



PUBLIC FORUM RENTAL APPLICATION

PARK DISTRICT ORDINANCE 260 RULES AND REGULATIONS APPLY TO ALL RENTAL

Revised 4.9.26

NAME OF APPLICANT/ AUTHORIZED AGENT* _____

ADDRESS _____ CITY/ST/ZIP _____

DAY OF EVENT 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 _____

*Must be on-site for the full permitted time.

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 OR DOES THIS EVENT INCLUDE A FUNDRAISER? ☐ YES ☐ NO

- IF YES, WHAT IS THE AMOUNT AND PURPOSE? _____

CHOICE OF FACILITY

☐ NORTH SCHOOL PARK (max 5,000 attendees, electricity and access to rest rooms available for an hourly fee)

☐ MEMORIAL PARK (max 500 attendees, no access to electricity or rest rooms available)

DOES THE EVENT INCLUDE THE FOLLOWING? Check all that apply:

☐ Amplified sound	☐ Generator	☐ Signs/ Banners	☐ Tent
☐ Stage	☐ Temporary Display	☐ Food/ Beverage	☐ Other

Describe ALL checked items _____

IF POSTING SIGNAGE OR BANNERS, WHERE WILL THEY BE POSTED AND HOW WILL THEY BE SECURED? _____

SAFETY, SERVICES, AND PARKING

WHERE WILL ATTENDEES BE DIRECTED TO PARK? _____

WHERE WILL ATTENDEES BE DIRECTED TO USE REST ROOMS? _____

WHERE, WHEN, AND HOW WILL ATTENDEES BE DIRECTED TO SEEK SAFETY IF AN EMERGENCY SITUATION ARISES? _____

DOES THE EVENT INCLUDE A PROCESSION TO ANOTHER LOCATION? YES ☐ NO ☐ IF YES,

- HOW MANY MARSHALLS WILL BE ON-SITE TO DIRECT ATTENDEES? _____
- WHO IS YOUR VILLAGE CONTACT REGARDING SERVICES, SAFETY, AND TRAFFIC CONTROL? _____
- INCLUDE A MAP NOTING THE PLANNED ROUTE.

Park paths and walkways may not be blocked or obstructed. Items near or on paths, including cords and cables, must be secured or covered. All items, including signage, displays, and excess trash, must be removed by the end of the permitted time.

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 must submit a completed and signed Public Forum Rental Application at least two (2) weeks (14 days) prior to the requested date of the event.
2. User shall not enter, occupy, or use this listed facility(s) until the time(s) and date(s) specified above.
3. 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.
4. Applications are considered pending and permits are not final until User has submitted all required documentation and payment and has received an approved permit from the District. User may not promote activities at the facility(s) related to a permit while a permit is pending.
5. All Public Forum permits must be approved by either the District's Executive Director or Deputy Director.
6. User shall remit the full balance due for the rental of said facility(s) in order for approval and issuance of

a permit.

7. User shall be responsible for and will keep a bank card/credit card on file to pay for any damage to District property arising out of the use of the said facility(s) pursuant to this Agreement. The District will communicate the fees to the User prior to charging the card on file.
8. 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.
9. That no District equipment or property shall be removed from the premises without written permission of the District.
10. 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.
11. User shall be responsible for inspecting the facility(s) subject to this Agreement prior to each use and for bringing to the attention of on-site staff any potential dangers, safety hazards or problems to forward to the Supervisor or Manager who issued the permit. User is solely responsible for determining whether said facility(s) is safe, appropriate, and/or compatible for User's intended use.
12. The District reserves the right to adjust or cancel this agreement if the size or scope of the event changes, the User provides incorrect or false information during the application process, or forecasted weather or other circumstances threaten the safety of staff and/or attendees.
13. 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.
14. 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.
15. 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.
16. 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 in accordance with published Public Forum Rental Application guidelines.
17. 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.

18. 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.
19. District may require User to provide a certificate of insurance for specific items or activities 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 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.
20. Port-o-lets, if needed, must be reserved through the District for an additional fee and must be requested at least one week (7 days) in advance of the rental date.
21. User shall comply with any and all applicable rules, regulations, ordinances, and permit procedures.
22. 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.
23. Permits are considered pending and not final until User has submitted all required documentation and payment and received an approved rental permit. User may not promote rental while application is pending.
24. 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.
25. This agreement may not be assigned or transferred by User without the District's prior written consent.
26. 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.
27. Interpretation of this agreement shall be governed by the laws of the State of Illinois.

☐

I agree to the terms of this application (please check box if agreed)

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

- Ⓐ 2-20 amp electrical circuits
- Ⓑ 3 Stone Risers - approx. 850 sq. ft.
- Ⓒ 3 - Duplex electrical outlets on a single 20 amp circuit
- Ⓓ Amphitheatre floor area - approx. 1,120 sq. ft.
- Ⓔ 1 - Duplex electrical outlet on a 20 amp circuit
- Ⓕ West Parking Lot

North School Park

