

# Park District of La Grange Facility Rental Guidelines



## Equipment Allowed

- Crock pots limited to three (3) crock pots per rental room
- Popcorn machine (with prior approval & COI from company)
- Cotton candy machine (with prior approval & COI from company)
- Snow cone machine (with prior approval & COI from company)
- All decorations hung on the wall must be hung with non-marking putty or painter's tape.
- All balloon arches or balloon decorations must be free standing; no structures are allowed to be attached to ceiling grids or walls.
- **Only pull piñatas** are allowed. No piñatas can be hung from the ceiling grid in the room.
- Sterno products are allowed for food warming.
- Coolers are allowed to keep food/beverages cold.
- DJ's and bands are allowed but must be listed on the rental application and are subject to approval prior to rental. Music must end 30 minutes prior to the scheduled end time of the rental.

## Equipment Not Allowed

- No cooking plates or cooking of any food in any room. A warming plate can be used if needed.
- No gas/propane cooking or heating equipment allowed in any facility.
- No food or drink fountains allowed.
- No confetti, silly string, or glitter (crafts or filled decorations) allowed.
- No confetti or glitter filled balloons.
- No live animals are allowed in any facility except for ADA service animals.
- Open flames/candles are not allowed except for birthday cake candles.

## Gymnasium Rentals

- Renter is advised to supply their own basketballs (use of Park District basketballs cannot be guaranteed).
- Basketball hoops must remain at 10 feet and cannot be lowered for rentals.
- No football, baseball, soccer, or lacrosse is allowed to be played during rental.

## Certificates of Insurance

A certificate of insurance (COI) must include the Park District of La Grange listed as additionally insured. Certificates of insurance are required for any contractor coming in to do any activity or provide any service for a renter including but not limited to:

- DJ/band, character visit, magician, face painter
- Sports activity contractor (bubble soccer is not allowed)
- Party planner (must list on rental application)
- Catering set up/servers (must list on rental application) *Not required for food delivery only*

***No Split the Pot, 50/50 or Cash Raffles are allowed on Park District property. Only Raffles with product will be permitted.***

***No alcohol allowed in any rental facility except in the De Sitter Banquet Room (subject to approval and alcohol permit fee, beer wine and champagne products only).***

***Animals/Pets (except service animals) are not allowed in the building.***

***Additional guidelines may apply to all facility rentals and renters are advised to carefully read the guidelines on the reverse side of the rental application/contract.***