

## **Booking Guidelines Chicago Parks Arts Spaces**

This document is designed to be a guide as you prepare for your park cultural rentals. These tips are fairly universal throughout the Chicago Park District, but some policies might differ from park to park. It's important to recognize that although the District considers cultural programming to be a vital part of Chicago's parks, other priorities and programs must also be considered when booking and occupying these shared community spaces.

### 1. Staffing

Each individual park is managed by a Park Supervisor. Various staff members report to the Park Supervisor, ranging from attendants, instructors, and program specialists. When inquiring about space rentals, please ask to speak with the Park Supervisor directly.

### 2. Communication

Due to busy park schedules, it's sometimes difficult to connect with Park Supervisors via phone or email. It's often most productive to meet with Park Supervisors in person. We encourage you to call parks in advance to get a sense of Park Supervisors' schedules. In order to find park phone numbers use this page: <http://www.chicagoparkdistrict.com/parks/search/>

### 3. Rental Cost

Park spaces are reasonably priced though costs vary throughout the District depending on the park and its amenities. If you're a nonprofit 501(c)(3), you might be eligible for a rental discount. Please let the Park Supervisor know of your status when inquiring about the space.

Payment must be made in advance of the rental. Deposit may apply.

### 4. Insurance

You will likely be required to present a certificate of general liability insurance, with a policy amount of at least \$1 million, naming the Chicago Park District as an additional insured.

Parks are not responsible for the security and safekeeping of renters' equipment, supplies, and personal belongings stored onsite. Additional insurance is advised.

If the scope of your rental is substantial, additional insurance might be required of you or your organization.

## 5. Revenue/Ticket Sales

Renters may set their own ticket price/fees. Chicago Park District has a commitment to free and affordable programming. We invite you to join us in this commitment by pricing individual tickets/fees reasonably in order to best engage local park communities.

Renters are responsible for any taxes accrued through ticket sales.

Renters are not permitted to sell food/beverages or other commodities.

## 6. Schedules

Park hours of operation are listed on each park's unique page. You can search parks here:

<http://www.chicagoparkdistrict.com/parks/search/>

Rentals are generally only available during park hours. If you are looking to rent a space outside of park hours, you will likely incur additional costs to cover the cost of park staff.

## 7. Changes/Cancellations

Any changes in dates or times of use require prior approval from the Park Supervisor. A change in space usage could nullify the entire agreement and/or require different forms of permitting.

Please give the Park Supervisor as much advance notice as possible when cancelling or changing scheduled use of a space.

## 8. Term Limit

Most park spaces are not available for long-term rentals. Longer term rentals will be negotiated on a case-by-case basis.

## 9. Changes to Spaces

Used space should be left in the same condition and arrangement in which it was found. Renters are prohibited from making permanent changes to both indoor and outdoor park spaces. This includes building/adding structures, drilling into walls/floors/ceilings, tampering with plumbing/electrics.

Direct contact of set pieces to floors or walls should be padded so as not to cause damage. Nothing may be affixed directly to walls, floors, or fixtures. Gaff, painting, and spike tape, specifically for spike marks, are the only tapes permitted and only on floors.

## 10. Park Equipment

Permission to use any park equipment must be obtained from the Park Supervisor prior to use, and must be returned in the same condition in which it was received.

#### 11. Storage

Storage tends to be limited in parks. Storage space must be pre-approved by the Park Supervisor and confined to the agreed on space. Please remember that parks are public places and storage spaces are only moderately secure. Additional insurance for renters' goods is advised.

#### 12. Power/Electrics

Many park buildings are older facilities. Please work with Park Supervisors to better understand the space's circuitry in order to operate your equipment safely.

#### 13. Alcohol

Alcohol is prohibited on park premises.

A limited number of park spaces with a Special Event Venue designation allow alcohol. Please speak with the Special Events office to learn more about these spaces (see info below).

#### 14. Security

Parks do not automatically provide security for events. Larger events may require the renter to absorb the cost of security, especially if they are held outdoors.

#### 15. Individual Conduct

Renters are responsible for the conduct of individuals associated with the rental while using park space. For example renters are responsible for making sure that their members are not disrupting other programs or permitting damage of space and equipment.

If students or youth are associated with rentals they will not be permitted in the spaces unless supervised. Renters are responsible for students and youth until they have been picked-up by a designated guardian. Park staff cannot be responsible for renter's students/youth that are dropped off early or not picked-up.

#### 16. Special Event Venues

A limited number of venues in the Chicago Park District hold the Special Event Venue designation. To learn more about these facilities, visit this site:

<http://www.chicagoparkdistrict.com/permits-and-rentals/special-event-venues-build/>

or contact: [Venues@chicagoparkdistrict.com](mailto:Venues@chicagoparkdistrict.com) (773) 256-0159

Please note: these venues are generally in high demand and are priced accordingly.