



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

Reservation # \_\_\_\_\_

## APPLICATION PERMIT: INDOOR COURT RENTALS

*\*Renters are responsible for keeping all people and personal items off the track at all times. Rental will be terminated and fees and security deposit will be forfeited if policy is not adhered to.*

### Office Use Only

Application  
received by: \_\_\_\_\_

☐ Proof of  
residency checked

NAME/Organization Making Request: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/ZIP CODE: \_\_\_\_\_

HOME PHONE: (    ) \_\_\_\_\_ CELL PHONE: (    ) \_\_\_\_\_

WORK PHONE: (    ) \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

### ☐ Basketball Court

☐ FULL court    ☐ HALF court    \_\_\_\_\_ Number of Courts needed

### ☐ Volleyball Court

ASSIGNED COURT(S): \_\_\_\_\_

*\*Courts assigned by staff*

RENTAL DATE(S): \_\_\_\_\_

RENTAL TIME (start and end): \_\_\_\_\_

*\*PLEASE NOTE: Cancellations must be made two weeks prior to rental date to receive a full refund of fees. Renters cancelling less than two weeks prior to rental date will not receive credit toward another rental date.*

PURPOSE for Court Rental: \_\_\_\_\_

*\*PLEASE INCLUDE TEAM NAME IF APPLICABLE*

NUMBER OF ATTENDEES: \_\_\_\_\_ Approximate Ages: \_\_\_\_\_ Will admission be charged? ☐ No ☐ Yes \$ \_\_\_\_\_

Please indicate setup and/or any special needs: \_\_\_\_\_

Will you be bringing in equipment other than what you requested or will outside entertainment be brought in?

☐ Yes ☐ No If yes, please describe \_\_\_\_\_

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

How did you hear about us? ☐ Brochure ☐ Church Bulletin ☐ Website ☐ Friend ☐ Seasonal Program Guide ☐ Other

**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

\_\_\_\_\_  
Facility Rental Approved By

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date of Approval

**\*RENTAL IS NOT FINALIZED UNTIL PERMIT IS SIGNED AND APPROVED BY PARK DISTRICT STAFF\***

**PARK DISTRICT OF LA GRANGE GYMNASIUM RENTAL GUIDELINES – RECREATION CENTER**

1. Renter must be present at function at all times, NO EXCEPTIONS, or deposit will be forfeited. The renter is responsible for the conduct of the attendees at the rental, including sportsmanlike conduct and language. Your guests must remain on the designated court(s) rented.
2. Renter must be at least 21 years of age at 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.
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.
5. Payment methods accepted for rental fees and security/damage deposit fees include cash, check, Visa, Mastercard and cashier's check. **All fees are due at least two weeks prior to rental date.** A driver's license/state ID is required for all payments made by personal check. Personal checks will not be accepted any 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 paid in renter's name only. **If rental is cancelled at any time, the \$100 security/damage deposit will NOT be refunded to the renter.** 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.
7. The security/damage deposit is forfeited if the renter cancels the rental. A refund of the facility rental fees (fees do not include the damage/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 cancellation notice is less than 14 days prior to rental date. Changes to rental may not be made less than two weeks prior to the rental date.
8. Facility use is the time designated on the application. Renter and attendees must have vacated the rental space 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. Only the assigned courts on rental permit may be utilized by renter. It is the renter's responsibility to ask which court corresponds to the assigned court on their rental permit.
10. Renter is responsible for all of his or her attendees. All attendees must remain off the track at all times, including if there are no patrons using the track. No person is allowed to sit, stand or linger on the track for any reason. All personal items and equipment, including power cords, must remain clear of the track. Failure to comply is a serious safety hazard and inconvenience to patrons using the track. Rental may be terminated and deposit forfeited if renter does not adhere to this policy.
11. Fees are subject to change without public notification.
12. After hours rentals at the Recreation Center are made available for an additional hourly rate. After hours charges may apply to rentals held on Sundays during the summer.
13. Basketball hoops cannot be lowered..
14. Rentals requiring a Park District attendant will be charged an additional fee. If the renter fails to show after 30 minutes of their rental start time, they will be judged a "no show", and Park District staff will leave. The Park District reserves the right to require a staff member to remain on site for an additional fee.
15. Renter pays for any damage repair/cleaning services required as a result of actions performed by renter and/or guests.
16. Solicitation shall not take place within any part of the facility without prior permission from the Park District.
17. The Park District reserves the right to revise any rules in respect to the welfare of the facility.
18. Renters and their guests must conduct all activities in a mature, responsible manner.
19. No betting or gambling allowed in or on Park District of La Grange facilities.
20. The Park District assumes no responsibility for loss of or damage to personal property brought to the rented facility.
21. 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 in use of the facility.
22. Fees are subject to change without public notification.
23. Renters charging a gate (ticket) fee for their activity will be subjected to a maximum 10% charge of gross profits to the Park District.
24. 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.
25. **All outside equipment or entertainment brought into the gymnasium and/or the facility requires written approval by the Park District of La Grange.** Additional insurance requirements or extra security deposits may apply. No equipment or footwear that could potentially mark the gym floor is allowed. Dark soled shoes, sandals, cleats or spikes, boots, dress shoes, or wet shoes are not to be worn on the gym floor.
26. Wearing jewelry is strongly discouraged.
27. 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.
28. Renter and attendees must obey gymnasium supervisor, posted gym rules, and Park District Staff and treat all patrons and staff with respect. Improper behavior and/or language will result in the termination of rental and forfeiting the security deposit.
29. To conduct activities other than basketball and volleyball, renter is required to obtain advanced written permission from the Park District.
30. **NO food, drink, or GUM is allowed in the gymnasium.**
31. Except when being conducted by the Park District, the following activities are not allowed in the gymnasium: Baseball, Frisbee, football, juggling, dancing, kickball, dodge ball, hockey, lacrosse, and the use of radio controlled vehicles.
32. **NO dunking, hanging, or pulling on rims or nets is allowed at any time.**
33. NO ALCOHOL or tobacco use is allowed on Park District property.
34. A very limited number of volleyball and/or basketballs will be available for court rentals and must be returned immediately following the rental. Renter is strongly encouraged to use their own balls.
35. Depending upon the nature of the rental, court renters may be required by PDLG to also rent a room. The social area may only be used by a few people at a time and not by the entire rental group to conduct activities or to eat.
36. **All/part of the damage deposit shall be forfeited if renter neglects any of the responsibilities/guidelines listed above.**

**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.**