ROOM RENTAL APPLICATION

Reservation # _____

RENTAL IS NOT FINALIZED UNTIL APPLICATION IS APPROVED AND SIGNED BY A PARK DISTRICT EMPLOYEE. $100 SECURITY DEPOSIT IS REFUNDABLE AND IS *NOT A DOWNPAYMENT*. IF RENTAL IS CANCELLED AT ANY TIME, THE DEPOSIT IS NOT REFUNDED

Name/Organization _____ Date of Application ____/____/____

Address _____ Proof of ☐ Residency Checked

City _____ Zip Code _____

Home Phone (____) _____ Cell Phone (____) _____

Email Address _____

Date of Event ____/____/____ Headcount Expected _____

Time of Event _____ **ROOM ACCESS IS ALLOWED 15MIN PRIOR TO START TIME & MUST BE VACATED & CLEANED BY END TIME—END TIME CANNOT BE EXTENDED DAY OF RENTAL**

Purpose of Event _____

Room : _____ Guest of Honor's name _____

Playground: _____ - _____ 2 HOUR LIMIT—MAX CAPACITY 50 ADULTS & KIDS) **$55 HR/RES $72 HR/NR**

Basketball Court Rental (Not available during after hours) _____ - _____ FULL COURT HALF COURT

Volleyball Court Rental _____- _____

Will you be hiring outside entertainment Yes _____ No _____ If yes, please explain _____

**PDLG requires all outside vendors to provide us a certificate of insurance naming the Park District of La Grange as "additional insured"*

Will admission be charged ? Yes ____ No ____ $ _____ Is the Organization/Group: For Profit Non-Profit

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. ****

_____ _____

SIGNATURE OF APPLICANT **DATE OF APPLICATION**

By signing this application, I acknowledge that I have read, understand & will abide by the guidelines on the reverse side of this form

OFFICE USE ONLY—

Application Received by _____

Facility Rental Approved by _____ Date ____/____/____

Security Deposit $ _____ Total Due $ _____ Due Date ____/____/____

Comp ____ Dep ____ App ____ CF ____ Call ____ (_____) Email ____

PARK DISTRICT OF LA GRANGE INDOOR FACILITY RENTAL GUIDELINES – RECREATION CENTER

1. 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. Renter must be the only person in contact with the Park District regarding the rental. The renter is responsible for the conduct of the attendees at the rental. Your guests must remain in the designated room.
2. 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 to receive resident rates. Security deposit will be forfeited if a non-resident misrepresents residency status. A $50 fee applies if rental is transferred to a new applicant/renter after approval of original rental request has already been granted.
3. 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.
4. **Rental is NOT approved or final at time of application.** After application, rental will be considered for final approval and is not final until renter receives a signed and approved rental permit and /or a call from the Park District indicating rental is approved. Park District is not at fault if renter sends out invitations or assumes rental is finalized before the contract is approved.
5. 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. Park District reserves the right to cancel rental if it is not paid on time.
6. All rentals require a $100 security/damage deposit ($200 for Banquet Room) paid in renter's name only. 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 after rental occurs and upon determination that the space was left as it was upon entering, as well as no rule violations. **If rental is cancelled at any time, the security/damage deposit will NOT be refunded to the renter.**
7. The security/damage deposit is forfeited if the renter cancels the rental and cannot be applied to a future rental nor kept on file as a credit. A refund of the facility rental fees (not including damage/security deposit) may be granted if the renter provides notice of cancellation at least 14 days prior to the rental date. Facility rental fees are forfeited if cancellation notice is less than 14 days prior to rental date and cannot be applied to a future rental nor kept on file as a credit. Changes to rental may not be made less than three weeks prior to the rental date. Date changes are subject to the Superintendent of Facilities' approval and are subject to a $50 fee.
8. Facility use is the time designated on the application. Renter must allow time for set up and clean up of event in rental hours. Access to rental space is 15 minutes prior to rental start time. Rental must be cleaned up and attendees cleared out of room/facility at the rental end time stated on application. **Deposit will be forfeited if renter stays past the end time. Rental end time cannot be extended on day of rental.**
9. Fees are subject to change without public notification.
10. After hours rentals at the Recreation Center are made available for an additional hourly rate. After hours begin at 9 p.m. Monday – Friday, 6 p.m. Saturday and 5 p.m. Sunday After hours are approved only at the discretion of the Facilities and Operations Supervisor. Rentals held on Sundays between Memorial Day and Labor Day are subject to after-hour fees after 1 pm. and are also subject to a three-hour minimum.
11. Rental includes space, regular chairs & tables with Park District set-up of tables/chairs per renter's request. Other rental needs/requests will be at an additional cost.
12. Renter should wipe off tables and chairs, place garbage in provided receptacles, and remove all decorations. The room(s) must be left in the same condition as renter found them. When you leave the facility, it must be suitably clean so another group could use it after you.
13. Renter pays for any damage/ repair/cleaning services required as a result of actions performed by renter and/or guests.
14. Solicitation shall not take place within any part of the facility without prior permission from the Park District.
15. The Park District reserves the right to revise any rules in respect to the welfare of the facility.
16. Renters and their guests must conduct all activities in a mature, responsible manner.
17. No betting or gambling allowed in or on Park District of La Grange facilities.
18. The Park District assumes no responsibility for loss of or damage to personal property brought to the rented facility.
19. Renters and their guests must comply with the rules, regulations and ordinances of the Park District of La Grange, Village of La Grange and State of Illinois in use of the facility.
20. The Park District of La Grange reserves the right to require a police officer on duty. Additional fees may apply.
21. Renters charging a gate (ticket) fee for their activity require park district permission and will be subjected to a maximum 10% charge of gross profits to the Park District.
22. 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. Adult supervision is required at all times in the indoor playground.
23. **All outside equipment/entertainment brought in for facility rental requires approval by the Park District of La Grange.** Additional insurance requirements apply. **DJ's are not allowed in party rooms.** DJ's are only allowed in the DeSitter Room with advanced approval of the Park District of La Grange.
24. All food and drink must be kept in the immediate area of rental.
25. 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.
26. Smoking is not permitted in the building or within 15 feet of the facility.
27. No burning candles are allowed in any facility, except for a brief time for birthday cake candles. Sternos may be used.

28. No staples, screws, hooks, nails or tape of any kind can be affixed to any wall or surface. Only non-marking tape putty is allowed. Confetti, silly string and piñatas are not permitted. The Park District will not provide tools needed to decorate. Balloons are not allowed in the indoor playground or gyms.
29. NO ALCOHOL is allowed on Park District property. Only DeSitter Room renters who have purchased an alcohol permit from the Park District of La Grange may have alcohol.
30. In general, all rentals require that renters carry general liability insurance.
    Rentals involving fewer than 6 people, 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. If alcoholic beverages are being served or consumed, User must also provide proof of Dram Shop and Liquor Liability insurance. 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.
31. **All/part of the damage deposit shall be forfeited if renter neglects any of the responsibilities/guidelines listed above.**
32. User shall be responsible for inspecting the facility subject to this Agreement prior to each use and shall be responsible for bringing to the Park District's 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.

HOLD HARMLESS AGREEMENT

*Individual – **As a duly responsible adult, I (we) assume responsibility for all claims for personal injury, including but not limited to, medical expenses, property damage, and any other type of claim arising from my (or our) group's use of Park District of La Grange facilities. I (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 La Grange 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. It is further understood 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. This release contains the entire agreement between the parties hereto and the terms of this release are contractual and not a mere recital. I have carefully read the foregoing release and know the contents thereof and sign this release as my own free act.*

AGREED:

_____ **DATE:** _____