

# Village of Beecher

## Park and Athletic Facility Usage Policy and Fee Schedule

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Village of Beecher Fireman’s Park park facilities are available to the public each day of the year. However, by applying for a permit, a group is guaranteed exclusive use of an area per the terms of the permit. Small groups using the park generally and not needing any special accommodations generally do not need a permit to hold their gathering. Use of park facilities is subject to observance of all Village ordinances whether or not a permit has been issued.

Applications for permits will be accepted after January 1 of each year for Beecher residents and after March 1 of each year for non-residents. Community organizations that generally serve over 100 Beecher residents can apply for a permit up to one year in advance of the desired date. Village residents may apply for a permit under Resident status for their business or organization that is outside the Village of Beecher. There will be times when Village activities receive priority of use. (Fireman’s Park is not available during the last week of June or the first week of July).

### **When you must apply for a permit:**

Under certain conditions, groups will be required to obtain a permit. These conditions include, but are not limited to, the following:

- Groups in excess of 25 or more persons
- Groups who are renting specific picnic area, facilities, buildings, or baseball fields.

### **Definitions:**

- “Permit”: Written permission to reserve a park or portion thereof for the exclusive use of a group. Permit applications are available for any groups of up to 200 persons. Groups of over 200 persons can only be approved by the Village Board, such request must be made no less than six weeks before the event, and the Village may require a certificate of liability insurance for the event.
- “Permitee”: The person to whom the permit was issued.
- “Resident”:
  1. Individuals who reside within the corporate limits of the Village of Beecher and Washington Township.
  2. Government agencies that generally serve Village of Beecher residents.
  3. Commercial businesses and industries within the Village and Washington Township.
  4. Non-profit organizations, clubs and churches whose membership include at least 50% Village of Beecher residents. Such groups may be required to submit a list of membership to demonstrate to the Village that at least 50% of its members are Beecher residents.
- “Non-Resident”: Those who do not meet the above definition as “Resident.”

\_\_\_\_\_ I have read and understand the conditions for all permits (please initial)

## **Conditions for All Permits**

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1. All requests must be made at least 2 weeks prior to the desired date(s). All fees and security deposits must be paid in full at the time of the application.
2. Park hours are dawn to dusk. Only individuals or groups with official Village of Beecher Permits may be in the park when the park is officially closed.
3. Permits for pavilions are based on a 6-hour time period. Fees for ball fields are based on a four (4) hour time period. Additional time can be permitted. Permits of pavilions and buildings does not include exclusive use of other park areas.
4. A date can be reserved without payment for up to one week. After that time, the Village reserves the right to make the date available to someone else.
5. Permits can be issued only to persons age 21 or over. No permit shall be issued for an event for minors unless it will be supervised by a person age 21 or over.
6. The Village reserves the right to make adjustments to the assignment of park facilities and athletic fields regardless of the permit issued by providing adequate notice to the group.
7. Alcohol is prohibited in the park, unless the appropriate licenses are obtained. No open fires unless otherwise approved by the Village. Posting of advertisements or the sale of any products or services without Village approval is prohibited.
8. Any use of sound amplification equipment must be applied for on the application and is subject to approval by the Village Administrator. Noise produced by sound amplification equipment shall not go beyond the sound level described in the Village ordinance. All sound amplification equipment must be turned off by dusk, unless a special permit is granted by the Village.
9. The Permittee shall be responsible to see that the facilities are left in the same condition in which they were found. Failure to comply may result in loss of the security deposit and, if applicable, additional charges. Applicant is responsible for the disposal of all trash in the permitted area after the event.
10. The Village is not responsible for any injuries or damage to personal property.
11. Restrooms are generally available during park hours of operation. Additional restrooms may be required by the Village at the cost of the applicant depending on the size of the event.
12. For reasons of safety, other than Village vehicles and emergency vehicles, no vehicles are allowed on grass areas of park or on park interior roads, including parking. Violators will be ticketed. Permit holders who have received approval for a large amusement (moon walk, etc.) may be allowed vehicular access only with a Village employee's escort and only if this arrangement has been pre-approved. This accommodation shall not be given for delivery of normal picnic materials such as grill, coolers, etc. Other persons or groups with large deliveries of materials into the park will also need to receive approval for an escort by a Village employee in order to gain vehicular access.
13. The Permittee agrees to all policies contained and related Village ordinances as condition for receiving the permit. Any private for-profit activity in the park requires Village Board approval.
14. Any misrepresentation by the applicant in the information submitted in the application may result in forfeiture of the security deposit.
15. For activities at any Village facility/park for groups over 50 people, the Village reserves the right to schedule additional staffing and security and assess appropriate additional charges should the scope of the usage, in the opinion of the Village Administrator and/or Chief of Police require such measures.

\_\_\_\_\_ **I have read and understand the Conditions for all Permits (please initial).**

16. The Event may be shut down and permit revoked by the Village Administrator, Chief of Police or other representative of the Village in the event that the event becomes a disturbance of the peace or failure of the applicant to comply with Village Ordinances.

### **Special Conditions for Event Permits**

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1. Groups shall have exclusive use of only the facilities that are listed on the permit.
2. If it is determined by Village staff that an applicant had more people than what was stated on permit, additional fees may be deducted from the applicant's security deposit or charged.
3. Groups are restricted to no more than one (1) amusement, such as, moon walks, etc. Use of such amusements must have the expressed permission by the Village Administrator on the approved Permit. The group must provide the Village with a certificate of insurance for the use of the amusement item naming the Village as an additional insured. The amusement item shall be only for the use of the group's participants. No admission charge shall be made for the use of the amusement.
4. Note that use of any electrical appliances is limited to the 15 AMP service at the pavilions.
5. Village personnel are generally not available. Requests for additional services by Village personnel will be billed at \$50.00/hour.
6. Cancellation notice must be received at least one working day before the event or a \$15.00 cancellation fee will be deducted from the security deposit.
7. Rainout policy - If a group's event is rained out, a full refund (minus a \$4.00 check processing charge) will be issued upon request if the group does not request a new date.
8. The Village reserves the right to cancel the activity with at least a two-week notice.
9. The Village Administrator may waive permit fees in whole or in part for those entities that provide pro bono services or waive similar fees to the Village.

\_\_\_\_\_ **I have read and understand the Special Conditions for all Event Permits (please initial).**

## **Special Conditions for Athletic Facilities Permits**

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1. The Village Administrator, or designee, will assign Park Athletic Field Permits based on the following:
  - Past record by the organization in the care of Village facilities in accordance with Village ordinances, policies and procedures.
  - The number of Beecher residents served by the organization in the previous year.
  - The organization's submission of a certificate of insurance with appropriate coverage and a Hold Harmless Agreement naming the Village as an Additional Insured.
2. Permits are not issued nor can athletic facilities be used for conducting private lessons or instruction for profit without the expressed written permission of the Village Administrator.
3. The Village reserves the right to waive or modify fees to those organizations which provide the Village with funding for park capital improvements or otherwise donate to the Village.
4. The Village Administrator can revoke the Athletic Facilities permit at any time for a group's violation of the terms of the permit, Village policies or Village ordinance.

\_\_\_\_\_ **I have read and understand the Special Conditions for Athletic Facilities Permits (please initial).**

**PERMIT FEES FOR FIREMEN’S PARK**

<u>One Day Reservation</u>	<u>Resident</u>	<u>Non-Resident</u>
Picnic Grove, Pavilions and Stage	\$100.00	\$200.00

(Rental of the park includes use of picnic tables)

Firemen’s Grill and Vendors Building	\$100.00	\$200.00
Baseball Fields (per field)	\$100.00/hr.	\$200.00/hr.
Security/Police Protection	\$50.00 per officer per hour	
Public Works (Clean-Up)	\$50.00 per worker per hour	

**REFUNDABLE SECURITY DEPOSIT FOR ALL PERMITS**

(FOR CLEANUP OF PARK)

Grove, Pavilions, Stage	\$ 50.00
Firemen’s Grill and Vendors Building, Pavilions, Stage, and Picnic Grove	\$250.00 no charge
Baseball Fields (per field)	\$100.00

**Notes:**

1. Permits are based on a six (6) hour time period.
2. Fees include trash removal.

The Village Administrator may waive the Permit Fees in whole or in part for those organizations that provide capital improvements to the Village’s parks or otherwise donate or provide community services.

Beecher Village Hall  
625 Dixie Highway/PO Box 1154  
Beecher, IL 60401  
Phone: (708) 946-2261

\_\_\_\_\_ **I have read and understand the Conditions for all Permits (please initial).**

Permit No. \_\_\_\_\_

**Park and Athletic Facility Permit Application**

<b>Applicant Name</b>		<b>Event Date</b>	
<b>Group Name:</b>			
<b>Address</b>			
<b>City</b>		<b>State</b>	<b>Zip Code</b>
<b>Home Phone</b>		<b>Work Phone</b>	
<b>Email</b>			
<b>Facility Requested: (Check all that apply)</b>			
<input type="checkbox"/> Picnic Grove		<input type="checkbox"/> Vendors Building (back of food stand)	
<input type="checkbox"/> Pavilion (Bingo Stand)		<input type="checkbox"/> Firemen's Grill (front portion of food stand)	
<input type="checkbox"/> Stage		<input type="checkbox"/> Beer Stand Pavilion	
		<input type="checkbox"/> Baseball Fields (circle which field 1, 2, or 3)	
		<b>Time Requested:</b> From: _____ AM _____ PM To: _____ AM _____ PM	
<b>Purpose of use:</b> _____			
<b>Estimated Attendance:</b> _____			
<b>*Pavilion permit does not include exclusive use of other areas, which are open to the public.</b>			
<b>Event Fees and Security Deposits ♦ (Please refer to schedules)</b>			
Permit fee		\$ _____	*Other Charges:
+ Security Deposit		\$ _____	
+ Other Charges*		\$ _____	
<b>Total</b>		\$ _____	
Applicant Signature: _____			
Date: _____			

## Hold Harmless Agreement for All Permits

\_\_\_\_\_ agrees (as a person age 21 or older) that it will protect and hold harmless and indemnified against from any penalty, charges of liability that the Village of Beecher, its administrators, board members, employees and agents may incur, resulting from the use of the Village of Beecher facilities by us, whether occasioned by the neglect of the Village of Beecher, and that we will at all times protect, indemnify and save and keep harmless the Village of Beecher against and from any and all loss, cost, damage or expense arising out of or from any accident or other occurrence on or about said premises, causing injury to any person or property whatsoever and will protect, indemnify and save and keep harmless the Village of Beecher against and from any and all claims from any and all loss, cost, damage or expense, including attorney fees, arising out of any respect to comply with and to perform all the requirements and provisions hereof.

**I have read, understand and hereby agree to the policies listed above as a condition for receiving this permit.**

\_\_\_\_\_ Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Checks should be made payable to the Village of Beecher.**

*Return form to Beecher Village Hall, 625 Dixie Highway/PO Box 1154, Beecher, IL / Ph: 708-946-2261*

### For office Use Only

Permit/Usage Fee(s)	\$ _____	Date Paid	_____
Security Deposit	\$ _____	Receipt Number	_____
Other Charges	\$ _____		
<b>Total Paid</b>	<b>\$ _____</b>		
Authorized Approval of Permit	_____	Date	_____
	<i>Village Administrator</i>		
Security Deposit(s) returned:	_____	_____	_____
	<i>Date</i>	<i>Amount</i>	<i>Beecher Check #</i>

Comments \_\_\_\_\_

Permit issued on: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ By: \_\_\_\_\_

\_\_\_\_\_ Amplification allowed with conditions: \_\_\_\_\_

\_\_\_\_\_ Security or other personnel required as follows with cost of: \_\_\_\_\_

Special Conditions, if any: \_\_\_\_\_