

VILLAGE OF FORSYTH

301 S. Route 51
Forsyth, IL 62535

Phone: (217) 877-9445 / Fax: (217) 877-9863



PARK USE RESERVATION APPLICATION

Facility Requested: <input type="checkbox"/> Large Pavilion <input type="checkbox"/> Small Pavilion <input type="checkbox"/> Other – Specify:			
Function Name:			
Describe Function: (family reunion, birthday party, tournament, race, competition, recreation, etc.)			
Date of Event:		Event Start Time:	Event End Time:
Estimated Number of Guests:	Other Entertainment: <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes Specify:		
<i>Group of 50+ may be classified as a special event and additional indemnification agreement and certificate of insurance may be needed.</i>			
Sound System: <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes: <input type="checkbox"/> Home Stereo <input type="checkbox"/> DJ <input type="checkbox"/> Band/Live <input type="checkbox"/> PA System			
Sports Fields Needed: <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If yes, renter must call 217-877-1653 and talk with Larry to reserve the fields)</i> <input type="checkbox"/> Diamond #1 <input type="checkbox"/> Diamond #2 <input type="checkbox"/> Diamond #3 <input type="checkbox"/> Diamond #4 <input type="checkbox"/> Diamond #5			
Renter's Name:		Home Phone:	Cell Phone:
Street Address:		City:	State: Zip:

I understand and agree that the group I represent will abide by the policies stated on the back of this application.

Renter's Signature: _____ **Date:** _____

Village Use Only			
Applications Approved:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Sound System Approved:	<input type="checkbox"/> Yes <input type="checkbox"/> No NA
Indemnification Agreement:	<input type="checkbox"/> Yes <input type="checkbox"/> No NA		
Certificate of Insurance:	<input type="checkbox"/> Yes <input type="checkbox"/> No NA		
Approved By: _____		Date: _____	

(PAVILION/PARK RENTAL RULES ON BACK)

PAVILION/PARK RENTAL RULES

- Hours of Operation: 7 a.m. to 10 p.m.
- The Village prohibits items: golfing, bounce houses, canopies, dunk tanks, tents, and water slides.
- Use of the Ball Diamonds is not permitted unless you have prior written approval.
- Damaging park property is prohibited.
- Littering, harmful materials, and air pollution are prohibited.
- Large events may require portable restrooms and garbage dumpsters, as deemed necessary by the Village.
- No person shall disturb the peace within the parks.
- No person shall sell items within the parks except when authorized by the Village Board.
- No alcoholic beverages are permitted within the parks unless a special event license has been approved.
- Storage of vehicles in the park is prohibited and no vehicle is allowed in the park between the hours of 10:00 p.m. – 7:00 a.m.
- Vehicles are restricted to roadways and other designated areas.
- No person shall start a fire except for grilling purposes or in designated areas. Fires should always be attended and shall be put out completely before leaving the area. No tanks or devices containing over 20 pounds of fuel are permitted. Any ashes from grilling shall not be dumped on park property.
- Firearms, explosives, missiles, and archery are not allowed in the parks.
- No person shall camp or sleep in the park.
- A reservation must be obtained to ensure use of a park pavilion for a specific date and time.
- Special events in the park shall require a permit. Depending on the event, participant waivers and indemnification agreements may be required.
- The following shall be the order for the priority for the use of Village property unless a specific event has already been granted:
 - ❖ Village sponsored, organized, and/or supervised programs and activities;
 - ❖ Local school sponsored, organized, and/or supervised programs and activities;
 - ❖ Village approved activities sponsored by residents of the Village or organizations within the Village; and
 - ❖ Village approved activities sponsored by non-residents of the Village or organizations outside the Village.
- The following are grounds for denial for use of the park and/or park facilities.
 - ❖ The application for permit is not fully completed and executed.
 - ❖ The applicant has not timely tendered the required indemnification agreement, security deposit or required insurance documents or has failed to obtain the required insurance.
 - ❖ The application for permit contains a material falsehood or misrepresentation or the applicant on prior occasions made material falsehood or misrepresentation or the applicant on prior occasions made material misrepresentation regarding the nature or scope of an event or activity previously permitted.
 - ❖ The applicant is legally incompetent to contract or to sue and be sued.
 - ❖ The applicant or the person on whose behalf the application for permit was made has on prior occasions damaged Village property and has not paid in full for such damage, has other outstanding and unpaid debts to the Village, or has violated the terms of prior permits issued to the applicant.
 - ❖ The proposed use or activity is prohibited by or inconsistent with the recognized and accepted uses of the park or part thereof or conflicts with a previously scheduled or permitted event.
 - ❖ The use or activity intended by the applicant would present an unreasonable danger to the health or safety of the applicant, other users of the park, staff, or the public.
 - ❖ The use or activity intended by the applicant is prohibited by law or Village Code.
 - ❖ The park area space, including the facilities and parking, are not sufficient to accommodate the expected crowd for the proposed event.

For the complete detailed regulations for Parks and Recreation please reference Chapter 94 of the Village of Forsyth Code of Ordinances.