

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

Date Submitted _____ Reservation Date _____

Event Sponsor (Organization/Group/Family) _____

Is the event sponsor a registered not-for-profit organization? Yes ☐ No ☐

If Yes, applicant must provide proof of not-for-profit status prior to issuance of permit.

Applicant Name _____

Applicant must be 21 years old. Applicant must reside within the Carbondale Park District boundaries to receive in district pricing. Applicant must be on premises for the duration of the event and assumes responsibility for any damages caused by event guests, clean up following event, and enforcing all Park District Policies/ Procedures and City of Carbondale Ordinances during event. Applicant is responsible for obtaining all required permits.

Applicant Address _____

Applicant Phone 1 _____ Phone 2 _____

Applicant email _____

Additional Contact Name _____

Additional Contact must be 21 years old and on premises during event.

Additional Contact Address _____

Additional Contact Phone 1 _____ Phone 2 _____

Additional Contact email _____

Please check the box that best describes your event

Any event may be required to provide proof of insurance naming the Carbondale Park District as an additional insured.

- ☐ Small Group (under 100 attendees) ex. Birthday Party, Baby Shower
- ☐ Special Event (any event expecting more than 100 attendees, any athletic competition, and/or any event open to the general public) ex. Irish Fest, Art in Turley Park, Festivals, run/walks, concerts

Please provide a detailed Event description.

Parks open at dawn. What time will you arrive to set-up for the event? _____

What time does the event start? _____

Parks close at 11:00 pm. Music must end at 10:00 pm. Premises must be cleaned and vacated as scheduled. What time does the event end? _____ What time will you leave the park? _____

Is the event open to the general public? Yes ☐ No ☐

Your reservation is for the shelter or athletic field only. Do event plans include use of park grounds outside of the facility? (*Additional fees may apply.*)

Yes ☐ No ☐

Anticipated Attendance (*There must be one Adult for every 20 Youth in attendance.*)

Adult: 18 years and older _____ Youth: Under 18 years _____

Additional fees may apply. Will an entry fee be charged? Yes ☐ No ☐

Additional fees may apply. Will items be sold? Yes ☐ No ☐

Required permits are the responsibility of the Applicant.

Additional fees may apply. Will funds be solicited? Yes ☐ No ☐

Additional fees may apply. Is electricity required? Yes ☐ No ☐

Why? _____

Additional fees may apply. Is running water required? Yes ☐ No ☐

Additional fees may apply. Will animals be present? Yes ☐ No ☐

Carbondale City Ordinance requires an Alcohol Permit at events where more than eight people will be consuming alcohol. Will alcohol be consumed at the event? Yes ☐ No ☐

Will there be music or amplified sound? Yes ☐ No ☐

SHELTER REQUESTED

Attucks Park

Shelter 1 ☐

Wills-Thornton ☐

ATHLETIC FIELD REQUESTED

By contract, Carbondale Junior Sports T-ball, Softball, Baseball, Flag Football and Tackle Football programs and Carbondale Soccer Incorporated programs are given first priority in scheduling athletic fields.

Attucks Park

Football Field 1 ☐

Football Field 2 ☐

Football Field 3 ☐

Football Field 4 ☐

Field Lining (Additional fee) ☐

Les Taylor Basketball Court ☐

Justin Dentmon Basketball Court ☐

Melvin McNeill Basketball Court ☐

Tennis Court ☐

Softball Field ☐

Field Preparation and Lining (Additional fee) ☐

WAIVER and APPLICANT SIGNATURE

I, the Applicant, will indemnify and defend the Park District, its officials, agents, and employees (the

“Indemnitees”) against any losses, costs, damages, liabilities, claims, suits, actions, causes of action and expenses that the Indemnitees may suffer, incur, or sustain or for which it or they may become liable resulting from, arising out of, or relating to any negligence or intentional misconduct by the applicant of the sponsoring organization, its officers, employees, or any person under its control in connection with this event.

I do solemnly swear (or affirm) that all answers given and statements made on this application are full and true to the best of my knowledge. I am 21 years of age or older, and I have read the Policies and Procedures, terms, and conditions outlined in this document and agree to abide by them. I will be on premises for the duration of the event and assume responsibility for any damages caused by event guests, clean up following event, and enforcing all Park District Policies and Procedures and City of Carbondale Ordinances during event. I will obtain all required permits.

Printed Name of Applicant: _____

Signature: _____ Date: _____