

# DOWNERS GROVE PARK DISTRICT

Downers Grove Park District

Phone: 630.960.7500

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## INDOOR FACILITY RENTAL APPLICATION

Date: \_\_\_\_\_

Applicant's Full Name: \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_ City, State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

### **ORGANIZATION INFORMATION**

*\*complete only if reserving for an organization or business*

Organization Name _____
Address _____ City, State _____ Zip _____

Dates Requesting	Day	Time	Location <small>LC = LINCOLN CENTER   RC = RECREATION CENTER</small>	Area/Room
		To		
		To		
		To		
		To		

Description of Activity \_\_\_\_\_ Estimated Attendance \_\_\_\_\_

### **Equipment needed (check all that apply)**

- Video Screen     LCD Projector     TV with AV CART     Sound System     Microphone

### **PAYMENT**

For information safety, your credit card number should never be disclosed on this form. You will be contacted for your payment information if you are not submitting this form in person.

### **RENTAL GUIDELINES**

Your application is not complete until you read, initial and sign the Rental Guidelines located on the reverse side of this application.

### **OFFICE USE ONLY**

Facility Charge _____	<b>COI Required?</b> No _____ Yes _____	Date Received COI _____
Equipment Charge _____	Notes: _____	
Overtime Charge _____	_____	
Misc. Charge _____	_____	
<b>TOTAL</b> _____	_____	

Payment Type    Check # \_\_\_\_\_    Credit Card (last four digits) \_\_\_\_\_

Approved by \_\_\_\_\_



## DOWNERS GROVE PARK DISTRICT

### INDOOR FACILITY RENTAL GUIDELINES

It is the intent of the Downers Grove Park District to make our facilities available to the public on a fair and equitable basis. A person seeking issuance of a permit shall sign the application form stating that he or she has read and understands any district rules, regulations and guidelines for rentals and use of park buildings, land property and/or any other park district facility.

#### Initial All Guidelines

	Please be aware that the signee of the application is waiving and releasing the Downers Grove Park District from any and all losses, claims, suits or judgments or damages for themselves and to the others of his/her group that might arise as a result of any and all activities connected with or associated with the Agreement. The Downers Grove Park District shall assume no responsibility for any accident, theft or loss of property. The renter shall hold the Downers Grove Park District Board and staff members harmless for any costs or liability resulting from activities or programs of the renter.
	Rental applications can be made up to 3 days in advance to receive consideration on a first come first served basis. The park district will attempt to accommodate requests with less than 3 days' notice but approval of such a request depends upon facility and staff availability.
	Applications are processed in order of receipt and will be accommodated based on availability.
	Any additional time needed beyond set times will require an extension to the original request at an additional cost. Unauthorized time will be assessed at the hourly rate and may include an overtime charge.
	Applications for use of park district facilities must be completed in full, signed by an adult (21 years or older) <u>who assumes responsibility for the group and be present during the entire rental period.</u> Inaccurate information will result in cancellation of the permit with the loss of rental charges and/or deposits.
	A security deposit is required for each room rented and is due along with the rental fees at time of reservation. Security deposit charges will vary and will be determined by room size and amenities offered.
	Facility requests will not be reserved until all room fees, security deposits and appropriate paperwork is received by the Park District. Paperwork may include the application, certificate of insurance, etc.
	A refund request must be submitted to the District no later than 5 calendar days prior to the reservation date to receive a refund of deposit & rental fees less a 10% administrative fee. Refund requests received in less than 5 calendar days will result in forfeiture of deposit fees and receive a refund of rental fees less a 10% administrative fee.
	All individuals, groups and organizations are responsible for the orderly condition of the facility upon their departure. The deposit will be retained to cover excessive clean-up cost, additional rental time not specified on agreement, damage to property or equipment. If the cost of repairs exceeds the amount of the security deposit, the individual signing the application shall be responsible for the balance and will be billed accordingly.
	Dependent upon the nature of the activity, rental groups may be required to submit a certificate of insurance and form CG2026 with the Downers Grove Park District named as the additionally insured for not less than \$1,000,000 per occurrence.
	Permits are not issued to individuals or groups charging admission or fees for the purpose of private monetary gain unless written permission is granted. No person shall sell, offer to sell or exchange property, or buy, or exchange any property, or take up any collections of any money or property of value in or on Park District facilities.
	The posting of advertisements of any product or service for sale is prohibited.
	Room decorations: any group requesting to set up decorations on any walls, doors, floor or windows must be pre-approved by the Downers Grove Park District. <b>Items such as glitter, "silly string", confetti and duct tape are strongly prohibited. Use of these items without prior approval will result in loss of deposit fees.</b>
	Facility rental policies are subject to change without prior notice.
	<b><i>Smoking, gambling, profanity and alcoholic beverages are prohibited on park district property.</i></b>

I, the undersigned, have read, understand and agree to abide by the Downers Grove Park District rules, regulations and guidelines for rentals and use of park buildings, land property and/or any other park district facility. I am also aware that in renting a facility for myself and/or for other participants I invite for participation in the above rental, I will be waiving and releasing all claims for injuries myself or my participants might sustain arising out of the above rental. I agree that while we use the park district facilities we will not discriminate on the basis of disability.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date