



Thank you very much for your interest in reserving the Fox River Trail for your organization's special event. We appreciate your cooperation in taking the initial step in your planning process by properly reserving the trail system. We require formal reservation of the trail so that only one major event is scheduled for each date on the trail system. We are not able to close the trail to the public, but we do try to keep the large group use to one group per section of the trail for safety reasons.

- Please fill in all information on the reservation form completely. We need to know where your major parking areas will be as well as rest stops and portable toilets. We require that you submit a copy of your map with your application.
- If you require the assistance of the police in any of the communities for any form of traffic control you must contact those departments directly. I can provide those contacts if needed.
- The use of any type of spray paint for marking on any part of the Fox River Trail is strictly prohibited. Please use chalk or signage to mark mileage or directions.
- Your route will use part of the trail that is owned by the Forest Preserve District of Kane County and the City of Batavia. You are required contact both agencies. For the Forest Preserve District of Kane County please contact Melissa Cate, 630-232-5980 or at [catemelissa@kaneforest.com](mailto:catemelissa@kaneforest.com). For the City of Batavia please contact Mike Johnson, 630-454-2500 or at [mjohnson@cityofbatavia.net](mailto:mjohnson@cityofbatavia.net).

**Please return the enclosed reservation form, a certificate of insurance naming the Batavia Park District as an additional insured as well as an additional insured policy endorsement, and your clearly marked map no later than one month prior to your event.** If I have not received all of your information by one month prior to your event, it is possible that all details will not be approved and your event may not be able to be held on the Fox River Trail.

Your cooperation is appreciated. If you have any further questions or concerns, feel free to contact me at 630-879-5235 x2057, or at [zachm@bataviaparks.org](mailto:zachm@bataviaparks.org).

Sincerely,

Zach Mueller

Facilities Supervisor



### Fox River Trail Reservation Form

Organization Name \_\_\_\_\_

Contact Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ E-mail \_\_\_\_\_

Event Name \_\_\_\_\_

Event Description \_\_\_\_\_

Date of Event \_\_\_\_\_ Event Hours \_\_\_\_\_

Expected Attendance \_\_\_\_\_

**Please note:** You are not allowed to permanently mark the trail in any way. All signs must be removed immediately following your event. Failure to take down signs and/or cleanup after the event may jeopardize use of the trail. All information must be submitted and approved to secure the reservation date. Copies of your forms and race route will be forwarded to all the municipalities involved.

The following information must be submitted and approved to secure the reservation date:

- The Fox River Reservation Form
- Route map showing the start, finish, check points, rest stations/stops, and any other important information.
- Certificate of Insurance naming the Batavia Park District as an additional insured as well as an additional insured policy endorsement

The \_\_\_\_\_ shall indemnify and hold harmless the Batavia Park District, Geneva Park District, St. Charles Park District, Fox Valley Park District, Forest Preserve District of Kane County, Batavia Police Department, Geneva Police Department, St. Charles Police Department, Aurora Police Department, North Aurora Police Department and Cities of Batavia, Geneva, St. Charles, Aurora and North Aurora, its officers, employees, volunteers, and agents against any claims, demands, cost and expenses, including reasonable attorney's fees for the defense thereof, arising from or in connection with the \_\_\_\_\_ use of the above listed organizations properties provided that said claims, demands, costs and expenses have not been caused by the negligence of the above listed organizations, its officers, employees, volunteers and agents.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Office Use Only	
Approved By _____	Date _____

# FOX RIVER TRAIL

Kane County, Illinois

on Dean St.  
two miles west

