



**Iowa Community Center**  
 338 N. Iowa Ave.  
 Villa Park, IL 60181  
 Phone: 630-834-8970  
 Fax: 630-834-8982

**Community Recreation Building**  
 320 E. Wildwood Ave.  
 Villa Park, IL 60181  
 Phone: 630-834-8525  
 Fax: 630-834-8528

**Website: [www.vprd.org](http://www.vprd.org)**

<b>Application &amp; Permit for Park/Ball Diamond Use</b>						
<b>Applicant Information</b>						
Date of Application:						
Name of Organization:				Person in Charge:		
Address:						
City:		State:		ZIP Code:		
Home Phone:				Cell Phone:		
Work Phone:				Email:		
Additional Name for Contact:				Phone:		
Briefly Describe Activity:						
<b>Requested Location (Please Check Requested Locations)</b>						
PARKS		SOCCER FIELDS		BASEBALL/SOFTBALL DIAMONDS		
<input type="checkbox"/> Lions		<input type="checkbox"/> Jackson (Youth) – 1		<input type="checkbox"/> Lions (Lighted Fields) 1__ 2__		
<input type="checkbox"/> Rotary		<input type="checkbox"/> Jackson (Youth) – 2		<input type="checkbox"/> Rotary 1__		
<input type="checkbox"/> Jefferson		<input type="checkbox"/> Iowa		<input type="checkbox"/> Jefferson 1__ 2__ 3__ 4__		
<input type="checkbox"/> Willowbrook				<input type="checkbox"/> Highridge 1__		
<input type="checkbox"/> Illinois Prairie Path				<input type="checkbox"/> Jackson 1__ 2__ 3__		
<input type="checkbox"/> Ruggard Gazebo				<input type="checkbox"/> Franklin		
<input type="checkbox"/> Other _____						
<b>Requested Dates &amp; Times</b>						
DAY(S)	DATE(S)	TIME(S)				
		From:		AM/PM	To:	AM/PM
		From:		AM/PM	To:	AM/PM
		From:		AM/PM	To:	AM/PM
		From:		AM/PM	To:	AM/PM
<b>Agreement</b>						
It is hereby understood that the undersigned person(s) or organization shall be permitted to use subject park and parking area until the time, and on the date(s) designated in this permit, but shall not remain in the park after such a designated hour. This application, if approved, will serve as your permit for the use of the property described above and must be on the person responsible at the site at all times. The renter agrees to abide by the rules governing use of parks and ball diamonds as stated on the reverse side of this form.						
Printed Name:						
Signature:				Date:		
<b>Office Use Only</b>						
Date Received:		Approved:		Disapproved:		
Signature:				Date:		
Rental Fee:				Rental Fee Due By:		
Date Copy Sent to Applicant:						

**RULES GOVERNING USE OF RECREATION DEPARTMENT PARKS AND BALL DIAMONDS  
STATEMENT OF POLICY FOR USE OF PARKS BY RENTAL GROUPS**

1. The Villa Park Recreation Department shall assume no responsibility for any accident or damages to property. The rental group shall hold the Villa Park Recreation Department, Board and staff harmless for any costs or liability resulting from the group's activities and programs.
2. The parks and ball diamonds shall be left in an orderly condition.
3. The applicant shall assume complete responsibility for any damages to the parks and/or ball diamonds. If the Recreation Department repairs or replaces any property, the applicant (renter) will be charged the cost of materials and labor paid by the Villa Park Recreation Department.
4. Permission to use a facility may be denied to or revoked from any group that is disorderly.
5. Adequate adult supervision, as determined by the Recreation Department, must be provided at all times.
6. **NO ALCOHOLIC BEVERAGES ARE ALLOWED IN THE PARKS AND/OR BALL DIAMONDS UNLESS A LIQUOR LICENSE IS OBTAINED.** Liquor licenses must be obtained from the Village Liquor Commissioner (Village President). Applications may be obtained through the Village Manager's Office. The license must be carried by a person in attendance on the day of the event.
7. Recreation Department leagues and programs receive priority for all ball diamonds and park facilities.
8. This application form shall be referred to and used as a **PERMIT** upon the approval of an authorized Recreation Department official. This permit must be carried at all times during the activity by the "person in charge" of the activity. The person in charge of the group must attend the activity during the course of the day's activity. This permit must be shown to any authorized Recreation Department official or Village police upon request. In the case of two or more conflicting activities either by time or place of the activities, the permit dates first shall entitle the bearer the privileged use of the facility in question.
9. The park is to be vacated at the specified time designated on the permit in accordance with Village ordinance. All parks shall be open daily from the hours of 6:00 a.m. to 10:00 p.m.
10. In the event of rain, a new application must be submitted to the Recreation office.
11. No bonfires are permitted in the parks. Fires are permitted only in grills provided in the parks or grills brought from home.
12. All applicants agree to abide by all Village ordinances, rules, regulations and procedures pertaining to the use of the Recreation Department's parks and/or diamonds.
13. The Recreation Department reserves the right to cancel reservations for any reason by mailing written notice to the person responsible for the application at least one week prior to the reserved date.