

CITY OF OTTAWA

301 West Madison Street Ottawa, Illinois 61350

www.cityofottawa.org Phone: 815-433-0161 Fax: 815-433-2270 E-mail: reservation@cityofottawa.org

PARK/SHELTER RESERVATION FORM

PLEASE PRINT – COMPLETE ALL SECTIONS

Today's Date: _____ Phone: (____) _____

Organization: _____ Contact Person: _____

Address _____

City: _____ State: _____ Zip: _____

E-mail address: _____

Brief description of event: _____

CHECK ONE:

- | | | | |
|--|--------------------------|--|--------------------------|
| Allen Park Shelter - "A" (east of west boat ramps) | <input type="checkbox"/> | Lincoln Douglas Park Shelter (Masinelli Field) | <input type="checkbox"/> |
| Allen Park Shelter - "B" | <input type="checkbox"/> | Kiwanis Park North Shelter | <input type="checkbox"/> |
| Allen Park Shelter - "C" (by toboggan run) | <input type="checkbox"/> | Kiwanis Park South Shelter | <input type="checkbox"/> |
| Allen Park Large Shelter - "D" (by east restrooms) | <input type="checkbox"/> | Peck Park Shelter-North, South or by Tennis Courts | <input type="checkbox"/> |
| Allen Park Shelter - "E" (by sidewalk) | <input type="checkbox"/> | **Rigden Park | <input type="checkbox"/> |
| Allen Park Shelter - "F" (by west restrooms) | <input type="checkbox"/> | **Thornton Park | <input type="checkbox"/> |
| Allen Park Shelter - "G" (by playground) | <input type="checkbox"/> | **Turnberry Park Shelter | <input type="checkbox"/> |
| Allen Park Large Shelter - "H"(west of railroad trestle) | <input type="checkbox"/> | Walsh Park Shelter "K" (volleyball court) | <input type="checkbox"/> |
| Allen Park Small Shelter-"I" (east of railroad trestle) | <input type="checkbox"/> | **Walsh Park Shelter "L" (Lions Club) | <input type="checkbox"/> |
| Allen Park Shelter-"J" (east of west boat ramps) | <input type="checkbox"/> | Walsh Park Shelter "M" (along Bellevue Ave) | <input type="checkbox"/> |
| **Eastside Park Shelter | <input type="checkbox"/> | Walsh Park Shelter "N" (along Bellevue Ave) | <input type="checkbox"/> |
| **Fox River Park Shelter | <input type="checkbox"/> | Walsh Park Shelter "O" (basketball court) | <input type="checkbox"/> |
| **Hollywood Park Shelter | <input type="checkbox"/> | *Washington Square (no shelter) N, E, S or W Side | <input type="checkbox"/> |
| Jordan Block Lawn area | <input type="checkbox"/> | Canal (no shelter) | <input type="checkbox"/> |
| Lincoln Douglas Park Shelter (Little League) | <input type="checkbox"/> | Other _____ | <input type="checkbox"/> |
| Lincoln Douglas Park Shelter-N/S Softball Diamonds | <input type="checkbox"/> | | |

*Please indicate what area of the park: _____ ** Indicates electricity available

Will you be selling any items? Yes* No *If yes, Illinois Sales Tax must be collected and is the responsibility of each vendor to report all sales to the Illinois Department of Revenue.

Reservation Date(s) _____ Number of persons expected _____

Expected time of arrival _____ Departure _____

This form must be received at least 14 days prior to the reservation date.

The above named group agrees to abide by all applicable city ordinances. Groups are reminded that their reservation is for the shelter area only. Other park facilities are open to public use. You are responsible to abide by the policies set forth on the attached *Park/Shelter Reservation Policy*.

In the event that this reservation is changed or cancelled, please contact City Hall at 815-433-0161, extension 131.

Return form to City Hall, 301 W. Madison St., Ottawa, IL 61350; Fax 815-433-2270; e-mail reservation@cityofottawa.org

Signature _____

CITY OF OTTAWA

301 West Madison Street

Ottawa, Illinois 61350

www.cityofottawa.org

Phone: 815-433-0161 Fax: 815-433-2270 E-mail: reservation@cityofottawa.org

Park/Shelter Reservation Policy

- Reservations will be taken on a first come first serve basis.
- A *Park/Shelter Reservation* form must be submitted 14 days prior to the event.
- Please contact 815-433-0161, extension 131 to cancel a reservation or make special arrangements.
- Confirmation of the reservation will be emailed to you.
- No alcohol is permitted in City parks.
- City parks close at dusk, with the exception of Washington Square, Allen Park, and Fox River Park which close at 10:00 p.m.
- You are responsible for picking up all trash, including table coverings and decorations and placing in trash receptacles.
- “Reserved” sign to be placed on the shelter will be provided.

ORDINANCE NO. 005 -2021

**AN ORDINANCE AMENDING ARTICLE III TO CHAPTER 66 OF THE MUNICIPAL
CODE OF THE CITY OF OTTAWA, LA SALLE COUNTY, ILLINOIS
(Park and Park Shelter Reservations)**

WHEREAS, the City of Ottawa has multiple parks and park shelters that are available for the public to reserve for events; and

WHEREAS, a reservation system to reserve parks and park shelters is necessary to ensure park and park shelter availability and to determine if any additional safety or traffic measures are necessary for the event; and

WHEREAS, the Council of the City of Ottawa believes it be in the best interest of the health, safety and welfare of the community to regulate park and park shelter reservations within the City of Ottawa.

THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF OTTAWA, ILLINOIS, AS FOLLOWS:

Section One: That the Municipal Code of Ottawa, Illinois, is hereby amended by the amendment of Article III to Chapter 66 to read as follows:

ARTICLE III. – Parks and Park Shelter Reservations

Sec. 66-71. – Reservation of Park or Park Shelters.

Any individual, group of individuals, club, business, or organization wishing to organize an event or activity in a public park or park shelter must submit an application with the city to reserve a park or park shelter(s). An event or activity includes parties, reunions, showers, fundraising events, markets, musical events, or any organized gathering of people in a specific area.

Sec. 66-72. - Application to Reserve a Park or Park Shelter.

The application to reserve a park or park shelter will be on a prescribed form provided by the City and must be received at least 14 days prior to the reservation date. The application must include:

- (a) The name, address, phone number, and email of the person seeking to reserve the park or park shelter;
- (b) The name of the organization on which the application is being submitted on behalf of, if applicable;

- (c) The requested date for the reservation and the expected arrival time and departure time;
- (d) The park or park shelter(s) you wish to reserve;
- (e) A brief description of the event; and
- (f) The number of people expected to attend the event.

Sec. 66-73. – Approval of Applications.

- (a) The Application will be submitted to the Commissioner of Public Improvements for approval. The application submitted first in time will take present if the Commissioner receives requests for the same park or park shelter(s) for the same date and times. If a park or park shelter is already reserved for the requested date and time, the application will be returned to the requestor with an opportunity to choose a new location or new date.
- (b) If the Commissioner of Public Improvements determines the size or type of event may require additional coordination between the event organizers and the City, then prior to approving the reservation, the Commissioner may request additional information from the requestor and/or request a meeting with City Officials, the Chief of the Police or his designee, and the event organizers to discuss and implement safety and traffic protocols that may be necessary to ensure the event is safe for the public.
- (c) The Commissioner of Public Improvements will approve the application for the reservation unless the Commissioner finds:
 - 1) the proposed event will incite violence, crime, or disorderly conduct; or
 - 2) the proposed event will cause extraordinary or burdensome clean up or expenses of city or police operations; or
 - 3) the application is not properly completed; or
 - 4) the requested park or park shelter(s) are already reserved for the same date and time and the requestor did not request a new location or date.

Sec. 66-74. – Rules of the Park and Park Shelters.

All persons who reserve city parks or park shelters and facilities must comply with all city ordinances, including, but not limited to the following rules and regulations:

- (a) All Parks close at dusk, with the exception of Washington Square, Allen Park, and Fox River Park which close at 10:00 p.m.;
- (b) No alcohol is permitted in City parks; except, alcohol may be permitted for special events open to the public such as festivals, and the ability to serve alcohol in the city parks must be specifically requested and approved by the commissioner of public improvements and the Mayor (modified per ordinance 027-2021); and
- (c) All trash, litter, and garbage must be picked up, including any table coverings or decorations, and the park or park shelter(s) must be left in a clean condition after use.

Sec. 66 - 75. Penalties.

In addition to the penalties provided for in Section 1-11 of the Municipal Code of the City of Ottawa, any person, club, organization, or entity that is found in violation of this Article may be denied future use of the park or park shelters.

Section Two: Any ordinance or part thereof in conflict with the provisions of this amendatory ordinance is hereby repealed to the extent of such conflict.

Section Three: This Ordinance shall be in full force and effect immediately after its passage, approval and publication in pamphlet form.

	Aye	Nay	Absent
Commissioner Eichelkraut	<u> X </u>	_____	_____
Commissioner Ganiere	<u> X </u>	_____	_____
Commissioner Rodriguez	<u> X </u>	_____	_____
Commissioner Less	<u> X </u>	_____	_____
Mayor Aussem	<u> X </u>	_____	_____

Passed and Approved this 19th day of January 2021.



Daniel F. Aussem, Mayor

ATTEST:



Shelly L. Munks, City Clerk

Published in pamphlet form by authority of the Council of the City of Ottawa, LaSalle County, Illinois this 20th day of January, 2021



Shelly L. Munks, City Clerk

ORDINANCE NO. 004 -2021

AN ORDINANCE AMENDING SECTION 86-223 and 86-224 OF THE MUNICIPAL CODE
OF THE CITY OF OTTAWA, LA SALLE COUNTY, ILLINOIS
(Application Requirements)

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF
OTTAWA, ILLINOIS, AS FOLLOWS:

Section One: That Section 86-223 of Chapter 86 of the Municipal Code of the City of
Ottawa, Illinois, be amended to read as follows:

Sec. 86-223. – Application.

An application to conduct a parade or open air meeting must be made in writing to the
Mayor at least 14 days prior to the event, by a representative of the group seeking the
permit, and must include the following information:

- (1) The name, address, telephone number, and email of the person seeking to
conduct such parade or open air meeting.
- (2) If the parade or open air meeting is proposed to be conducted for, on behalf
of, or by an organization, then the organization's name, address, telephone
number, and email.
- (3) The name, address, telephone number, and email of the person who will be the
parade chairman or chairman of the open air meeting.
- (4) The date when the parade or open air meeting is to be conducted.
- (5) The starting point, the route to be traveled, the termination point, and the
location of speakers' platforms.
- (6) The approximate number of individuals, animals, and vehicles which will
constitute the parade or open air meeting. Additionally, the types of animals
and description of involved vehicles.
- (7) The location of any assembly areas for such parade or open air meeting.
- (8) The arrival time and departure time of the organizers of the parade or open air
meeting, the time at which units of the parade will begin to assemble at
assembly areas, and the beginning and ending time of the parade or open air
meeting.
- (9) A statement as to whether the parade will occupy all or only a portion of the
width of the streets proposed to be traversed.

Section Two: That Section 86-224 of Chapter 86 of the Municipal Code of the City of
Ottawa, Illinois, be amended to read as follows:

Sec. 86-224. – Issuance or rejection of permit.

- (a) Following receipt of an application or reapplication for a parade or open air meeting
permit, the Mayor will either issue a permit for the holding of a parade or open air
meeting or reject the application. Permits may be rejected on the basis of improper or
incomplete application and reasons for rejection will be made known to the applicant, in
writing, at the time of rejection. The application will be allowed to correct or complete
an improper application and resubmit it to the Mayor; however, the application must be
submitted within 24 hours of the rejected application to meet the 14 day advance

notification requirement. If a corrected application is not received by the Mayor within 24 hours of the rejection, a new period of 14 days advance notice will be imposed.


- (b) If the Mayor determines the parade or open air meeting requires additional coordination between the event organizers and the City, then prior to approving the permit, the Mayor may request additional information from the applicant and/or request a meeting with City Officials, the Chief of the Police or his designee, and the event organizers to discuss and implement safety and traffic protocols that may be necessary to ensure the parade or open air meeting is safe for the public.
- (c) The Mayor may reject the permit if the Mayor finds:
 - (1) The parade or open air meeting will incite violence, crime, or disorderly conduct; or
 - (2) The parade or open air meeting will cause extraordinary or burdensome clean up or expenses of city or police operations;
 - (3) The application is not properly completed; or
 - (4) An application for a parade or open air meeting on the same date and time has already been submitted.

Section Three: This ordinance shall be in full force and effect immediately after its passage, approval and publication in pamphlet form.

Section Four: Any ordinance or part thereof in conflict with the provisions of this ordinance is hereby repealed.

	Aye	Nay	Absent
Commissioner Eichelkraut	<u>X</u>	<u> </u>	<u> </u>
Commissioner Ganiere	<u>X</u>	<u> </u>	<u> </u>
Commissioner Rodriguez	<u>X</u>	<u> </u>	<u> </u>
Commissioner Less	<u>X</u>	<u> </u>	<u> </u>
Mayor Aussem	<u>X</u>	<u> </u>	<u> </u>

Passed and Approved this 19th day of January 2021.



Daniel F. Aussem, Mayor

ATTEST:



Shelly L. Munks, City Clerk