



# ROSELLE PARK DISTRICT

555 W. Bryn Mawr Roselle, IL 60172 Main: 630-894-4200 Fax: 630-894-5610

## 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 Guests: \_\_\_\_\_

Reservation set-up:

Banquet: \_\_\_\_\_ Small group meeting: \_\_\_\_\_ Large group meeting: \_\_\_\_\_

Requested equipment: \_\_\_\_\_

\*The Roselle Park District currently has a no-alcohol policy in or on all facilities and premises.

### WAIVER

"As a user of the above Park District Facility or Park, I recognize and acknowledge that there are certain risks of personal 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 an 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 my 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 herby 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 the 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 \*\*\***(IF REQUESTING SCOUT LODGE FACILITY, DEPOSIT IS NOT NEEDED)**

Please complete the following:

Visa      Mastercard      -      -      -

Amount: \$150 Name as it appears on the credit card: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Authorized Signature: \_\_\_\_\_

Approved: \_\_\_\_\_ Authorized Approval Number: \_\_\_\_\_

Date: \_\_\_\_\_ Reservation Rental total: \_\_\_\_\_

Permit Number: \_\_\_\_\_ Amount Paid: \_\_\_\_\_

Payment Date: \_\_\_\_\_ Receipt #: \_\_\_\_\_

## ROSELLE PARK DISTRICT FACILITY RENTAL RULES & REGULATIONS

1. A \$150.00 damage authorization deposit must be paid in full (this is added to the rental fee total) in order for rental request to be processed. This amount will be processed and will be refunded within ten business days at the close of the rental interval pending approval by the Facility Supervisor. Charges that may be applied to this \$150.00 amount include, but are not limited to, the costs of repairs, damage to the 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.
2. Facility reservation form must be completely filled out in order to be processed. Full payment of all rental fees must be received before any rental can be fully processed.
3. The person who signs the facility reservation 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 \$150.00 damage authorization deposit being relinquished by the rental client.
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 reservation 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 a given facility is limited for rentals/reservations. Park district programs shall have priority over all other requests.
8. Smoking, candles, or fire of any kind is not permitted in or on 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 the rental client relinquishing the \$150.00 damage authorization deposit.
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 the hourly rate and charged by the quarter hour.
12. The rental client is responsible for leaving the facility in a suitably 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 and billing for excessive cleaning and repair fees and/or charging for the additional rental time.
13. A rental request is approved only when you receive a processed payment receipt/permit 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 the immediate cancellation of the reservation.
15. Facility rental requests will not be approved far enough in advance to cause overlap in the recreation department's facility schedule for its programs. Requests can only be approved within one single program period each year: January-May, June-August, and September- December. Facility scheduling is based on this seasonal calendar of park district programs and events.
16. Decorations must be approved by the Facility Supervisor at the time of the rental request. Decorations shall be safe and non-offensive. All decorations must be free-standing and not require tape, tacks, or any other adhesive materials. Tablecloths, centerpieces, and other unobtrusive decorations are acceptable.
17. All trash and garbage must be placed in the appropriate adjacent receptacles.
18. Children must be supervised at all times and not allowed to roam or run around the facility unattended.
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. Currently no after-hour rentals will be coordinated for park district facilities. All corresponding rental hours for the CRC facilities are set according to the program period, no exceptions. Park facility rental hours are determined by the corresponding park hours, which are primarily dawn to dusk.
22. In case of cancellation for a paid reservation, the park district reserves the right to retain park or all of the damage deposit and/or total fees paid. See facility rental refund policies for more information on this process. Failure to be present at a reservation will result in the loss of the total 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 Americans 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.