

**CITY OF HARVARD  
APPLICATION TO RESERVE THE USE OF CITY PARK SHELTERS**

Name of Applicant \_\_\_\_\_

Name of Organization/Team (if applicable) \_\_\_\_\_

Address of Applicant \_\_\_\_\_

Phone Number of Applicant: Home/Cell \_\_\_\_\_ Work \_\_\_\_\_

Date(s) Requested \_\_\_\_\_

Hours Requested \_\_\_\_\_ Expected number to be in attendance \_\_\_\_\_

RESIDENT FEE FOR THE USE OF PARK SHELTERS IS \$25.00

NON-RESIDENT FEE FOR USE OF PARK SHELTERS IS \$50.00

SPECIAL EVENT ELECTRIC FEE:  RESIDENT \$50 BASE  NON RESIDENT \$75 BASE

THE SECURITY DEPOSIT FOR THE PARK SHELTERS IS AS FOLLOWS:

1 - 50 people is \$15.00

51 - 100 people is \$50.00

101 - 150 is \$100.00

Numbers over 150 persons security deposit is \$250 (Must have police officers and be approved by the City Council.)

**PARK SHELTER REQUESTED (check one)**

PARK SHELTERS AVAILABLE	Picnic Tables	Seating	Washrooms	Grills	Electrical	Night Lights	Playground
<b>HERS SHELTER (not available June/July)</b>	<b>2-10</b>	<b>80-120</b>	<b>Yes</b>	<b>No</b>	<b>Yes</b>	<b>Yes</b>	<b>No</b>
<b>BOY'S LEAGUE (not available June/July)</b>	<b>4-6</b>	<b>36-48</b>	<b>Yes</b>	<b>No</b>	<b>Yes</b>	<b>Yes</b>	<b>No</b>
<b>J.C. SHELTER</b>	<b>3</b>	<b>24-32</b>	<b>Nearby</b>	<b>1</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>
<b>LION'S PARK SM. SHELTER</b>	<b>6</b>	<b>36-48</b>	<b>Nearby</b>	<b>2</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>
<b>LION'S PARK LG. SHELTER</b>	<b>10</b>	<b>60-80</b>	<b>Nearby</b>	<b>2</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>
<b>MARY'S PARK SHELTER</b>	<b>6</b>	<b>36-48</b>	<b>No</b>	<b>1</b>	<b>No</b>	<b>Yes</b>	<b>Yes</b>
<b>MILKY WAY PARK SHELTER/WEST</b>	<b>6</b>	<b>36-48</b>	<b>Nearby</b>	<b>No</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>
<b>MILKY WAY PARK SHELTER/EAST (Rotary)</b>	<b>8</b>	<b>48-64</b>	<b>Nearby</b>	<b>1</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>

Person(s) using the City parks and park facilities do so at their own risk. The City of Harvard and its employees are not responsible for damage to or loss of property of person(s) using parks or park facilities. The City and its employees are not responsible for any injuries that result while person(s) are using parks or park facilities.

I, the applicant, have read and fully understand all the rules and guidelines as attached necessary for the use of the City's Parks and facilities, and I will comply.

Applicant's signature: \_\_\_\_\_

Date \_\_\_\_\_

Return application to Lori Moller, City of Harvard, P.O. Box 310, Harvard, IL 60033

COPIES:

Parks Dept.

Police Dept.

Park Shelter/Electric Fee Paid Cash/Check No. \_\_\_\_\_

Security Deposit Paid Cash/Check No. \_\_\_\_\_

Security deposit refunded \_\_\_\_\_

**CITY OF HARVARD**  
**PARKS & RECREATION DEPARTMENT**  
**201 W. DIGGINS ST., HARVARD, IL 60033**  
**(815) 943-6468**

**PARK SHELTER/ATHLETIC FIELDS RULES/REGULATIONS**

1. City parks open from 6:00 a.m. - 10:00 p.m. daily.
2. All reservation fees and deposits must be paid upon application for any park facility, otherwise the facility will not be held for the group. Reservations are not final until payment is received and proper documentation is made. Reservations must be made in person - reservations cannot be made over the phone. If information is falsified on the application (i.e. total number attending), loss of deposit will result.
3. Payment Policy: Please write out two separate checks made payable to the City of Harvard - one check for the reservation and one check for the deposit. The deposit check will be returned to you after the picnic if the site is clean and has not been damaged.
4. Reservations for shelters are required for groups of 25 or more persons.
5. Groups larger than 150 persons must follow the guidelines for Special Events and be approved by the City Council.
6. Reservations will not be given, or may be cancelled, which conflict with Parks & Recreation Department sponsored activities.
7. **LIQUOR IS NOT ALLOWED** in City parks unless a special permit for a one-day liquor license is issued by the Liquor Commissioner with the approval of the City Council pursuant to the regulations outlined in Chapter 25 of the Harvard Municipal Code along with dram shop (liquor liability) insurance with the City of Harvard listed as an additional insured. Application for a one-day liquor license must be made at least three (3) weeks prior to the picnic.
8. Dogs that are leashed and licensed shall be allowed within City park property provided that the person walking or exercising the dog shall be responsible for any damage done to the landscaping of any park and shall be responsible for removing all animal excrement deposited by said animal.
9. There are picnic tables provided under each shelter. Groups may only use a minimum number of other tables that are scattered throughout the park.
10. Cooking fires are only permitted in the small grills provided in the picnic area. The Parks & Recreation Dept. does not provide large grills, but you may supply your own. Pig rotisseries are not allowed (except by Special Event permit only).
11. If food is being sold or given to the general public other than for a designated group, the rental group will be required to attain a temporary food permit from the McHenry County Health Department. An approved copy of the permit must be submitted to the Parks & Recreation Department prior to the rental.
12. Motor vehicles are only permitted in designated areas. Vehicles may only be on the grass for temporary loading or unloading of passengers, food and/or equipment. Violators will be ticketed by the Harvard Police Department.
13. The fee for the use of a park shelter will not be refunded if it is rained out. However, a second date can be reserved without charge if applied for within 48 hours of the rainout. Reserved rain dates cannot be made in advance.
14. City ballfields (excluding the HERS League and Boys League fields) are on a first come, first serve basis, unless reserved ahead of time. Field preparations will not be made for these rentals.
15. The following activities and items are prohibited in the parks (except by Special Event permit): tents, car shows, craft fairs, amplifiers, loud speakers/music, games of chance, model airplanes, carnival rides, pony rides, dunk tanks and camping. Special Events requiring the use of electricity other than the outlets provided at the shelter will be charged a base rate of \$50 for residents and \$75 for non-residents.
16. The sale, collection, or punching of admission tickets to any shelter, pavilion or other facility will not be allowed in any park area under the jurisdiction of the City of Harvard, and soliciting or collection of money for the use of any said facility will not be allowed.
17. The posting of posters or advertisements on park property or any facility is not permitted.
18. Churches, Fraternal Organizations, School District #50/St. Joseph's School, and large non-for-profit groups may be allowed to reserve areas in certain parks on a "Special Event Permit" basis. Entertainment may be provided by these organizations for their own group, but admissions cannot be charged.