



## Park and Pavilion Rental Frequently Asked Questions

Question	Answer
If your group is using the open areas to picnic, do you need a permit or reservation, and is there a fee?	No. Open areas in any park are free to use on a first come first served basis without a fee or permit. Groups are welcome to move picnic tables in open areas as needed.
Do parks have grills?	No. You must bring your own charcoal or propane grill. Grilling is not permitted under any shelter or pavilion. If you use a charcoal grill, many parks with pavilions have hot coal containers to dump hot charcoal.
Is there a parking fee?	No, none of the parks have an entrance fee for parking.
Are there outdoor pavilions?	Yes. Pavilions, gazebos and pergolas available for reservations at 11 of our parks. Without a reservation or permit, they are available on a first come-first served basis.
What are the available dates for pavilions?	To check availability of an outdoor pavilion, please call the parks department at 630-584-1885.
How far in advance can pavilions be reserved?	Pavilion reservations may be made beginning the first Monday of December through October 31 for the current year. Rentals are available April 1 through October 31.
How are pavilion reservations made?	<p>Pavilion reservations may be made;</p> <ul style="list-style-type: none"> <li>-By emailing a completed rental form. Forms can be found on-line at <a href="http://stcparks.org">stcparks.org</a></li> <li>- In person at the Parks Department: Weekdays 8am - 4pm</li> <li>-Or by mailing the rental form with payment to:</li> </ul> <p>The Parks Department in Pottawatomie Community Center 8. North Ave, St. Charles, IL 60174</p>

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What is the pavilion rental fee?	Fees are listed online at <a href="http://stcparks.org">stcparks.org</a>
What are the park hours?	By ordinance, parks are open dawn to dusk. Athletic complexes, pools, and other District facilities have specific operating hours. For more information, refer to the District's website at <a href="http://stcparks.org">stcparks.org</a>
Are vendors (catering, bounce house, DJ, chair rental, tent rental, etc.) allowed in parks?	Rented pavilion users may use vendors of their choosing, under certain conditions. Your vendor must provide the Park District with a certificate of insurance that lists the St. Charles Park District as additionally insured no later than two weeks before your event. Vendor set up must not interfere with public access to any park (i.e. blocking trails or paths, etc.) If you will be using a vendor, the approval must be added to your permit. The Park District reserves the right to deny entry to vendors at any time. Vendor set up and tear down must be done same day of rental.
Is alcohol permitted in the parks?	The District has an ordinance that prohibits the use of alcohol in parks. However, you may apply for a special use permit that, if approved, would allow for beer and wine only. No sale of alcohol is permitted and no hard liquor or mixed drinks are allowed. The fee for the special use permit is \$150 and must be included with the special use request. If approved, there are significant requirements that need to be followed including providing liquor supervisors and providing general and liquor liability insurance. The special use permit fee does not include the cost of insurance. You are free to choose your insurance provider and the certificate of insurance must list the St. Charles Park District as additionally insured. The park district also has a source for the insurance. The special use application can be provided to you at your request by mail, email or fax.
May a rental be changed if a conflict arises?	Yes. Date and location changes can be made for a \$25 fee <u>provided</u> the new date and location are available.
Are refunds allowed?	<b>No.</b> Refunds are not issued for pavilion rentals, this includes weather related issues.
May renters drive vehicles into a park?	<b>There is an ordinance that prohibits personal vehicles from entering any park.</b> Please keep this in mind as you plan your picnic, wedding, or event.

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What does a pavilion rental include?	Pavilion rentals will be made available at the requested start and end times. Pavilions offer picnic tables to accommodate the number of guests indicated on the permit application form. Electricity is offered free of charge at most parks.
Does the District provide chairs, carts, tents, microphones, extension cords, etc.?	<b>No.</b> Please make arrangements to provide these types of items on your own or with a rental company of your choosing.
Can picnic tables be removed from a pavilion?	Yes, Picnic tables may be moved in and around the pavilion. At your request, picnic tables may be unlocked for easier access. Additional fees apply if the picnic tables are not returned to their original location.
What is Pottawatomie Park's address?	The address to Pottawatomie community center in Pottawatomie Park is 8 North Avenue; St. Charles, IL 60174. This is a residential street. It is not the North Ave known as Rt. 64. Most parks do not have assigned addresses. For park locations, refer to the interactive map online at <a href="http://stcparks.org">stcparks.org</a> , or call the parks department office at 630-584-1885.
Who is allowed to reserve a pavilion?	Pavilion renters must be age 21 or older. Resident and non resident rates are listed on the District website. Athletic fields rental fees vary depending upon the organizations category, such as associated group, not-for-profit, business etc.
Will a park be closed if it is rented?	<b>No.</b> Parks are always open to the public. A reserved sign, with your group's name, will be placed on the pavilion.
Can pavilions be decorated? Can signs be put up for an event?	Yes. You are able to decorate and put up signs on the pavilion on the day of the event only. Everything must be taken down, and disposed of or taken with you when your group is finished. Duct tape, nails, tacks, or any material that would damage or leave residue on pavilions are not allowed. Anything that you put up must be taken down. Additional fees may apply if your group does not return the pavilion to the condition in which it was found.
Are moon jumps, bounce houses and other amusements allowed in the park?	It depends. Each request is handled individually. If approved, the amusement must be included in your permit. The company providing the set up and take down must provide a certificate of insurance listing the St. Charles Park District as additionally insured no later than two weeks before the event. You must inform District Staff of what the dimensions are of the amusement, it's preferred location, installation method, and duration of amusement activity. Use of the amusement is limited to your guests only. The District will be accommodating, but may not approve each request depending on the situation. For more information call the Parks Department at 630-584-1885