cityofevanston.org](http://www.cityofevanston.org).

1. Until all paperwork and payment are received, a picnic site/park use request is not confirmed and may be reassigned. Proof of liability insurance is due 3 weeks prior to the rental date.
2. A certificate of insurance naming City of Evanston (and, Lighthouse Park District of Evanston for Lighthouse "Beach" Picnic Shelter) as additional insured is required, at renter's expense, when use of any City land or facility involves high risk activity or the use of special equipment not conforming to a recreation setting.
3. Groups using the park facility will comply with laws of the State of Illinois, the City of Evanston, and any and all rules set forth by the Parks/Forestry and Recreation Department. No gambling or alcoholic beverages are permitted on the premises. Groups are responsible for seeing that no member/guest is under the influence of controlled substances.
4. Refunds are given on rentals if cancelled 72 hours prior to scheduled date or rained out. The Parks/Forestry & Recreation Department reserves the right to cancel or shift to other facilities in the event of uncontrollable circumstances. Fees may be adjusted accordingly.
5. No admission fees may be charged or concessions sold in any City of Evanston facility or park (unless stated in contract approved by the Director of Parks/Forestry and Recreation). If violated, the rental will be immediately terminated with no refund.
6. All activities shall be controlled, operated & supervised to the satisfaction of the Parks/Forestry & Recreation Department. Otherwise, rental privileges or activity may be cancelled on the spot.

### General Park Regulations:

- 1) A security deposit and insurance coverage is required if using park buildings/washrooms. Private individuals may not place portable toilets on City lands, parkways or streets. Cars, trucks, or motorized equipment may not be driven into parks, onto beaches or picnic areas.
- 2) All paper, debris, bottles and garbage must be collected and deposited in trash containers. Glitter, rice and birdseed are not allowed. Bubbles are suggested as an alternative.
- 3) Bonfires are not permitted. Home grills may be used where public grills are installed. Extinguished coals should be placed in garbage receptacles. DO NOT empty grills against tree base; serious damage to trees will result over time.