



PARK DISTRICT OF LA GRANGE
536 East Avenue • La Grange, IL 60525
Phone: 708-352-1762 • Fax: 708-352-8591

Reservation # _____

APPLICATION PERMIT FOR RENTAL
Outdoor Facilities

**NO ALCOHOL
ALLOWED**

STAFF ONLY: Proof of LG Residency Shown ☐ Yes ☐ No Initials _____ App. Date/Time _____

RENTAL IS NOT FINALIZED UNTIL PERMIT HAS BEEN SIGNED AND APPROVED BY PARK DISTRICT STAFF.

Name/Organization Making Request: _____

Applicant/Organization complete address: _____

Home Phone: () _____ Cell Phone: () _____ Work Phone: () _____

Email Address: _____

Rental Information

Day & Date(s) requested: _____ Hours: _____

*****PLEASE NOTE : FACILITY ACCESS WILL BEGIN AND END ACCORDING TO RENTAL HOURS RESERVED*****

Is the organization/group insured? ☐ Yes ☐ No If yes, please attach a copy of a current Certificate of Insurance naming the Park District of La Grange as "Additional Insured" and athletic participation covered or included.

Is the Organization/Group: ☐ For Profit ☐ Not-for-Profit

Park Site: ☐ Denning ☐ Gilbert ☐ Sedgwick ☐ Gordon ☐ Spring ☐ Waiola ☐ Stone ☐ Rotary ☐ Elm

☐ Countryside Park ☐ City Park

Permit Type: ☐ Baseball Field _____ ☐ Basketball Court ☐ Game Field/Open Area ☐ Handball ☐ Shelter
☐ Soccer Field ☐ Softball Field _____ ☐ Tennis Court _____ ☐ Sand Volleyball Court _____

Briefly describe the reason for facility use: _____

Will you be setting up any large games or equipment or will outside entertainment be brought in? ☐ Yes ☐ No (Please list)

Requesting permission to grill? ☐ Yes ☐ No **Only propane grilling is allowed. Requires approval from PDLG*

Will Tents be setup? ☐ Yes ☐ No **If Yes, Park District must be called and informed two weeks prior to rental*

Bathrooms opened? (Available at Denning Only) ☐ Yes ☐ No

Estimated Number of Attendees: _____ Approximate Ages: _____

Will admission be charged? ☐ Yes ☐ No If yes, amount: \$ _____

Please indicate any special needs setup: _____

BY SIGNING THIS APPLICATION, I ACKNOWLEDGE THAT I HAVE READ, UNDERSTAND & WILL ABIDE BY THE GUIDELINES ON THE REVERSE SIDE OF THIS FORM AND I HAVE READ, UNDERSTAND & AGREE TO THE HOLD HARMLESS AGREEMENT

Signature of Applicant _____

Date of Application _____

Rental Fee \$ _____ Security/Damage Deposit \$ _____ Key Deposit \$ _____

Total \$ _____ Due date _____ (Rental fees due two weeks prior to rental date)

Rental Approved By: _____ Date: _____

Permission to Grill Approved By: _____ Date: _____

PARK DISTRICT OF LA GRANGE OUTDOOR FACILITY RENTAL
REQUIREMENTS AND GUIDELINES

Renter must be present at function at all times, NO EXCEPTIONS, or deposit will be forfeited. Only one renter can be designated to a contract. Only one renter can be in contact with park district regarding the rental. The renter is responsible for the conduct of the attendees at the rental.

If rental is transferred to a different renter after approval of original request has already been approved a \$50 fee will apply.

Renter must be at least 21 years of age at the time of application to rent and must show proof of residency in the form of a driver's license/state ID or utility bill only to receive resident rates.

Security deposit will *be* forfeited if a non-resident misrepresents resident status.

All facility rental requests must be made a minimum of two weeks in advance. The Park District reserves the right to deny requests not submitted within this time frame. Requests will not be accepted more than 90 days in advance.

Payment methods accepted for rental fees and security/damage deposit fees include cash, check, Visa, Mastercard, Discover and cashier's check. All fees are due two weeks prior to rental date. A driver's license/state ID is required for all payments made by a personal check. Personal checks will not be accepted later than two weeks before rental.

All rentals require a \$100 security/damage deposit.

In general, all rentals require that renter carry general liability insurance. Rentals of park shelters for fewer than 20 people, with no alcohol, and no outside equipment are exempt from the insurance requirement. Renters may also apply to the Facilities and Operations Supervisor for a waiver of the insurance requirements. For all rentals for which insurance is required, User shall provide a certificate of insurance verifying \$1,000,000 minimum general liability insurance naming the Park District of LaGrange 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 (21) 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.

If rental is cancelled at any time, the \$100 security/damage deposit will NOT be refunded to the renter. We reserve the right to increase the security/damage deposit as we feel necessary, especially for rentals consisting of 100 or more attendees. The security/damage deposit is processed to secure the reservation and serves as the damage deposit.

Deposit is refunded back to renter within 10 business days of rental upon determination that the space was left as it was upon entering, as well as no rule violations.

. Deposit cannot be used toward another rental nor put on file as a credit. A refund of the facility rental fees (not including the security deposit) may be granted if the renter provides notice of cancellation at least 14 days prior to the date reserved. Facility rental fees are forfeited if the cancellation notice is less than 14 days prior to rental date and cannot be used toward another rental nor put on file as a credit. Please contact the Park District on the day of the rental in the event of a rainout; failure to call may result in the forfeiture of all fees paid.

ALCOHOL IS NOT ALLOWED IN THE PARKS. Deposit will be forfeited & event will be immediately terminated if alcohol is brought to the facility.

Facility use is the time designated on the application. Renter must allow time for set up and clean up of the event within rental hours.

Facilities requiring a Park District staff member to open and close will be opened 15 minutes prior to the rental time and will be closed at the scheduled rental end time.

The Park District reserves the right to require a staff member to remain on site for an additional fee.

Fees are subject to change without public notification.

Parks close at sundown. This means that the park must be completely cleared out by that time.

Rental includes reserved space only. Other rental needs and/or requests will be at an additional cost.

Place garbage in provided receptacles.

Remove any/all decorations immediately after rental. The facility must be left in the same condition as you found it.

Renter pays for any damage repair/cleaning services required as a result of actions performed by renter and/or guests.

Solicitation shall not take place within any part of the facility without prior permission from the Park District.

The Park District reserves the right to revise any rules in respect to the welfare of the facility.

Renters and their guests must conduct all activities in a mature, responsible manner.

No betting or gambling allowed in or on Park District of La Grange facilities.

No golfing is allowed in Park District of La Grange Parks. A fine will apply if rule is not adhered to.

Leashed dogs are allowed on Park District property. A fine will apply if the rule is not adhered to.

Amplified music is not allowed on Park District property unless prior consent is granted in writing.

The Park District assumes no responsibility for loss of or damage to personal property brought to the rented facility.

Renters and their guests must comply with rules, regulations and ordinances of the Park District of La Grange, Village of La Grange and State of Illinois.

The Park District of La Grange reserves the right to require a staff supervisor or a police officer on duty. Additional fees may apply.

Renters charging a gate (ticket) fee for their activity will be subjected to a maximum 10% charge of gross profits to the Park District.

Children under 18 must be supervised at all times by an adult 21 and above. One adult over 21 years of age for every 10 youths in attendance is required.

All food and drink must be kept in the immediate area of rental.

All outside equipment/entertainment brought in for facility rental requires approval by the Park District of La Grange. Additional insurance requirements apply.

Tents and any other structures may not be staked into the ground without verbally notifying the Park District ten days or more in advance of the rental date.

Vehicles are not allowed on park property at any time, except in designated parking areas.

Outdoor cooking is only allowed with prior consent from Park District staff. No charcoal grilling is allowed.

No open fires are allowed at any outdoor location.

Access to indoor washrooms are available at Denning Park only for \$10/hour for residents of La Grange and \$20/hour for non-residents . Key is picked up/returned at the Recreation Center administrative offices. If the key is not returned the security deposit is forfeited.

Security deposit will be forfeited due to a false 911 call, non-emergency fire alarm, or any other action causing the evacuation of the facility and/or the necessity of emergency personnel to arrive for an unnecessary reason.

Outdoor facility rentals requesting light usage will be charged an additional fee. Lights are not available until after 6 p.m.

All/part of the damage deposit shall be forfeited if *renter* neglects any of the requirements/guidelines listed above.

HOLD HARMLESS AGREEMENT

Individual - As a duly responsible adult, I (we) assume responsibility for all claims for personal injury or property damage, and any other type of claim arising from my (or our) group's use of Park District of La Grange facilities. (we) further agree to pay for all costs for losses or damages, including clean-up costs, to Park District owned or leased land, buildings and equipment.

Ad Hoc Group — I, as duly authorized signatory for my group or organization, assume responsibility for, and will indemnify the Park District of LaGrange for all claims for personal injury, property damage and any other type of claim, arising from the use of Park District facilities. I further agree to pay all costs for losses or damages to Park District of La Grange owned or leased land, buildings and equipment. I further understand that in consideration for being permitted to utilize the facilities of the Park District of La Grange, I do myself, my heirs, executors, administrators, assigns, and the organization I represent, hereby release and discharge the Park District of La Grange Board of Commissioners, officers, employees, agents and associates from any and every claim resulting from the use of this facility.

I have carefully read the foregoing release and know the contents thereof and sign this release as my own free act.

AGREED:

Date: _____