



Facility Reservation Agreement

The Carbondale Park District pavilions are available for use on a first come – first serve basis. Persons wanting to guarantee the use of a specific location on a specific day must reserve the site they wish to use.

Privacy is not guaranteed at any location. Reservations only apply to the shelters/gazebo. Park playgrounds, sidewalks, bathrooms, and green space remain open to the general public. Parking is allowed only in designated lots. Parking or driving on the grass is prohibited.

Reservation applications are accepted at the Lakeland Center located at 925 S. Giant City Road, Carbondale, IL 62902. It is not possible to reserve a facility by phone.

Application Requirements:

- Applicant and Additional Contact must be 21 years old.
- Applicant must reside within the Carbondale Park District boundaries to receive in district pricing. Reservations are not transferable.
- Applicant must be on premises for the duration of the event and obtain all necessary permits.
- Applicant assumes responsibility for any damages caused by event guests, clean-up following event, and enforcing all Park District policies and City of Carbondale ordinances during the event.

We begin taking applications on the first business day of each year for the upcoming calendar year. Reservations must be made at least two weeks prior to the event date. All paperwork must be on file and all fees/deposits must be paid in full before a reservation is finalized and a Permit issued. Reservation fees are not refundable. The Park District reserves the right to decline any reservation and/or restrict future privileges.

Reservations for Special Events must be completed thirty days prior to the event. Damage deposits and additional fees may be required. Events that meet certain criteria require Executive Director approval.

Park hours are sunrise to 11:00 pm. Events are restricted to the hours of the park. If access to the site is necessary for set-up or tear-down either before or after public hours, then the Applicant may be charged an additional rental fee and will be required to cover all costs associated with the request, if approved.

Temporary structures erected outside of the reserved facility may incur an additional fee. Certain uses require a certificate of insurance that show the Carbondale Park District as an additional insured and the name of the certificate holder.

Permit holders may display identifying and directional signs no larger than 2' X 3' on the day of the event. Signs posted prior to the day of the event will be removed. No nails, screws, hooks, or staples may be used to display signs. The content of all promotional material must be submitted to the Park District for review before being released.



Applicant shall not transmit a description of any portion of the Event by means of radio broadcasting, television or Internet without first receiving written permission from the Park District. Any violation may result in cancellation of the event. All photographs of Park District property to be submitted for publication must be approved by the Park District. Applicant may not place the Park District telephone number, contact information, or logos on any written or Internet material without prior written consent of the Park District.

Vendors may need to obtain a license from the city. It is unlawful for any person, either as a principal or agent, to conduct business as a transient merchant or itinerant vendor in Carbondale without having obtained a license and complying with the Retailer's Occupation Tax Act (35ILCS 120/1 et seq) by obtaining a certificate of registration.

Sales of food may require a permit from the Jackson County Health Department. Beverage sales must comply with Park District Pepsi contract. Commercial ticketing by private agents is prohibited. Any organization seeking to use a Park District site for an event involving an admission charge or fundraising must be a non-for-profit, tax-exempt organization under Section 501c(3) of the IRS code. A copy of the IRS determination letter must be provided to the Park District prior to receiving a Permit. The sponsoring organization must appear on the Permit and present the insurance documentation in their name. The sponsoring organization must be involved in the planning of the event.

Music and amplified sound must comply with Carbondale's noise ordinance. Firearms are prohibited on Park District property.

City of Carbondale Ordinances and State of Illinois Regulations and Laws must be observed.

Carbondale Park District
P.O. Box 1326 Carbondale, IL 62903
618-549-4222



I have read and understand the Facility Reservation Information.

Printed Name of Applicant _____

Signature of Applicant _____ Date _____

For Office Use Only

Staff Member taking reservation _____ Date application received: _____

Date application approved: _____ Permit #: _____