Dear Oak Park Resident:

Block parties are a great way to meet your neighbors, discover shared interests and, of course, have fun! Everything you need to have a successful block party in Oak Park is contained in this packet.

As you plan your block party, please keep the following regulations in mind:

- Parties may start at 9 a.m., but must not continue past 11 p.m. and noise levels must not disturb residents at any time.
- Due to public safety and traffic considerations, east/west streets may not be closed for block parties.
- So that emergency vehicles can have passage, be sure all tables, chairs and other items placed on the street do not project more than six feet from the curb. A good guideline is to keep within the area next to the curb that is used for parking.
- Provide adequate supervision of children at all times.
- Do not stretch wires, ropes, nets, lights, banners and other items across the street. These could prevent access by emergency vehicles.
- Use only removable barricades provided by the Village to block the street. **Do not use a parked car as a barricade.** Alleys may not to be barricaded or used for parties.
- Do not obstruct public sidewalk or public way with barricades, ropes or other objects.
- Alcohol is only to be consumed on private property and may not be sold during the block party.
- Block parties are limited to 30 per weekend on a first come, first serve basis.

From time to time, the number of block parties on any given weekend may be limited due to other Village commitments. Determination will be made on a first-come-first-served basis. We regret any inconvenience this may cause.

Thank you again for this opportunity to help you create a better community within Oak Park. We wish you the best at your block party and are here to help with the process every step of the way.

For more information call 708.358.5700 or e-mail **blockparty@oak-park.us.**
Frequently Asked Questions

Q: When can I have my block party?
A: Block parties are held year-round. However, your party must be approved by the Village to ensure there is no conflict with other street projects. One or two parties may be held on a block each year, but not on consecutive days.

Q: What are the steps to getting a block party approved?
A: The Petition Form in this packet must be completed by at least 10 neighbors on the block. If there are fewer than 10 houses on the block, it must be signed by at least 75 percent of the block.

The form must then be sent to: Village of Oak Park
Attn: Block Parties
201 South Blvd.
Oak Park, IL 60302

The form must be received TWO WEEKS prior to the requested block party date. Once you receive approval for your block party, you must notify ALL block residents of the date and time of the event.

Q: How will I know my party received approval?
A: You will receive an e-mail confirming your requested block party. If permission for your party is denied, you will be contacted by phone.

Q: Who will provide the barricades for my party?
A: The Public Works Department will deliver the necessary barricades and pick them up from your contact person, unless otherwise specified. Placement of the barricades and their removal is the responsibility of block members. Barricades will be delivered to the contact person on the Friday preceding the block party and will be picked up on the Monday following the block party. If barricades do not arrive by 12:30 p.m. on the Friday before your block party, please call 708.358.5700. If any barricades are missing after the party, a fee of $35 per barricade payable to the Village of Oak Park will be charged. Please be considerate of persons who have side driveways, and do not impede their property access.

Q: What is the cost for having a block party?
A: The Village does not charge a fee to host a block party. However, many block parties do collect for local charities.

Q: How can I collect for a charity at my block party?
A: You can turn your block party into a fun and charitable event by helping organizations such as the Oak Park-River Forest Food Pantry. Some ideas for getting donations include charging “admission” to games and events, having a lemonade stand, charging non-perishable food items or cash; and asking people to bring canned goods or other supplies for donation. Other ideas include placing a bin or large box outside to collect food. After your event, deliver the food to the First United Church Food Pantry, 848 Lake St, First United Church. The Pantry is open on Saturdays from 9 a.m. to noon. On other days, call 708.386.1324 to arrange delivery or visit www.oprffoodpantry.org for more details.

Q: Where can I find more information on having a block party?
A: For more information on hosting a block party e-mail blockparty@oak-park.us or call 708.358.5700. Visit www.oak-park.us/our-community/block-parties-garage-sales.
Petition for Block Party

This petition must list signatures of residents who represent at least 10 separate addresses on the block. If you live on a combined block, you will need to have signatures from 10 or more from each block. For blocks with fewer than 10 homes, 75 percent of the block must sign the form. Once your block party date has been approved, all block residents – even those who did not sign the petition – must be notified at least seven days in advance of the block party date and time. **This form must be received by the Village at least two weeks prior to the requested block party date.** Return completed application to: Village of Oak Park, Attn: Block Parties, 201 South Blvd., Oak Park, IL 60302

**Petition**

The undersigned, being residents of the ______ block of ______, hereby request the Village of Oak Park to close the aforementioned block to vehicular traffic on ______, from the hours of ______ a.m. / p.m. to ______ a.m./p.m.

**Block Party Representative Information**

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**Block Signatures**

1. Name ___________ Address ___________
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14. Name ___________ Address ___________
15. Name ___________ Address ___________

**Office Use Only**

Received date ___________ Logged date ___________ E-mail date ___________ Construction Y / N
Requests and Activity Suggestions

Village Representative Request
Members of the Oak Park Police Department, Fire Department, Village Board or a Village staffer are available to visit your block party. After receiving confirmation from the Public Works Department on the date of your block party, use the following contact information to find out if they are available on your block party date.

**DO NOT** contact them prior to receiving confirmation from Public Works regarding your party date.

Fire Department
fire@oak-park.us
708.358.5600

Village Board or staffer
clerk@oak-park.us
708.358.5670

Police Department
See Resident Beat Officer chart to contact the RBO for your zone directly.

Activity Suggestions
Block Party Tree Walk
You and your block can take a scenic tour of the beautiful trees Oak Park has to offer. For more information or to schedule your tree walk in conjunction with a block party, call 708.358.5700 and ask for the Forestry Division.

Voter Registration
Consider having a voter registration booth at your block party. For details, contact the Office of the Village Clerk at 708.358.5670.
Block Roster

Fill in each space with house number, family name and home telephone number. This roster is for your convenience in meeting your neighbors prior to the block party. It does not need to be returned to the Village. Once completed, make copies for everyone on the block. *Make copies of this page as necessary. This page does not need to be returned to the Village.*

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BBQ Grills & Manufactured Fire Pits
Requirements for Code Compliance

BBQ Grills

1. **Smoke** produced must not be a nuisance to any neighbor.
2. Must be in an **approved container** designed for that purpose.
3. Must be **10 feet** from any combustible material or structure, such as a house, garage or deck.
4. BBQ’s are allowed on **concrete or masonry** balconies, as long as smoke is not creating a nuisance.
5. Only dry, seasoned **wood or charcoal** can be burned.

Fire Pits

1. The **smoke** produced must not be a nuisance to any neighbor.
2. Must be in an **approved container** designed for that purpose.
3. Must be **20 feet** from any combustible material or structure, such as a house, garage or deck.
4. Only dry, seasoned **wood or charcoal** can be burned, nothing else.
5. A **means to extinguish** the fire must be nearby, such as a fire extinguisher, garden hose or bucket of water.
6. A **metal cover** or lid must be available for covering the container when done.
7. Must be **attended by an adult** at all times of burning.

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*For more information call 708.358.5607 or e-mail [fire@oak-park.us](mailto:fire@oak-park.us)*
How to Have A
Zero Waste Block Party

Eating and Drinking
Teach the kids the difference between creating or preventing waste...

- Use table cloths from home rather than disposable plastic or paper cloths.
- Avoid disposable cups, plates or utensils. Bring reusable cups, plates and utensils from home.
- As a second best, use biodegradable plates, cups and flatware made from corn/soy agricultural waste products that will biodegrade in landfills within about 40 days).
- Switch from single-use beverages in cans or bottles to large pitchers for the whole family.
- Prepare and enjoy local, organic food from the Oak Park Farmer's Market or your own gardens - consider raising different things and sharing them.
- Avoid using paper napkins. Use cloth napkins - they reduce waste and won't fly away.

Activities
- Walk to the Farmer's Market as a group of households from the block to buy items for the party. Include pets, wagons, tricycles and scooters on the walk.
- Decorate rain barrels purchased ahead of time, getting the kids involved using waterproof paint, then work together to install them.
- Set up a compost bin walk to learn more about how to do it from someone who does. Add a worm bin exhibit to learn more about vermicomposting.
- Take a garden walk to enjoy each other's efforts, and start trading plants.
- Invite guests such as the Bike Ambassador, Village Recycle Coordinator, composting or native plant landscape expert.
- Play games outdoors with low-utility usage, such as egg toss, sprinkler, croquet, pet parade, talent show, sing along and bike/trike/scooter/wagon parade.

Cleaning Up
The real measure of zero or minimal waste

- Have three containers for waste - recycle, compost and landfill.
- Compost all food items except meat and dairy - egg shells are compostable.
- Recycle everything possible.
- Measure how much your block party has created for landfill, then try to get it down to zero.
- Use eco-friendly cleaning products like a vinegar/water mixture to clean up. Avoid paper or disposable wipes.

Based on the experiences of the Green Block of 300 S. Humphrey Ave. and ideas from the Oak Park River Forest Community Foundation and School District 90 Parent-Teach Organizations Environmental Health & Safety Committee.

For more information call 708.358.5700 or e-mail publicworks@oak-park.us