



Harvard Parks and Recreation Department
Park Shelter Reservation Form



Step 1: Contact Information

Applicant Name:	Org/Team Name: <i>(if applicable)</i>
Applicant Phone:	Cell Phone:
Applicant Street Address:	City, State, Zip:
Applicant Email:	

Step 2: Event Information

Date(s) Requested		
Hours Requested	Start Time:	End Time:
Expected Attendance #		
Athletic Location Requested <i>(if applicable)</i>		
PLEASE CHECK WHICH PARK SHELTER YOU ARE REQUESTING: <input type="checkbox"/> HERS League Shelter <i>(not available June or July)</i> <input type="checkbox"/> Boy's League Shelter <i>(not available June or July)</i>	<input type="checkbox"/> Lions Park Shelter <input type="checkbox"/> Mary D Ayer Park Shelter <input type="checkbox"/> Milky Way Park East Shelter	

Step 3: Fee Information

RESIDENT FEES	NON-RESIDENT FEES		
<input type="checkbox"/> Park Shelter - \$50 <small>Groups over 100 people, fee is \$50 plus \$25 for each add'l 50 people</small>	<input type="checkbox"/> Park Shelter - \$75 <small>Groups over 100 people, fee is \$75 plus \$25 for each add'l 50 people</small>		
<input type="checkbox"/> Tennis Courts (4 hours) - \$10	<input type="checkbox"/> Tennis Courts (4 hours) - \$15		
<input type="checkbox"/> Adult User Groups - \$25 <small>Baseball, soccer, softball, football fields: A schedule and roster of participants verifying residency must be submitted. A Resident User is defined as 70% total participants who are residents of the City.</small>	<input type="checkbox"/> Adult User Groups - \$50 <small>Baseball, soccer, softball, football fields: A schedule and 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.</small>		
<input type="checkbox"/> Special Event Electric Base Fee - \$50	<input type="checkbox"/> Special Event Electric Base Fee - \$75		
SECURITY DEPOSIT IS ALSO REQUIRED:			
<input type="checkbox"/> 1-50 people - \$75	<input type="checkbox"/> 51-100 people - \$125	<input type="checkbox"/> 101-150 people - \$175	<input type="checkbox"/> 151+ people - \$250**

**Over 150 people in attendance also requires Police Officers to be present, and requires approval by the City Council.

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 park facilities, and I will comply.

Applicant's Signature: _____ Date: _____

Return reservation form to Parks and Recreation Department, City of Harvard, PO Box 310, Harvard, IL, 60033

<input type="checkbox"/> Security Deposit refunded	<input type="checkbox"/> Copy to Police Dept
<input type="checkbox"/> Permission to shred check after event	<input type="checkbox"/> Copy to Parks and Recreation Dept

Park Shelter & Athletic Field Rules and Regulations

1. City parks are open from sunrise to sunset.
2. Reservations are not final until payment of rental fees and security deposit is received and proper documentation is made. Reservations for any park shelter or athletic field can be made in person or by mail. Park shelter reservations can also be made online at harvard.recdesk.com.
3. Payment Policy: Please write out two separate checks made payable to the City of Harvard. One check is for the reservation fee, and one check is for the security deposit. The security deposit check will be returned to you, or shredded with your approval, if all rules and regulations listed on this application are followed.
4. In the event that the applicant damages any City of Harvard property and the security deposit is not enough to cover damages, the applicant shall be solely liable to the City of Harvard for all additional costs, fees, and expenses, including but not limited to attorney's fees associated with such damages.
5. Reservations for shelters are required for groups of 25 or more people.
6. Groups larger than 150 people must follow the guidelines for Special Events and be approved by the City Council.
7. Reservations will not be given, or may be canceled, which conflict with Parks and Recreation Department sponsored activities.
8. **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 weeks prior to the picnic.
9. Dogs that are leashed and licensed shall be allowed with 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.
10. There are picnic tables provided under each shelter. Groups may only use a minimum number of tables that are scattered throughout the park.
11. Cooking fires are only permitted in the small grills provided in the picnic area. The Parks and Recreation Department does not provide large grills, but you may supply your own. Pig rotisseries are not allowed, except by Special Event permit.
12. 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 and Recreation Department prior to the rental.
13. **Motor vehicles are only permitted in the parking lot;** they are not allowed by the shelters. Violators will be ticketed by the Harvard Police Department.
14. 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.
15. City ballfields are on a first-come, first-served basis (excluding the HERS League and Boys League fields), 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.**
16. 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.
17. The sale, collection, or punching of admission tickets to any shelter, pavilion, or other park facility will not be allowed 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.
18. The posting of flyers or advertisements on park property or any park facility is not permitted.
19. Churches, Fraternal Organizations, School District #50/St. Joseph's School, and large not-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.
20. **FAILURE TO COMPLY WITH THE RULES AND REGULATIONS ON THIS APPLICATION SET FORTH BY THE CITY OF HARVARD WILL RESULT IN LOSS OF SECURITY DEPOSIT.**

I hereby acknowledge that I have read, understand, and agree to the above terms of the Park Shelter/Athletic Field Rules and Regulations.

Applicant's Signature: _____

Date: _____