

**CITY OF HARVARD
APPLICATION TO RESERVE CITY PARK SHELTERS & ATHLETIC FACILITIES**

Name of Applicant _____

Name of Organization/Team (if applicable) _____

Address of Applicant _____

Phone Number of Applicant: Home/Cell _____ E-mail _____

Date(s) Requested _____

(If reserving electronically, please contact City Hall at 815 943-6468 for availability prior to submittal. Reservation not guaranteed until receipt of confirmation via e-mail)

Hours Requested _____ Expected number to be in attendance _____

Athletic Location Requested (if applicable) _____

RESIDENT FEES	NON-RESIDENT FEES
<input type="checkbox"/> Park Shelter \$50.00 Groups over 100 fee is \$50 plus \$25 for each add'l 50 people	<input type="checkbox"/> Park Shelter \$75.00 Groups over 100 fee is \$75 plus \$25 for each add'l 50 people
<input type="checkbox"/> Tennis Courts (4 hrs.) \$10.00	<input type="checkbox"/> Tennis Court (4 hrs.) \$15.00
<input type="checkbox"/> Adult User Groups Baseball, soccer, softball fields \$25.00 A schedule & roster of participants verifying residency must be submitted. A Resident User is defined as 70% total participants who are residents of the City.	<input type="checkbox"/> Adult User Groups Baseball, soccer, softball fields \$50.00 A schedule & roster of participants verifying residency must be submitted. A Non-Resident User is defined as less than 70% total participants who are residents of the City.
<input type="checkbox"/> Special Event Electric Base Fee \$50.00	<input type="checkbox"/> Special Event Electric Base Fee \$75.00
THE SECURITY DEPOSIT FOR THE PARK SHELTERS IS AS FOLLOWS	
<input type="checkbox"/> 1 - 50 people (No security required)	<input type="checkbox"/> 51 - 100 people is \$50.00
	<input type="checkbox"/> 101 - 150 is \$100.00
Numbers over 150 persons security deposit is \$250 (Must have police officers and be approved by the City Council.)	

PLEASE CHECK PARK SHELTER REQUESTED

Park Shelters Available	Picnic Table	Seating	Washroom	Grill	Electrical	Night Lights	Playground
HERS League Shelter (not available June/July)	2-10	80-120	Yes	No	Yes	Yes	No
Boy's League Shelter (not available June/July)	4-6	36-48	Yes	No	Yes	Yes	No
Lion's Park Sm. Shelter	6	36-48	Nearby	2	Yes	Yes	Yes
Lion's Park Lg. Shelter	10	60-80	Nearby	2	Yes	Yes	Yes
Mary's Park Shelter	6	36-48	No	1	No	Yes	Yes
Milky Way Park West Shelter	6	36-48	Nearby	No	Yes	Yes	Yes
Milky Way Park East Shelter	8	48-64	Nearby	1	Yes	Yes	Yes

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.

MOTOR VEHICLES ARE ONLY PERMITTED IN THE PARKING LOT AND ARE NOT ALLOWED BY THE SHELTERS.

Applicant's signature: _____

Date _____

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

COPIES:

Police Dept Parks Dept Pool

- Security deposit refunded
- Permission to shred check after event

PAYMENT OPTIONS:

1. Mail completed form with payment to:
2. Attn: City Treasurer
3. CITY OF HARVARD
4. P.O. Box 310
5. Harvard, IL. 60033

OR:

Payments may be made online via **Credit or Debit Card** as follows:

1. Complete fillable form above
2. Print Form
3. Choose the PayGov link on our Home Page
4. Choose drop down arrow in the City of Harvard: **Parks and Pool**
5. Choose **Park Rental** and proceed with payment information
6. Print payment receipt and mail in with completed form to the address above
OR scan form and receipt and email to bookkeeper@cityofharvard.org

CITY OF HARVARD PARKS & RECREATION DEPARTMENT
201 W. DIGGINS ST., HARVARD, IL 60033
Supt. Mike Clingsmith (815) 943-6468 or (815) 347-0732

PARK SHELTER/ATHLETIC FIELDS RULES AND REGULATIONS

1. City parks open from 6:00 a.m. - dusk 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 event 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 special event 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 the parking lot and are not allowed by the shelters.** 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. **A certificate of insurance shall be submitted listing the City of Harvard as an additional insured.**
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, bounce houses 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.

APPENDIX A

CITY OF HARVARD HOURLY RATES & MISC. CHARGES

	RESIDENT	NON RESIDENT
PICNIC TABLES PER MOVE	\$ 6.75	\$ 9.32
BLEACHERS PER MOVE	\$ 20.00	\$ 27.60
GARBAGE CANS PER MOVE	\$ 1.00	\$ 1.38
BARRICADES PER MOVE	\$ 1.00	\$ 1.38
LIGHTED FIELD PER GAME	\$ 18.00	\$ 24.84
NON LIGHTED FIELD PER GAME	\$ 7.00	\$ 9.66
POLICE OFFICER PER HOUR	\$ 66.58	\$ 66.58
PUBLIC WORKS PER HOUR	\$ 41.94	\$ 41.94
PARK EMPLOYEE PER HOUR	\$ 12.75	\$ 12.75
BUCKET TRUCK PER HOUR	\$ 31.75	\$ 31.75
DUMP TRUCK PER HOUR	\$ 35.00	\$ 35.00
PICK UP TRUCK PER HOUR	\$ 14.00	\$ 14.00
AUTOMOBILE PER HOUR	\$ 13.00	\$ 13.00
AUTOMOBILE POLICE PER HOUR	\$ 16.25	\$ 16.25
FLAT BED TRAILER PER HOUR	\$ 8.00	\$ 8.00
FORK LIFT PER HOUR	\$ 11.75	\$ 11.75
SKID-STEER PER HOUR	\$ 18.00	\$ 18.00
GOLF CART PER HOUR	\$ 3.20	\$ 3.20
BACKHOE PER HOUR	\$ 33.00	\$ 33.00
STREET SWEEPER PER HOUR	\$ 59.00	\$ 59.00