



RENTAL APPLICATION – COMMUNITY CENTERS, PARKS, OTHER
PARK DISTRICT ORDINANCE 260 RULES AND REGULATIONS APPLY TO ALL RENTALS

Revised 2/5/25

NAME OF APPLICANT/ AUTHORIZED AGENT _____

ADDRESS _____ **CITY/ST/ZIP** _____

PHONE _____ **EMAIL** _____

GENDER (F/M/NB) _____ **BIRTHDATE** _____

ORGANIZATION NAME _____ **Commercial** ____ **Non-profit** ____

ADDRESS _____

SECOND PERSON THE PARK DISTRICT MAY CONTACT REGARDING THE RENTAL

NAME _____ **PHONE** _____ **EMAIL** _____

EVENT INFORMATION

NAME AND TYPE OF EVENT _____

DATE _____ **TIME (including setup and cleanup)** _____

TOTAL # OF PEOPLE ATTENDING _____ **IS THE EVENT OPEN TO THE PUBLIC?** ____ **YES** ____ **NO**

IS THERE AN ADMISSION FEE FOR THIS EVENT? ____ **YES** ____ **NO**

If yes, what is the amount and purpose of the fee? _____

WILL YOU BRING ADDITIONAL EQUIPMENT OR FOOD ON SITE? ____ **YES** ____ **NO**

If yes, please describe _____

FACILITY REQUEST 1st choice _____ 2nd choice _____

AMENITY REQUEST (For athletic fields, use the Athletic Field Rental Application.)

_____ **Meeting Room** _____ **Gymnasium** _____ **Pool**

_____ **Picnic Shelter (max 50 people)** _____ **Park space or picnic grove** _____ **Grill Pad***

***Allowed only at locations with grill pads. See grilling guidelines for more information.**

EQUIPMENT REQUEST

INDOOR RENTAL: number of tables and chairs needed _____

OUTDOOR RENTAL (additional fees apply): _____ Port-o-let unit _____ five additional trash cans

RENTAL AGREEMENT

As used in this Agreement, "District" includes its officers, officials, agents, employees, and volunteers; and "premises", and "facilities" includes all rented facilities and common areas, including but not limited to parking facilities, restrooms, walkways, hallways, etc., and "User" includes the User Group/Renter. The parties hereby agree as follows:

1. User shall not enter, occupy, or use this listed facility(s) until the time(s) and date(s) specified above.
2. User shall vacate the facility(s) at the time(s) and date(s) indicated above or be charged an additional amount at 1.5 the assessed rental rate for a period of overtime use.
3. User shall remit the full balance due for the rental of said facility(s) upon vacation of said facility(s)/property and immediately upon termination of rental period.
4. User shall be responsible for and will pay for any damage to District property arising out of the use of the said facility(s) pursuant to this Agreement.
5. District does not assume any liability for property damaged, lost or stolen on the District premises, or for personal injuries sustained on the premises during User's use of the premises and User hereby agrees to assume the full risk of any injuries, damages or loss, regardless of severity, that User may sustain as a result of this Agreement. User further agrees to waive and release the District from any and all losses, claims, suits or judgments or damages that User might sustain as a result of any and all activities connected with or associated with this Agreement.
6. That no District equipment or property shall be removed from the premises without written permission of the District.
7. That no beer, liquor or any alcoholic beverages shall be brought or consumed upon the premises or be in the possession of any member of the party. It is agreed that violation of this provision shall result in automatic revocation of all rights hereunder and the forfeiture of all fees. The foregoing shall not be interpreted as limited or revoking any rights of the District under this Agreement.
8. User shall be responsible for inspecting the facility(s) subject to this Agreement prior to each use and shall be responsible for bringing to the District attention any potential dangers, safety hazards or problems. User is solely responsible for determining whether said facility(s) is safe, appropriate, and/or compatible for User's intended use.
9. User is solely responsible for providing any and all supervision at all times during User's use of any facility(s), including but not limited to the rented facility(s), and all common areas. Further, User shall be responsible for ensuring that User's guests and invitees comply with all applicable rules and regulations pertaining to use of District facilities.
10. User is solely responsible for the actions of any member of the User's group and shall provide adequate adult supervision (age 18 or older) of group at all times, and all adult supervisors must be readily identifiable as being with that group for emergency contact purposes.
11. User shall ensure that an adult supervisor, designated by the User to the District as its point of contact for communication with the District, will be on-site at all times during the User's use of the facility and will be responsible for clearly and effectively communicating with the District's representatives and the User's attendees to ensure compliance with the terms of this Agreement. User acknowledges and agrees that if the adult supervisor is not present on-site at any time during the event, the District may, in its sole discretion, immediately cancel the event. User shall not permit any area to be used for any disorderly or unlawful purposes during the period of this Agreement.
12. That this agreement for use of the District facility(s) will not be entered into by the District unless said Agreement is signed by an authorized representative or agent of User and delivered to the Office of the District at the above address that rents that facility(s).

13. That either party hereto may cancel this Agreement by delivery of written notice to the other party at least one (1) week (7 days) prior to the scheduled hour for indoor rentals and three (3) business days prior to the scheduled hour for outdoor rentals as hereinbefore designated. If this Agreement is so canceled, User will not be required to pay the fee hereinbefore designated. The security deposit will be forfeited in all other circumstances whether or not the premises are used by User.
14. It is fully understood and agreed by the parties that User shall fully defend, indemnify and hold harmless the District, including its officers, employees, volunteers and agents against any and all liabilities, claims, damages, losses, costs and expenses (including reasonable attorneys' fees) arising indirectly or directly in connection with or under, or as a result of this Agreement.
15. User shall provide a certificate of insurance verifying \$1,000,000 minimum general liability insurance per occurrence and \$2,000,000 aggregate naming the District as an additional insured, accompanied by a properly executed additional insured endorsement using CG 2011 or equivalent, and specifying the date(s) and nature of the event no later than twenty-one (14) days prior to the event. User's insurance shall be primary insurance as respects the District. Any insurance or self-insurance maintained by the District shall be in excess of User's insurance and shall not contribute with it. User's insurer shall agree to waive all rights of subrogation against the District.
16. User shall comply with any and all applicable rules, regulations, ordinances and permit procedures.
17. This rental agreement may be revoked at any time at the discretion of the District due to misrepresentation of User, the misconduct of individuals in the group or for misuse of property. Future rentals may not be issued to User.
18. This agreement is entered into solely for the benefit of the contracting parties, and nothing in this agreement is intended, either expressly or impliedly, to provide any right or benefit of any kind whatsoever to any person or entity who is not a party to this agreement, or to acknowledge, establish or impose any legal duty to any third party.
19. This agreement may not be assigned by User without the District prior written consent.
20. This agreement represents the entire understanding between the parties. This agreement may be modified or altered only by further agreement in writing between the parties.
21. Interpretation of this agreement shall be governed by the laws of the State of Illinois.

Check to agree to above terms

Signature _____

Printed name _____

(a duly authorized representative)

Date _____

FOR OFFICE USE ONLY

_____ Date approved

_____ Approved fee

_____ Payment info sent

_____ Permit sent

_____ Supervisor

_____ Superintendent

_____ Director

_____ Executive Director

PLEASE DIAGRAM YOUR EVENT SET-UP (Table and chair set-up, field layout, etc. Please include streets, doorways, fencing, etc. as reference points.)

