



PARK RENTAL INFORMATION

Application Information

The attached Permit Application must be completed, signed, and submitted with a **(non-refundable)** \$25 application fee so that we can provide services efficiently.

Please read and follow these directions for your specific group category.

General use Permits- Approved by the Director of Community Services.

Special use Permits – Approved by the Director of Community Services and Village Administration.

To ensure timely handling and consideration of requests, applicants are to submit the complete permit application at least (30) thirty days prior to the intended use date.

The applicant signing the permit application is responsible for damages and losses that occur during the group's use of the facility and equipment, and will be charged for damages and losses. The applicant signing the permit assumes responsibility for the group and its actions.

Please be courteous...

"Park Rental Etiquette"

- No parking on grass areas
- Respect/Return all Park and rental equipment
- All grills must be allowed cool down time to dispose upon exiting the premises. Any charcoal left will be deducted from the security deposit.
- Adult supervision necessary of children on park equipment

Permit Fees

All permit fees are as follows:
\$100 Security Deposit (separate from fees)
\$200 w/ alcohol
\$25 application fee (non-refundable)

Glaeser Park:

Residents \$125 / Non-Residents \$200

Pierce Park and Covington (Meadowlake) Park:

Residents \$100 & Non-Residents \$150

Must show proof of residency.

A permit must be obtained for usage by events. Parks rented for event use may be between the hours of 10am and 8pm.

All Rental fees must be paid in full by March 31st, 2016.

For cancellations of less than (2) two weeks, all fees are non-refundable.

Items included in the deposit are:

Park Facility and Washroom/porta-potty.

*The \$100.00 security deposit will be refunded if facilities are vacated in good condition and no **Village Ordinances** are violated, mailed to given address, **within 30 days after event.*** All Park facility must be returned in the same condition it was checked out. If property is damaged it will be deducted from your deposit.

Park Parking & Pavilion Tables

Glaeser Park: Please note that there is an access road for Popular to the Pavilion. This is for one car at a time for unloading. **PARKING IS PROHIBITED ON THIS ROAD.**

8 tables under Pavilion

Pierce Park: Parking is prohibited on the north side of Imperial. 6 picnic tables under Pavilion

Covington Park: Parking is available on the south side of Meadow Lake Drive only. 8 tables under Pavilion

**FOR MORE INFORMATION, PLEASE CONTACT GENEEN AT
708-753-8800 OR GROBINSON@RICHTONPARK.ORG**