



Rental and Permit Request

Applicant's Name _____ Organization: _____

By signing this application, I agree that I will be responsible for use of Park District property by my group and for damages which might occur. I will arrive and remain with my group for the entire time we use the Park District property. In accordance with Park District facility rental requirements, I am 25 years of age and agree to the terms of this rental.

Applicant Signature: _____ Date: _____

Location Requested: _____ For What Purpose: _____

Date Requested: _____ Start/End Time (including set up & clean up): _____

Number of Participants: _____

On the date of your rental, a phone number where you can be reached: (_____) _____

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

Applicant Address _____ City: _____ Zip: _____

Applicant e-mail: _____ Organization e-mail: _____

Will you be charging an admission or donation? Y N

Parks and Shelters

A. Picnic Shelters: No set up required.

B. Park Permit: **Nonexclusive use**. No set up required. (Camps and Private Classes with Executive Director approval)

Rooms

Please check your set-up choice. Park District staff will set up tables and chairs.

Insurance regulations do not permit you to set up our tables and chairs. Tables are 6 feet long by 30 inches wide

C. Banquet Style: 6 chairs per table, plus up to 3 tables for a buffet and/or gifts.

D. Classroom Style: 3 chairs per table, facing one speaker's table and chair.

E. Meeting Style: Chairs placed in rows, facing one speaker's table and chair.

Set-up Required: Number of tables: _____ Number of chairs: _____ *No changes will be allowed within 3 business days of rental

Credit Card Information

Credit Card: Visa MasterCard Discover

Credit Card Number: (Please do not email your credit card information.)

□□□□ □□□□ □□□□ □□□□

Exp. Date: _____ / _____
MM YY

□□□

3-digit CVV
(On the back of your card)

Cardholder Name: _____ Cardholder Signature: _____

Total amount charged: _____ The Park District reserves the right to change a payment to reflect the correct fee



Rental and Permit Request

I understand, by signing this application, I agree that I will be responsible for the use of the Park District property by my group and for damages which might occur. I will arrive and remain with my group for the entire time we use the Park District property. In compliance with this *Park District Request for Facility Rental*, I am 25 years of age and agree to the terms of this rental.

Initials _____

I understand that **NO alcohol** is allowed in and around any Park District property, including parking lots. Use of, or evidence of the use of alcohol will result in the loss of your entire deposit.

Initials _____

I understand that **NO smoking** is allowed in, or within 15 feet of, any Park District Property.

Initials _____

I understand that **guns** are not allowed on or in any Park District property, pursuant to 430 ILCS 66/65.

Initials _____

I understand that **no refunds** will be issued for outdoor rentals due to inclement weather.

Initials _____

I understand that **bouncy houses** and other **inflatables** are not allowed on any Park District property.

Initials _____

I understand that grilling is only allowed on existing Park District grills and **NO** outside grills are allowed.

Initials _____

I understand that all reservations state a **beginning and ending time**, and that this is when the property is available. When reserving, please allow for setup and cleanup time. Any changes must be made three business days prior to the rental date.

Initials _____

I understand that **open flames**, including the burning of candles, and incense, are NOT allowed in any Park District property.

Initials _____

I understand that all live bands, or a **DJ**, must be approved at time of application and must provide a Certificate of Liability.

Initials _____

I understand that use of **confetti and glitter** is not allowed in any Park District building. Use of or evidence of the use of confetti or glitter will result in the loss of your deposit.

Initials _____

I understand that at the Arndt Park Fieldhouse and West Park Fieldhouse I am responsible for removing all garbage from the building and putting it in the dumpster located near the facility. *This does not apply to picnic pavilions.*

Initials _____

I understand that at the Park District has three styles of room set up to choose from NO exceptions will be made. **Tables cannot be moved or taken down.** Helium balloons must be tied down by weights. **Any balloons released to the ceiling will result in the loss of your deposit.** Decorations must be secured only with painter's tape.

Initials _____

I understand that I am responsible for all my guests. Children must stay in the party room or be with an adult.

Initials _____

I understand that during or due to my rental one of the following incidents occurs, I will forfeit the deposit and may lose my right to rent from the Park District in the future: noise complaint issued; police presence is required; group stays past park/facility closing hours; group size exceeds the State of Illinois Guidelines for gatherings.

Initials _____

I have read and fully understand the terms, and agree to all in full. Failure to comply with these rules will result in the loss of the entire deposit. I also understand that Park District employee or Police Officer may inspect facility to ensure that the rental is in compliance with all Park District rules and policies.

Signature _____ Date _____

On the day of your rental, you must bring your contract and a photo ID. Facility will only be opened for the applicant.