



# City of WOODSTOCK

## Department of Public Works

326 Washington Street  
Woodstock, Illinois 60098  
815/338-6118  
fax 815/334-2263  
pwdept@woodstockil.gov

Thank you for choosing Emricson Park for your upcoming picnic or event. We hope that your group enjoys their day in this beautiful park. We are very proud of our park system and are here to assist you with any maintenance requirements to make your event successful. The following is a list of the pavilions at Emricson Park and the corresponding number of picnic tables at each pavilion for your use:

Main Pavilion - 20 tables (water & electricity available)  
Hilltop Pavilion - 10 tables (water & electricity available)  
Stuessy - 5 tables (water only available)  
Roskie - 5 tables (no utilities available)

Please respect other park users ~ do not move picnic tables from other areas to your pavilion and **do not block the recreation path**. Restrooms (may be portable toilets) are available near your pavilion and will be open for your event. If desired, you will need to provide your own grill. Fires are to be confined to charcoal grills as campfires or bonfires in the park are prohibited. A **fee of \$150.00 or the cost for staff time and materials to repair damage or restore the site, whichever amount is greater**, will be charged if it is found that a party has falsified the numbers of persons included in a party, cleanup is not performed, or if damage occurs to the structure or any of its components. Further, the City reserves the right to deny future rental for the individual or the party that has placed the reservation.

The Parks crew inspects the park and each pavilion every morning, and they will provide any needed maintenance at that time including removal of litter and debris in and around the pavilion and from the picnic tables. Garbage cans are emptied every morning, and your trash will be removed the morning following your event. The City appreciates your assistance by placing all of your trash in the designated containers.

If, upon your arrival, the pavilion is not in an acceptable condition, we ask that you call one of the following telephone numbers during the noted times, and we will quickly respond to your concerns:

Monday through Friday, 8:30 a.m. to 5:00 p.m. ~ 815.338.6118  
Monday through Friday, 5:00 p.m. to 8:30 a.m. ~ 815.338.2131  
Saturday and Sunday, 24 hours ~ 815.338.2131

Attendance over 150 people requires a police officer for the event. You must contact the Police Department (Tamara Reed, 815.338.6787) 30 days in advance of your reservation to make arrangements for Police presence.

**To receive a refund**, cancellation must be made one (1) week (7 days) prior to the actual reservation date. No weather related refunds will be issued.

If you have any questions or if you need additional information do not hesitate to contact either one of us during regular business hours at 815.338.6118. Have an enjoyable day in our park!!

Ernie Nelson  
Parks & Facilities Superintendent

Tom Migatz  
Assistant Director of Public Works

Administration • Engineering • Fleet Maintenance • Parks • Street Maintenance  
Sewer & Water Maintenance • Water Treatment • Wastewater Treatment

PAVILION RENTAL AND DEPOSIT FEES

<u>User Group</u>	<u>Rental Fee Per Day</u>	<u>Damage Deposit Per Day</u>
Resident:		
Family group less than 100 persons	\$ 25 .00	\$0 .00 <sup>3</sup>
Family group 100 or more persons	50 .00	0 .00 <sup>3</sup>
Corporation/organization less than 100 persons	80 .00	0 .00 <sup>3</sup>
Corporation/organization 100 or more persons	100 .00	0 .00 <sup>3</sup>
Nonresident:		
Family group less than 100 persons	50 .00	0 .00 <sup>3</sup>
Family group 100 or more persons	75 .00	0 .00 <sup>3</sup>
Corporation/organization less than 100 persons	100 .00	0 .00 <sup>3</sup>
Corporation/organization 100 or more persons	125 .00	0 .00 <sup>3</sup>
District 200 <sup>1</sup>	0 .00	0 .00 <sup>3</sup>
Marian Central Catholic High School <sup>2</sup>	0 .00	0 .00 <sup>3</sup>

Notes:

1. In recognition of the cooperative agreement between the city and Woodstock Community Unit School District 200 for the sharing of facilities, no fees will be charged to District 200 for the use of park and athletic facilities. This applies only to organized events conducted as part of the formal District 200 high schools' sports programs and teams. In lieu of charging a direct user fee, the city will continue to have access to District 200 facilities for city sponsored recreational programs and activities.

2. In recognition of the cooperative programs between the city and Marian Central Catholic High School for the sharing of facilities, no fees will be charged to Marian Central Catholic High School for the use of park and athletic facilities. This applies only to organized events conducted as part of the formal Marian Central Catholic High School's sports programs and teams. In lieu of charging a direct user fee, the city and Marian Central Catholic High School will work together for shared access to high school's facilities for city sponsored recreational programs and activities.

3. A fee of \$150.00 or the cost for staff time and materials to repair damage or restore the site, whichever amount is greater, will be charged if it is found that a user has falsified the numbers of persons included in a party, cleanup is not performed, or if damage occurs to the structure or any of its components. If this fee is not paid, no further rentals will be considered for the individual or the party that has placed the reservation until this fee has been collected.