



Openlands Lakeshore Preserve Special Use Permit Application

This permit must be kept on your person at all times while at the Preserve.

PERMIT HOLDER INFORMATION:

Name of Primary Permit Holder _____
 Address _____
 City _____ State _____ Zip Code _____
 Daytime Phone _____ Evening Phone _____
 Mobile Phone _____ Email _____
 Name of Contact Person Who Will Be On Site _____
 Daytime Phone _____ Evening Phone _____ Mobile _____
 Name of Additional Contact Person Who Will Be On Site _____
 Daytime Phone _____ Evening Phone _____ Mobile _____

EVENT INFORMATION:

Event Title _____
 Date(s) Requested _____
 Event Times, Including Set-Up and Clean-Up (please indicate a.m. or p.m.):
 Start _____ End _____ Total Number of Hours _____
 Total Number of Participants (Include Organizers, Event Staff, Etc.) _____

TYPE OF EVENT (check all that apply):

- Educational program or class
 - Meeting (permit required for groups of 15+)
 - Commercial photo or video shoot
 - Other (describe in space below):
 - Picnic (no grills, campfires, or other open flame permitted)
 - Scientific research
 - Tour - guided
 - Tour - self guided (permit required for groups of 25+)
- * Wedding ceremonies/receptions/commercial photography not permitted

AREA(S) OF THE OPENLANDS LAKESHORE PRESERVE THAT WILL BE USED (check all that apply):

- Lakeshore (north unit)
- Lakeshore (south unit)
- Bartlett Ravine Trail
- Hamill Family Upland Trail
- Other (describe in space below):
- Patten Road parking lot (indicate number of cars) _____
- City of Highland Park parking lot at Walker Avenue (indicate number of cars) _____
- Elemental Matters overlook
- Sun Central overlook
- Van Horne Ravine overlook

FOR OFFICE USE ONLY					
Processed by: _____	Date: _____	Permit Issued: Y N	Permit Declined: Y N		
Fee Received: Y N	Amount of Fee: _____	Cash: _____	Check: _____	Check #: _____	Other: _____
Comments: _____					

EVENT DESCRIPTION: Please briefly describe your event. Include any special set-up or clean-up needs, vehicle access needs, and any other information that will help Openlands determine if we can accommodate your request.

FEES: Openlands does not charge an admission fee for general use of the Openlands Lakeshore Preserve. Preserve visitors that wish to hold events or fulfill other special requests - including any group uses of the site that involve 25 or more participants - are required to obtain a permit and must pay the scaled rate listed below. This cost ensures proper restoration and maintenance of the site after the event is concluded. Groups of 151 or more should contact Openlands at lakeshorepreserve@openlands.org to determine their appropriate rate. Fees are payable by cash, check, or through www.openlands.org. Please make checks payable to Openlands, 25 E. Washington Street, Suite 1650, Chicago, IL 60602.

Number of People	Special Use Permit Flat Rate
1-15	\$25
16-25	\$35
26-50	\$50

Number of People	Special Use Permit Flat Rate
50-100	\$100
101-150	\$150
151 and above	\$250 minimum

PERMIT DETAILS AND RELEASE AND HOLD HARMLESS:

The permit holder listed on this permit is responsible for the actions of all other persons using the Openlands Lakeshore Preserve for the special use activities defined in this permit. This includes the responsibility for all cleanup needed, such as the removal of litter, to return the areas used to their pre-use conditions. This also includes the responsibility for all damages incurred to the Preserve as a result of the activities. This permit will be immediately revoked for the use of alcohol or any illegal substance, any violation of Federal, state, or local laws or ordinances, any violation of the Openlands Lakeshore Preserve’s General Use Policy and Rules and Regulations, and any behavior deemed inappropriate by Openlands or their designee. If at any time an unfavorable condition exists or conduct by participant(s) is deemed unacceptable, Openlands reserves the right, in the interest of public safety, to discontinue all activities and/or dismiss the person(s) that are detrimental to those activities. As a condition of special use(s) related to the permit, the permit holder agrees to furnish the following at their own expense: police, security, or other protection if deemed necessary by Openlands; insurance; and full reimbursement to Openlands for any damage caused to the Preserve or its amenities in association with this permit. My signature below indicates that I have reviewed the Openlands Lakeshore Preserve General Use Policy and Rules and Regulations, available online at www.openlands.org. Furthermore, my signature indicates my intent to abide by these rules and regulations. I understand that as the permit holder, I am responsible for the actions of all persons using the Openlands Lakeshore Preserve in association with this permit.

I recognize and acknowledge that there are certain risks of physical injury that could arise from use of the Openlands Lakeshore Preserve and I agree to assume the full risk of any injuries, damages, or loss which I may sustain while on the Openlands Lakeshore Preserve pursuant to this permit, or any and all activities connected with or associated with such permit or the Openlands Lakeshore Preserve. I agree to waive and relinquish all claims I may have arising under the use or associated with such permit or the Openlands Lakeshore Preserve against Openlands, and its officers, directors, agents, servants and employees. I do hereby fully release and discharge Openlands and its officers, directors, agents, servants and employees from any and all claims from injuries, damages or loss which I may accrue to me, while on the Openlands Lakeshore Preserve pursuant to this permit, or any and all activities connected with or associated with such permit or the Openlands Lakeshore Preserve. I further agree to indemnify and hold harmless and defend Openlands and its officers, directors, agents, servants and employees from any and all such claims resulting from injuries, damages and losses sustained by me and arising out of, connected with, or in any way associated with the activities while on the Openlands Lakeshore Preserve pursuant to this permit, or any and all activities connected with or associated with such permit or the Openlands Lakeshore Preserve.

I have read and fully understand the above program details and Waiver and Hold Harmless.

Signature of Permit Holder

Date

Signature of Openlands Representative

Date

Uses Authorized Without a Permit

1. **Authorized Uses:** The following uses are allowed, but only in areas where they are Authorized Uses and only in accordance with this Policy and all Rules:
 - A. Hiking, walking, jogging, or running on Pedestrian Trails;
 - B. Use of non-motorized and motorized wheelchairs on Pedestrian Trails;
 - C. Bicycling on Bicycle Trails and public rights-of-way;
 - D. Walking a dog on leash in designated areas only;
 - E. Fishing in Lake Michigan from Preserve Property in accordance with all Federal, State, and local laws and regulations;
 - F. Holding a picnic, self-guided tour, or other gathering with 25 or less people in attendance;
 - G. Birdwatching, nature observation, and other passive recreation activities in keeping with the Preserve Property's rules as identified herein;
 - H. Geocaching for caches approved by Openlands in designated locations; and
 - I. All other Authorized Uses not identified in this Section.
2. **Establishment of Rules:** In addition to the Rules identified in this Policy, Openlands may promulgate additional Rules governing Authorized Uses identified in this Section, if those rules are designed:
 - A. To minimize damage to the Preserve Property and the flora and fauna within that Property;
 - B. To protect the physical safety of people using the Preserve Property;
 - C. To minimize the interference by the proposed use with the use and enjoyment of the Preserve Property by others;
 - D. To ensure an orderly and organized use of the Preserve Property; or
 - E. To ensure compliance with applicable laws and other Rules.
3. **Fees:** Openlands reserves the right, pursuant to other Policies and decisions, to establish fees and charges for any Authorized Use.

Authorized Uses Requiring a Permit

1. **Permit Required:** No person shall use the Preserve Property for any of the following uses, unless the person has first obtained, and has physical possession of, a Permit allowing such use:
 - A. Any use on the Preserve Property, if that area of the Preserve Property is not open to the general public at the time of the proposed use;
 - B. Any use on the Preserve Property that is not an Authorized Use on that property;
 - C. A picnic, self-guided tour, or other gathering with more than 25 people;

- D. A picnic, self-guided tour, or other gathering at an area on or within the Preserve Property where such purposes are not Authorized Uses;
- E. Uses that are intended or likely to either exclude or interfere with use of or enjoyment by other members of the public of a particular area of the Preserve Property, including weddings, receptions, meetings, assemblies, parades, races, marches, drills, maneuvers, rallies, pickets, speeches, and addresses;
- F. Research for any scientific study or survey;
- G. Accessing any part of the Preserve Property with a Vehicle if such property is not available for access to the General Public. Openlands reserves the right to determine, on a case by case basis, if a special permit or parking pass is required for any staff, NAVFAC, maintenance, contractor, or approved volunteer or special use vehicles;
- H. Use of the Preserve Property in any manner that uses Sound and Energy Amplification or emits other sound a) that unreasonably interferes with the enjoyment of the Preserve Property by other members of the public, or b) that may disturb sensitive natural resources areas, or c) that is at a decibel level in excess of that which is permitted by State or local laws, whichever is more stringent;
- I. Building, lighting, and using a campfire on the beach as part of an educational program or special event;
- J. Taking any still or motion pictures or painting or drawing pictures for commercial purposes or for use in commercial advertising; or
- K. Offering or providing any goods or services for sale or conducting or soliciting any business, trade, occupation, or profession.

2. Permit Rules:

- A. **Establishment of Rules:** In addition to the Rules identified in this Policy, Openlands may promulgate additional Rules governing a Permit or the Permit application and review process if those Rules are designed:
 - i. To protect or minimize damage to the Preserve Property and the flora and fauna within that property;
 - ii. To protect the physical safety of people using the Preserve Property;
 - iii. To minimize the interference by the proposed use with the use and enjoyment of the Preserve Property by others;
 - iv. To ensure an orderly and organized use of the Preserve Property; or
 - v. To assure compliance with applicable laws and other Rules.
- B. **Duration of Permit:** Openlands may, at its discretion, make the Permit valid for a period of one to 365 days or any portion thereof, or on an annual or seasonal basis. Permits are not transferable and Permit fees paid to Openlands are not refundable.

- C. **Compliance with Rules:** The person or entity to whom a Permit has been issued (Permittee) shall comply with all applicable laws and Rules. Openlands may revoke a Permit for any violation of such laws or Rules, and holds the right to refuse issuance of future Permits to the same Permittee. Any misuse or damage to the Preserve Property will be the responsibility of the Permittee.
- D. **Openlands' Reserved Rights:** Even if a Permit has been granted, Openlands reserves the right to restrict access to or close the Preserve Property temporarily or to revoke a Permit because of:
 - i. A threat to the safety of those using such property, including threats posed by the weather;
 - ii. Potential damage to sensitive natural areas; or
 - iii. Interference by the Permittee with the use and enjoyment of the Preserve Property by others.

3. Application for Permit and Review of Application:

- A. **Application:** All Permits shall be issued on a first-come first-served basis within a calendar year cycle starting on January 1 of each year in which the proposed activity will take place. Openlands reserves the right to issue a Permit earlier than January 1 if it is determined it is in the best interests of Openlands to do so because of the size, impact, or nature of a proposed event or other relevant factors. Each person or entity desiring a Permit shall apply for it at a location designated by Openlands and on forms provided by Openlands. Each application shall include such information that Openlands deems relevant to the proposed use.
- B. **Review of Application:** Openlands shall grant the Permit unless it is determined that:
 - i. The proposed use would interfere or be inconsistent with a) Openlands' current or designated use of the Preserve Property, b) Openlands' future plans for the Preserve Property, or c) a license issued by Openlands for use of the Preserve Property;
 - ii. The proposed use may materially damage the Preserve Property or materially impact sensitive natural resource areas;
 - iii. The proposed use will delay, hinder, or prevent Openlands' implementation of planning, development, or restoration activities associated with the Preserve Property;
 - iv. The proposed use will interfere with other scheduled or existing uses of the Preserve Property sought to be used or would occur at a time when the Preserve Property sought to be used is not open to the public;
 - v. The proposed use violates Federal, State or local laws or Rules;
 - vi. The proposed use poses a substantial threat or danger to public safety or, if it is a contest or sporting event, poses a reasonable likelihood of physical

injury;

- vii. The Permit applicant has misrepresented, falsified, or withheld required information;
- viii. The applicant has, within the previous year, violated this Policy or Rules and, based on such violation(s), the applicant's future use of the Preserve Property may interfere with others' use and enjoyment of the said property; or
- ix. The proposed use would interfere with others' enjoyment and use of the Preserve Property.

4. **Designated Expressive Uses:** In considering whether to grant a Permit for a proposed use that includes Expressive Uses, in addition to the factors identified herein, Openlands shall consider the following:
- A. No Permit shall be denied or conditioned based upon the viewpoint of any Expressive Use or in any manner that unlawfully discriminates against any person because of race, sex, religion, color, ethnicity, national origin, handicap, disability, or age. If Openlands denies a Permit, the applicant may amend his or her application so that the proposed use would not be inconsistent with this Policy; however, Openlands reserves the right to make all final decisions regarding issuance of a Permit.

The Openlands Board of Directors adopted the Openlands Lakeshore Preserve Operations Manual on May 2, 2013