



Application for Permit to use Park District Facilities
(must be filled out completely)

Person Responsible: _____ Application Date: _____

Organization: _____ Received By: _____

Address: _____ Phone Day: _____

_____ Phone Night: _____

Dates requested: _____ Day: Mon Tues Wed Thr Fri Sat Sun

Arrival Time (including setup): _____ Departure Time: _____

Facilities requested: _____

Purpose of activity: _____

Are you planning: Food _____ Beverage _____ Alcohol * _____ Kitchen use _____

Expected Guest: _____

Reservation set up: Banquet _____ Small group meeting _____ Large group meeting _____

Requested equipment: _____

*Proof of liquor liability insurance and Board approval are required. Please allow at least six weeks notice.

WAIVER

"As a user of the above Park District Facility or Park, I recognize and acknowledge that there are certain risks of physical injury and I and those in my charge agree to assume the full risk of any injuries, including death, damages or loss which I and those in my charge may sustain as a result of participating in any and all activities connected with or associated with such use of Park District Facilities or Park."

"I agree to waive and relinquish all claims I and those in my charge may have as a result of use of Park District Facilities or Parks against the Park District and its officers, agents, servants and employees."

"I do hereby fully release and discharge the Park District and its officers, agents, servants, and employees from any and all claims from injuries, including death, damage or loss which I and those in my charge may have or which may occur to us on account of our participation in the use of Park District Facilities or Parks."

"I further agree to indemnify and hold harmless and defend the Park District and its officers, agents, servants, and employees from any and all losses sustained from injuries, including death, damages and losses sustained by me and those in my charge and arising out of, connected with, or in any way associated with the activities in the use of Park District Facilities or Parks." I have read and fully understand the above use of Park District Facilities or Park Details and Waiver and Release of All Claims.

I have read and agreed to the waivers and the terms and conditions on the back.

Signature _____
(Adult Over 21)

FACILITY RESERVATION DEPOSIT

Please complete the following

Visa Mastercard Cardholder No. - - -

Amount \$150.00 Name as it appears on credit card _____

Expiration Date _____ Authorized Signature _____

Approved: _____ Authorization Approval Number: _____

Date: _____ Reservation Rental total: _____

Permit number: _____ Amount Paid: _____

Payment Date: _____ Receipt # _____

1. A \$150 damage authorization deposit is due at the time of request. Authorizations shall be made by valid credit card (Visa or Mastercard). Charges that may be applied to the card include, but are not limited to, the costs of repairs, damage to facility and equipment, excessive cleaning, the rental charges for unauthorized use of the facility or areas of the facility and policy violation fines during the reservation. Not-for-Profit service organizations (e.g. Churches, Scout groups) may pay the \$150 by organization check.
2. Form must be completely filled out in order to be processed. The payment of all rental fees is due two weeks prior to the date of the reservation.
3. The person who signs the Facility Request Form is the responsible party for the reservation. This person shall be known as the "Rental Client." Persons applying for facility use must be at least 21 years old.
4. All functions conducted in park district facilities must be in accordance with park district standards and therefore, not in violation of any park district regulation or ordinance. It is the responsibility of the Rental Client to know and understand these ordinances. Any violations may result in the \$150 authorization being charged to your card.
5. The Rental Client will be responsible for all persons admitted to any portion of the building or ground associated with their reservation and shall assume responsibility and liability for all persons in attendance. It is the rental client's responsibility to monitor attendance and enforce the rules and regulations.
6. The terms of the rental agreement shall be clearly defined on the Facility Request Form, and shall be approved by the Superintendent of Recreation and/or Facility Supervisor.
7. Reservation requests are processed on a first come first serve basis. Availability of the facility is limited for rentals. Park District Programs shall have priority over all other requests.
8. Smoking, candles or fire of any kind is not permitted in park district facilities.
9. Alcohol is not permitted unless a special exception is made by the Roselle Park District Board of Commissioners. Requests for alcohol permits should be made at least six weeks prior to the reservation.
10. Individuals and Organizations are not allowed to use Park District Facilities for financial gain, which means no charging admission fees at the door. Failure to follow the above will result at a minimum of the \$150 authorization being charged to your card.
11. The rental party is responsible for vacating the facility at the time designated on the approved reservation form. Time used by the renter beyond the specified reservation will be assessed at two times the hourly rate and charged by the quarter hour.
12. The Rental Client is responsible for leaving the facility in a clean and orderly condition, free from any damage at the time indicated on "Departure Time." Failure to do so may result in the loss of the damage deposit, billing for excessive cleaning and repair fees and/or charging for the additional rental times.
13. A rental is approved only when you receive a contract in the mail. At no time will the confirmation of a rental be made over the phone or in person or any other way other than receiving a contract in the mail. The Park District reserves the right to cancel or relocate any reservation to accommodate unforeseen circumstances.
14. Any literature to be publicly distributed (e.g. flyers, advertisements, etc.) that promotes the reservation must be approved by the Superintendent of Recreation or Facility Supervisor. Failure to obtain this approval may result in a \$50 fine and/or the immediate cancellation of the reservation.
15. Facility rental requests will not be approved more than 90 days in advance. Facility scheduling is based on a seasonal calendar of Park District events.
16. Decorations must be approved by staff present at the reservation. Decorations shall be safe and non-offensive. Items may not be hung from fire extinguishing equipment or sprinkler heads. All decorations, including tape used to hang the decorations, must be removed otherwise a damage fee will be charged.
17. All trash and garbage must be placed in appropriate receptacles.
18. Children must be supervised at all times and not allowed to run around the facility.
19. Proof of liability insurance may be required by the Roselle Park District.
20. The Roselle Park District assumes no responsibility for lost or damaged property.
21. The facilities are closed at 12:00AM on Friday and Saturday night and 11:00PM all other nights. Overnight rental information is available upon request from the Superintendent of Recreation or Facility Supervisor.
22. In case of cancellation for a paid reservation, the Park District reserves the right to retain part or all of the authorization deposit or fees paid. Failure to be present at a reservation will result in the loss of rental fees.
23. All activities shall be under control and shall be operated and supervised to the satisfaction of the Park District. If the activity is unsatisfactorily operated or supervised, it may result in immediate cancellation and restrict future reservations. The Roselle Park District reserves the right to have staff present at any time during the reservation.
24. Violating these terms and conditions may result in the cancellation of the reservation without refund. The Roselle Park District complies with the American With Disabilities Act (A.D.A.), which prohibits discrimination on the basis of disability. Roselle Park District will make reasonable accommodations in facilities and recreation programs to enable participation by an individual with a disability.

For facility rates and availability, call the Clauss Recreation Center at 894-4200.