



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
Community Center • 200 S. Washington

**NO
ALCOHOL
ALLOWED**

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

RENTAL IS NOT FINALIZED UNTIL PERMIT 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, DEPOSIT IS NOT REFUNDED.

Applicant Name/Organization Making Request: _____

***PLEASE NOTE: A \$50 FEE APPLIES IF RENTAL IS TRANSFERRED TO A NEW APPLICANT/RENTER AFTER APPROVAL OF ORIGINAL RENTAL REQUEST HAS ALREADY BEEN GRANTED.**

Applicant/Organization complete address: _____

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

Day & Date(s) requested: _____ Rental Hours: _____ am _____ am
pm to pm

Email address: _____

*****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 **Renter is responsible for set-up & take-down*

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)

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

OFFICE USE ONLY

Rental Fee \$ _____ Security/Damage Deposit \$ _____ (Due upon submission of application)

Attendant Fee \$ _____ Key Deposit \$ _____ (Refundable upon return of key)

Other Fee \$ _____ for _____

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

Rental Approved By: _____ Date: _____

PARK DISTRICT OF LA GRANGE INDOOR FACILITY RENTAL GUIDELINES:

COMMUNITY CENTER, 200 S. WASHINGTON

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. 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 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.

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.

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.

All rentals require a \$100 security/damage deposit. 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 upon determination that the space was left as it was upon entering, as well as no rule violations.

The security/damage deposit is forfeited if the renter cancels the rental at any time. 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 the rental cannot be made less than three weeks prior to the rental date.

Facility use is the time designated on the application. Renter must allow time for set up and clean up of event in rental hours. Attendant will meet renter at building 15 minutes prior to rental start time to open the facility and return at rental end time to close the facility. Rental must be cleaned up and attendees cleared out of room/facility at the rental end time stated on application. **Security/Damage deposit may be forfeited if facility is not clean and vacated by the rental end time. Rental end time cannot be extended day of rental.**

Rentals require a Park District staff member to open and close facility. The supervisor will open the facility 15 minutes prior to the rental time and will close the facility at the scheduled rental end time. If the renter fails to show after 30 minutes of their rental start time, they will be judged a "no show", the building will be closed 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.

3. Fees are subject to change without public notification.

1. Rentals at the Community Center are limited to a 10 p.m. end time. 8pm end time on Sundays

2. Rental includes space, chairs & tables only. Renters are responsible for their own set-up and take-down of facility tables/chairs during their rental time. Other rental needs/requests will be at an additional cost.

3. Renter should wipe off tables and chairs and place garbage in provided receptacles. Remove all decorations immediately after rental. The facility must be left in the same condition as you found it. When you leave the facility it must be suitably clean so another group could use it after you.

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

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

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

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

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

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

10. 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.

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

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

13. 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.

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

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

16. 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.

17. Smoking is not permitted in the building or within 15 feet of the facility.

18. No burning candles are allowed in any facility, except for a brief time for birthday cake candles. Sterno is allowed.

19. No staples, screws, 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.

20. **ALCOHOL IS NOT ALLOWED ON THE PREMISES. Deposit will be forfeited & event will be immediately terminated if alcohol is brought to the facility.**

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

OLD 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.