











PLEASE SELECT YOUR LOCATION:

 THATCHER WOODS PAVILION 8030 CHICAGO AVE RIVER FOREST, IL 60305		LOCATED ON CHICAGO AVE, BETWEEN THATCHER AVE. & 1 ST AVE.
 DAN RYAN WOODS PAVILION 8700 S. WESTERN AVE CHICAGO, IL 60620		ENTER OFF OF WESTERN BETWEEN 87 TH AND 83 RD STREET. STAY TO THE RIGHT. (WALK DOWN GRAVEL ROAD TO PAVILION.)
 MATHEW BIESZCZAT VOLUNTEER RESOURCE CENTER 6100 N. CENTRAL AVE CHICAGO, IL 60646		LOCATED BETWEEN ELSTON & DEVON AVE, ON THE EDGEBROOK GOLF COURSE
 SWALLOW CLIFF PAVILION ILLINOIS RT 83 & US RT 45 PALOS TOWNSHIP, IL 60465		LOCATED NEAR SOUTH LA GRANGE ROAD AND CALUMET SAG ROAD
 ROLLING KNOLLS PAVILION 11 N. ROHRSSSEN RD. ELGIN, IL 60120		STAY LEFT ON ROHRSSSEN RD, AS IT BECOMES BODE RD. KEEP STRAIGHT, ENTRANCE IS ON ROHRSSSEN RD. ACROSS FROM CARDINAL DR.

PAVILION RENTAL INFORMATION AND APPLICATION SUBMISSION

Reservations for the use of the Forest Preserves of Cook County (“FPCC”) pavilions can be made at the FPCC Headquarters (536 N. Harlem Ave, River Forest, IL, 60305) & Volunteer Resources Center (6100 N. Central Ave, Chicago, IL, 60646). Applicants may also email completed applications to pavilion.rentals@cookcountyil.gov or fax to 773-792-0539. Reservations must be made **at least 21** days in advance of the requested event date. Events may be held Monday-Sunday anytime from 9:00 a.m. until 10:00 p.m. except for FPCC observed holidays (FPCC holidays are listed on Page 2 in this application). The hours specified on your application must include set-up and tear-down times associated with your event. Applications received are considered pending as pavilions are reserved on a first come, first served basis. Applicant must specify on their application the total time, including the **set up & take down time**. Changes made to reservations with an “Approved” status will incur a \$5 change fee per change.

- ➔ Applications will be approved upon receiving: **1) Full Payment, 2) Insurance w/Endorsement, 3) Floor Plan and 4) Special use contracts/invoice, if applicable.**

1) PAYMENT

Fees may be paid via credit/debit card (Visa or MasterCard *only*), cashier’s check, money order or personal checks made payable to **“Forest Preserves of Cook County”**. Payments for reservations may be made:

- Online: (activenet.active.com/fpdccrecreation)
- Over the phone via credit/debit card (*MasterCard or Visa only*) (773) 792-0149.
- In person at the Volunteer Resource Center 6100 N. Central, Chicago, IL 60646 or FPCC General Headquarters located at 536 N. Harlem Ave., River Forest, IL 60305. In-person payments can be made anytime between *8:30am – 4:30pm Monday thru Friday*.
- **Please Note: Reservations must be a minimum of 4 hours. A \$25 Application fee and \$100 refundable security deposit is required with all Pavilion Rental Permit Applications. In addition, a 50% reservation fee must be paid within 48-hours of receipt of invoice. If no reservation fee is received by due date, requested date(s) will be released and the permit will be denied. Any remaining balances are due 30 days before the event date.**

2) INSURANCE

FPCC requires that all individuals, groups and organizations submit a Certificate of Insurance with Endorsement verifying comprehensive General Liability. Certificates w/Endorsements must be effective starting the first date of rental, insuring the district in the amount of **\$1,000,000.00** per occurrence. **The Certificate and Endorsement must be submitted at least 21 days prior to the scheduled event date and must name the applicant as the insured.** The Certificate and Endorsement must name the Forest Preserves of Cook County, 536 N. Harlem Avenue, River Forest, IL 60305 as an additional insured. For a sample, see **APPENDIX A**.

Volunteer Resource Center 6100 N. Central Ave., Chicago, IL 60646 • (P) 773-792-0149 • (F) 773-792-0539

• pavilion.rentals@cookcountyil.gov

3) FLOOR PLAN

A detailed floor plan must be completed and submitted for all events **at least 21 days** prior to the scheduled event date. An additional **\$25 fee** will be added to any event with more than one floor plan.

NON-PROFIT USE

Non-profit groups and organizations may qualify for a 50% discount on the hourly rental fee. To qualify for the 50% discount, the nonprofit group or organization must attach the following items to their application at the time of submission:

- **IRS 501(c) 3** letter reflecting the Non-Profit status. An example is attached as **APPENDIX B**.
- A letter on the organization's letterhead, describing and defining the group or organization and its purpose.

*All fees are indicated on page 5 of the application

*Security deposits, application fees and special use items are not eligible for the non-profit rate.

HOLIDAY RENTAL POLICY

All pavilions are closed on the following holidays:

- January 1st (New Year's Day)
- Easter Sunday
- Thanksgiving Day
- December 25th (Christmas Day)
- December 31st (New Year's Eve)

REFUND & CANCELLATION POLICY

All cancellation requests must be made in writing by the applicant. Fees such as; but not limited to, application fee, special use items, hire-back (*FPCC police*) and vendor Fees are non-refundable and non-transferrable. The FPCC reserves the right to cancel the event at any Pavilion/Room at its sole discretion upon giving 24 hours' notice to Applicant. Such notice shall be in writing to the Applicant identified as the contact person. All cancellation requests by Applicants must be made in writing. Refunds are provided based on the guideline below.

Rental fee refunds will be issued according to the following guidelines:

Cancellation Date (<i>Must be received in writing</i>)	Cancellation Fee
More than 6 months	25% of total rental fee
1-6 months	50% of total rental fee
Less than 1 month	100% of total rental fee

INCLEMENT WEATHER POLICY

FPCC reserves the right to cancel any event due to poor weather and/or turf conditions prior to or on the day of an event that may result in excessive damage to FPCC property or pose a risk to patrons. FPCC *does not* grant refunds to applicants for cancellations received due to inclement weather.

Pavilion Rental Permit Application

INTERNAL USE ONLY

Permit Administrator:

Permit #:

Received:

All applicants must be 21 years of age and must have a valid U.S. Driver's License or State Identification to apply.
PLEASE TYPE OR PRINT CLEARLY. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

Section 1 – Applicant Information

First Name:	Last Name:	
Email Address:	Date of Birth:	
Street Address:	Apartment/Unit #:	
City:	State:	Zip Code:
Primary Phone:	Secondary Phone:	
Are you a Cook County Resident? (NOTE: Additional Fees may apply): <input type="checkbox"/> Yes <input type="checkbox"/> No		
Name of Organization:	Applicant's Relationship with Organization:	
Are you requesting a Non-Profit discount for your organization? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Section 2 – Event Information:

Name of Event (Ex. – <i>Smith and Johnson Wedding</i>):		
Event Day On-Site Contact (<i>If different from applicant</i>):	Cell Phone:	
Total Attendance (<i>Total attendance for pavilion and grove space must not exceed pavilion capacity</i>):		
Venue:	Specific Room (<i>See page 5 for location list</i>):	
Are you requesting the use of the grove space attached to the facility listed above? (Note: An additional \$60 grove fee will be applied. <i>Total attendance for pavilion and grove space must not exceed pavilion capacity</i>): <input type="checkbox"/> Yes <input type="checkbox"/> No		
Date of Event – 1st Choice:	Time of Use (<i>including setup & take down</i>): From	To
Date of Event – 2nd Choice:	Time of Use (<i>including setup & take down</i>): From	To
1. Are additional dates & times needed for set-up/tear down? <input type="checkbox"/> Yes (<i>See below</i>) <input type="checkbox"/> No		
<input type="checkbox"/> Set-Up Date:	Time of Use: From	To
<input type="checkbox"/> Tear-Down Date:	Time of Use: From	To

Section 3 – Event Features:

2. ALCOHOL SERVICE: Are you requesting permission to serve alcohol (Note: Alcohol service must end 30 minutes before the event end time)? <input type="checkbox"/> Yes <input type="checkbox"/> No
3. FOOD SERVICE: Are you serving food at your event? <input type="checkbox"/> Yes <input type="checkbox"/> No Are you using a Caterer? <input type="checkbox"/> Yes (<i>See below</i>) <input type="checkbox"/> No
Name of Caterer:
4. ENTERTAINMENT: Are you requesting to have amplified sound inside the pavilion/room? <input type="checkbox"/> Yes (<i>See below</i>) <input type="checkbox"/> No

Pavilion Rental Permit Application

Hours of amplified sound (<i>Note: Amplified sound must end 30 minutes before event end time</i>): From	To
Are you planning to provide live entertainment as a feature of your event? <input type="checkbox"/> Yes (<i>See below</i>) <input type="checkbox"/> No	
Description:	
CORPORATE SPONSORSHIP: Will your event include sponsors that will make either in-kind or monetary contributions to the event? <input type="checkbox"/> Yes (<i>See below</i>) <input type="checkbox"/> No	
Description:	
SIGNAGE: Are you planning to have signage at your event? (<i>Note: Signage plans must be submitted to FPCC for approval</i>): <input type="checkbox"/> Yes <input type="checkbox"/> No	
5. ADVERTISEMENT: Will your event be publicly advertised? <input type="checkbox"/> Yes (<i>Provide web address below and/or attach samples of advertising material</i>) <input type="checkbox"/> No	
Web address:	
Provide a detailed description of your event. Document(s) with this information or other materials describing this event may be attached.	
6. SPECIAL USE: Will your event include any special use items? <input type="checkbox"/> Yes (<i>See below</i>) <input type="checkbox"/> No	

Section 4 – Special Use Items (*\$10 per item fees apply to all special use items placed in the grove space*)
Special Use items include, but are not limited to, the items listed below.

PLEASE NOTE:
The items below may be operated between the hours of 10 a.m. and 6 p.m. only or at least (2) hours before sunset. Documentation listed below must be submitted no less than 21 days before event date.

- Certificate of Liability Insurance and Endorsement submitted must cover all items requested. (*see pages 9 - 10 for examples*)
- If items are rented, a rental contract or receipt from each vendor must be submitted.

Special Use Item	Qty.	Details
Amplified Equipment (<i>If placed in grove space</i>)		<input type="checkbox"/> DJ <input type="checkbox"/> Stereo/iPod/MP3 <input type="checkbox"/> Live Band <input type="checkbox"/> Other (specify):
Canopy Tent (<i>larger than 10x10</i>)		Size?
On-site Catering/Grilling:		Size?
Generator(s) (<i>Electricity from pavilion may not be used to power any special use items</i>)		Used for:
Inflatable(s)		List:
Snack Machine: popcorn, cotton candy, etc.		List:
Stage/Platform		Size?
Other (<i>Ex. Photo Booth</i>):		List:
Total Items:		X \$10

PAVLION FEES

Please Note: All changes to the event must be made at least 21 days before the event. A change fee of \$5.00 will be applied to any changes requested after the approval of the permit as well as a \$25 late fee. Requests made less than 21 days may be subject to a denial.

DAN RYAN PAVILION			
PAVLION/ROOM	CAPACITY	RESIDENT	NON-RESIDENT
Mon-Thurs	120	\$75/Hr. <input type="checkbox"/>	\$100/Hr. <input type="checkbox"/>
Fri-Sat-Sun	120	\$100/Hr. <input type="checkbox"/>	\$125/Hr. <input type="checkbox"/>

MATHEW BIESZCZAT VOLUNTEER RESOURCE CENTER			
PAVLION/ROOM	CAPACITY	RESIDENT	NON-RESIDENT
<i>VRC Community Room</i>			
Mon-Thurs	100	\$45/Hr. <input type="checkbox"/>	\$70/Hr. <input type="checkbox"/>
Fri-Sat-Sun	100	\$65/Hr. <input type="checkbox"/>	\$90/Hr. <input type="checkbox"/>
<i>Classroom</i>			
Mon-Thurs	40	\$20/Hr. <input type="checkbox"/>	\$50/Hr. <input type="checkbox"/>
Fri-Sat-Sun	40	\$35/Hr. <input type="checkbox"/>	\$70/Hr. <input type="checkbox"/>

THATCHER PAVILION			
PAVLION/ROOM	CAPACITY	RESIDENT	NON-RESIDENT
<i>East Room</i>			
Mon-Thurs	80	\$75/Hr. <input type="checkbox"/>	\$100/Hr. <input type="checkbox"/>
Fri-Sat-Sun	80	\$100/Hr. <input type="checkbox"/>	\$125/Hr. <input type="checkbox"/>
<i>West Room</i>			
Mon-Thurs	40	\$60/Hr. <input type="checkbox"/>	\$90/Hr. <input type="checkbox"/>
Fri-Sat-Sun	40	\$90/Hr. <input type="checkbox"/>	\$115/Hr. <input type="checkbox"/>

ROLLING KNOLLS PAVILION			
PAVLION/ROOM	CAPACITY	RESIDENT	NON-RESIDENT
<i>LARGE Room</i>			
Mon-Thurs	80	\$75/Hr. <input type="checkbox"/>	\$100/Hr. <input type="checkbox"/>
Fri-Sat-Sun	80	\$100/Hr. <input type="checkbox"/>	\$125/Hr. <input type="checkbox"/>
<i>SMALL Room</i>			
Mon-Thurs	20	\$20/Hr. <input type="checkbox"/>	\$50/Hr. <input type="checkbox"/>
Fri-Sat-Sun	20	\$35/Hr. <input type="checkbox"/>	\$70/Hr. <input type="checkbox"/>

SWALLOW CLIFF PAVILION			
PAVLION/ROOM	CAPACITY	RESIDENT	NON-RESIDENT
Mon-Thurs	40	\$45/Hr. <input type="checkbox"/>	\$70/Hr. <input type="checkbox"/>
Fri-Sat-Sun	40	\$65/Hr. <input type="checkbox"/>	\$90/Hr. <input type="checkbox"/>

ADDITIONAL FEES	
Outdoor Grove Event Space (Resident) - \$60 <input type="checkbox"/>	Outdoor Event Space (Non-Resident) - \$66 <input type="checkbox"/>
Additional Floor Plans - \$25/per change <input type="checkbox"/>	Special Use Items - \$10/per item <input type="checkbox"/>

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• pavilion.rentals@cookcountyil.gov

Security Deposit Refund

Deposits paid via cash or check will be mailed a check to the name and address listed below. Failure to provide information will result in delay of refund processing.

Name of Payee or Organization:

Attention:

Street Address:

Apt/Unit/Suite:

City:

State:

Zip Code:

Waiver and Signature

By signing this Pavilion Rental Permit Application, I acknowledge that I have read and agree to abide by all FPCC permit rules, regulations and ordinances, including the cancellation policy. I also agree that I am solely responsible for the actions and conduct of my guests, invitees, participants, spectators, contractors and for assuring compliance with all permit rules, regulations and ordinances pertaining to my permit. I understand and agree that my security deposit shall be forfeited for any violation of this agreement.

I hereby assume all responsibility for and agree to defend, indemnify, save and hold harmless, the FPCC, its officers, employees, volunteers, contractors and agents against any losses, claims, damages, liabilities, actions, suits, proceedings, costs or expenses that they may suffer, incur or sustain or for which it or they may become liable as a result of, arising out of or relating to any negligence or intentional misconduct by myself as Applicant, and any guests, invitees, participants, spectators, including any officers, employees, contractors, agents or persons under a sponsoring organization's control in connection with this permit. My obligation to indemnify the FPCC shall survive the expiration of this permit.

I do solemnly swear that answers given and statements made on this application are full and true to the best of my knowledge. I am 21 years of age or older and I have read the terms and conditions set forth in this document and agree to abide by them.

Signature of Applicant:

Date:

PAVILION RULES AND REGULATIONS

APPLICANT'S RESPONSIBILITIES

SET-UP/TEAR-DOWN

- Applicants will be provided with parking placards for event attendees and for vendors, which must be placed immediately in the vehicles upon arrival, *if applicable*. Parking placards are only valid for the date(s) displayed on the front of the placard. Placards are assigned to applicants based on the attendance listed on the approved reservation.
- Applicants are approved to drive vehicles to the Pavilion and park in designated areas, to load and unload equipment **15 minutes prior to and after the event. Any arrival to the venue before the scheduled time of the event will result in an additional charge or denial of entry.**
- Additional set-up/tear-down must be requested prior to event date, *additional fees will apply*. Storing of equipment and/or decorations must be requested in advance and will be charged set-up/tear-down fees.
- Applicants are not allowed to move any FPCC property (i.e., tables and chairs). Moving of tables must be approved and completed by the assigned Event Aide or laborer. Any floor plan changes the day of the event will result in additional fees or denial of request.
- All decorations and equipment brought on FPCC property must be completely removed off premises at the end of each event.
- Kitchen area must be clean and clear of food; wipe off all counters and appliances, turn off all equipment, pick up all trash and place in the trash receptacles. Staff will empty the trash before, during and after events.
- All amplified equipment, including DJ's, iPods, bands, etc. must be turned off **30 minutes prior** to the event end time.
- All food and drink service must end **30 minutes prior** to the event end time.

FPCC EVENT SUPERVISION

- Prior to the event, tables and chairs will be set up according to the approved floor plan submitted.
- An FPCC Event Aide/monitor will be present the full duration of all events. The Event Aide/monitor's responsibility will consist of assisting with minimal floor changes (*complete changes to approved floor plans will incur an additional fee and/or possible denial of request*), monitoring the event, inspecting the pavilion before, during and after the event, as well securing the facility when the event has concluded.

RULES FOR PAVILION/ROOM

- Applicants are only granted the right to occupy the reserved Pavilion/Room. FPCC does not grant exclusive use of the preserves in their entirety. Applicants may acquire additional grove space adjacent to pavilions, but may not deny smaller groups access to the preserve or parking lots.
- The use of industrial size appliances (i.e., coffee makers) are strictly prohibited.
- Driving/parking outside of the designated roadways and parking lots are strictly prohibited. **FPCC does not guarantee access to any parking spaces, as all parking is open to the general public, even during permitted events.**
- No guns, knives, firecrackers, firearms or weapons of any kind are allowed on any FPCC property, including the Pavilion/Room.

PAVILION RULES AND REGULATIONS CONTINUED

- No equipment may be brought on district property without prior written approval from the FPCC. Examples include electrical equipment or lighting, musical instruments, platforms, barbecues, props, etc. Designated areas for grilling will be identified by FPCC staff.
- Prohibited items include, but are not limited to; tacks, nails, staples, rice, birdseed, glitter, silly string, confetti, mylar balloons, sidewalk chalk, putty, candles (inside and outside), propane tanks (inside the pavilion), and hot plates.
- Only freestanding decorations and double side scotch tape are permitted. Do not affix anything to ceiling, walls, doors, windows or floor.
- Banners and/or signage placed on FPCC entrance signs are strictly prohibited.
- No FPCC amenities (utilities, tables, chairs etc.) may be transferred or removed from inside the pavilion.
- Children must be supervised at all times.
- Except for service animals, live animals are prohibited from entry to the pavilions.
- Alcohol may be consumed on FPCC property by visitors of legal drinking age. However, consumers must produce adequate ID for proof of age upon request.
- The use of all tobacco products is prohibited within the Pavilion/Room or within fifteen (15) feet of the entrance to the facility. All pavilions are considered non-smoking facilities.
- Glass bottles are prohibited outside of the pavilions.

Contact information for the FPCC Pavilion/Room Rental Program:

6100 N. Central Ave, Chicago, IL, 60643

Phone: 773-792-0149

Fax: 773-792-0539

Hours: Monday – Friday 8:30am – 4:30pm

Email: pavilion.rentals@cookcountyil.gov

Addendum A

Certificate of Liability Insurance Sample

Please see sample certificate below. Certificates are due no less than two weeks prior to event date and must have the following noted:

1. Type of insurance must be "General Liability"
2. Amount of coverage per occurrence must be \$1,000,000
3. Forest Preserves of Cook County must be listed specifically as "Additional Insured"
4. Address to be used on insurance should reflect our General Headquarters office in River Forest.
5. Endorsement must be attached to certificate.

ACORD		CERTIFICATE OF LIABILITY INSURANCE		OP ID: JI	
<p>THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.</p> <p>IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).</p>				DATE (MM/DD/YYYY) 07/22/11	
PRODUCER ABC Insurance Agency 456 Smith St. Riverforest, IL 60305		CONTACT NAME: _____ FAX: _____ PHONE: _____ LAC. No.: _____ E-MAIL: _____ ADDRESS: _____ PRODUCER CUSTOMER ID #: JIMB002		INSURER(S) AFFORDING COVERAGE INSURER A: _____ INSURER B: _____ INSURER C: _____ INSURER D: _____ INSURER E: _____ INSURER F: _____	
INSURED John Smith 123 Main. St. Chicago, IL 60606		CERTIFICATE NUMBER: 1234567-89		REVISION NUMBER: _____	
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.					
GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROD <input type="checkbox"/> LOC		POLICY NUMBER 1234567-89		POLICY EFF. DATE (MM/DD/YYYY) 07/01/11	
AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS		POLICY EXP. DATE (MM/DD/YYYY) 07/01/12		LIMITS EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (EA OCCUR) \$ 50,000 MED EXP (w/ or w/o SERV) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000	
UMBRELLA LIM \$ _____ EXCESS LIM \$ _____ DEDUCTIBLE \$ _____ RETENTION \$ _____		POLICY PERIOD 07/01/11 - 07/01/12		COMBINED SINGLE LIMIT (EA ACCIDENT) \$ _____ BODILY INJURY (PER PERSON) \$ _____ BODILY INJURY (PER ACCIDENT) \$ _____ PROPERTY DAMAGE (PER ACCIDENT) \$ _____	
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY (Mandatory in NH) FIVE (5) YEAR DESCRIPTION OF OPERATIONS BEGIN		POLICY PERIOD 07/01/11 - 07/01/20		EACH OCCURRENCE \$ _____ AGGREGATE \$ _____ RETENTION \$ _____	
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required) The Forest Preserves of Cook County is named additional insured					
CERTIFICATE HOLDER Forest Preserves of Cook County 536 N. Harlem Ave River Forest, IL 60305			CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Jim Schubert		

POLICY NUMBER:

COMMERCIAL GENERAL LIABILITY

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART.

SCHEDULE

Name of Person or Organization:

Forest Preserves of Cook County

536 N. Harlem Ave

River Forest, IL 60305

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

WHO IS AN INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule as an insured but only with respect to liability arising out of your operations or premises owned by or rented to you.

Addendum B

501(c)3 Example

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **MAR 19 2001**

SAMPLE ARTS ORGANIZATION
1134 SOUTH ARTS ROAD
OREM, UT 84057

Employer Identification Number:
55-1234567
DLN:
09876543210987
Contact Person:
JOHN SMITH ID# 12345
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Foundation Status Classification:
509(a)(1)
Advance Ruling Period Begins:
November 27, 2000
Advance Ruling Period Ends:
December 31, 2004
Addendum Applies:
No

Dear Applicant:

Based on information you supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

Because you are a newly created organization, we are not now making a final determination of your foundation status under section 509(a) of the Code. However, we have determined that you can reasonably expect to be a publicly supported organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

Accordingly, during an advance ruling period you will be treated as a publicly supported organization, and not as a private foundation. This advance ruling period begins and ends on the dates shown above.

Within 90 days after the end of your advance ruling period, you must send us the information needed to determine whether you have met the requirements of the applicable support test during the advance ruling period. If you establish that you have been a publicly supported organization, we will classify you as a section 509(a)(1) or 509(a)(2) organization as long as you continue to meet the requirements of the applicable support test. If you do not meet the public support requirements during the advance ruling period, we will classify you as a private foundation for future periods. Also, if we classify you as a private foundation, we will treat you as a private foundation from your beginning date for purposes of section 507(d) and 4940.

Grantors and contributors may rely on our determination that you are not a private foundation until 90 days after the end of your advance ruling period. If you send us the required information within the 90 days, grantors and contributors may continue to rely on the advance determination until we make

Letter 1045 (DO/CG)