



# LEMONT PARK DISTRICT

## FACILITY RENTAL APPLICATION/AGREEMENT

2020



### APPLICANT/ORGANIZATION INFORMATION

Applicant Name/Organization \_\_\_\_\_ Contact Number \_\_\_\_/\_\_\_\_ - \_\_\_\_\_  
 City \_\_\_\_\_ Zip \_\_\_\_\_ E-mail Address \_\_\_\_\_

### EVENT/RENTAL INFORMATION

Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Time From: \_\_\_\_  AM  PM To: \_\_\_\_  AM  PM  
 Additional Date(s) Requested \_\_\_\_\_  
 Description of Event/Rental \_\_\_\_\_ # of Guests \_\_\_\_\_

### FACILITY/ROOM REQUESTED

#### CORE

Basketball Court (# of Courts) \_\_\_\_\_  Covington A  Covington B  Covington A & B  Kensington  
 Other: \_\_\_\_\_

#### CENTENNIAL COMMUNITY CENTER

Racquet Ball Court  Keepataw A & B  Keepataw A  Keepataw B  
 ABC Room  123 Room  Other \_\_\_\_\_

#### CENTENNIAL CAMPUS

Tennis Court  Pickle Ball Courts (Outdoor)

### SPECIAL ARRANGEMENTS

\*Tables & Chairs included in rental fees. Special arrangements will incur extra charges.

6 Ft. Tables (# of Tables) \_\_\_\_\_  Chairs (# of Chairs) \_\_\_\_\_  Volleyball Net  Pickle Ball Net  
 Batting Cage/Pitching Machine  Other \_\_\_\_\_

### OFFICE USE ONLY

RESERVATION # _____	CHECK # _____	RECEIPT # _____
REQUEST RECEIVED ____/____/____	ENTERED RECTRAC ____/____/____	BY _____
ROOM RENTAL FEES \$ _____	CERT. OF INSURANCE RECIEVED ____/____/____	
ADDITIONAL FEES \$ _____	APPROVED BY _____	
<b>TOTAL DUE</b> \$ _____	DEPOSIT PD. \$ _____	<b>AMOUNT DUE</b> \$ _____



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**ROOM INFORMATION/RENTAL FEES**

Rental fees include room set-up and ½ hr. set-up before & ½ hr. clean up after.

LOCATION	ROOM	CAPACITY	RES. FEE/HR.	N.R. FEE/HR.
Centennial	ABC Rm.	30 max	\$30.00	\$60.00
Centennial	Keepataw A & B	100 max	\$100.00	\$170.00
Centennial	Keepataw A only	40 max	\$50.00	\$90.00
Centennial	Keepataw B only	40 max	\$50.00	\$90.00
Centennial	123 Rm.	60 max	\$60.00	\$110.00
Centennial	Tennis Court/ Pickle Ball Outdoor	4 max	\$10.00	\$15.00
CORE	Covington A	14 max	\$35.00	\$50.00
CORE	Covington B	14 max	\$35.00	\$50.00
CORE	Covington A & B	28 max	\$50.00	\$80.00
CORE	Kensington Rm.	45 max	\$50.00	\$80.00
CORE	Basketball Court (each)	200 max/room	\$60.00	\$120.00
CORE	Basketball Half Court	100 max/room	\$30.00	\$60.00

All rental fees are due at the time of reservation; this includes the reservation deposit and the room rental fee. For more information on the reservation deposit, please see Facility Rentals Regulations.

**ADDITIONAL SET-UP/EQUIPMENT FEES**

EQUIPMENT	FLAT FEE
Volleyball Net/Pickle Ball Net	\$10.00
Batting Cage (During Prime Times Such as: M-Th 4pm-10pm)	\$50.00 Per hour
Batting Cages (During Non-Prime Times Such as: Friday 7-10pm, Saturday 3-8pm, Sundays 3pm-8pm)	\$30.00 Per hour

**CALCULATING RENTAL FEES**

Reservation Deposit	\$	<b>100.00</b>
After Hours Staffing Fees	\$	
Room Fee X # Hours =	\$	
Additional Equipment (One Time Fee)	\$	
<b>Total Due at Time of Registration</b>	\$	



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**ALL ITEMS BELOW MUST BE CHECK OFF PRIOR TO THE COMPLETION OF THIS CONTRACT**

- I understand all functions conducted in Lemont Park District facilities must be in accordance with the districts standards, and therefore, not be in violation of any park district regulations and or ordinances.
- I have received and read the Lemont Park District Building Rental application/agreement, and agree to and will abide to any and all facility rental regulations before, during and after the event.
- I understand that I must be 21 or over to be the responsible party for this rental and that I must be present for the duration of the event.
- I understand that the Lemont Park District reserves the right to approve or deny any rental request and to cancel or move any scheduled event without liability as detailed in the Facility Rental Regulations.
- I understand that a \$100.00 rental deposit is required at the time of rental reservation. I understand I shall forfeit this deposit if I fail to meet the conditions of the Facility Rental Regulations.
- I understand I must pay all rental fees in full at the time of reservation
- I understand that cancellations must be submitted in writing to the Facility Manager, by the person who signed the contract, at least 10 business days prior to the event in order to receive a deposit refund and that refund will not be granted to cancellations made less than 10 business days before the event.
- I understand that I am responsible to see that all activities are properly controlled and supervised and for the conduct of all guests attending the event as outlined in the Facility Rental Regulations, and that conduct breaches may result in financial penalties.
- I understand that I may be asked to reduce noise levels. If compliance is not met, renter violates agreement of contract and may be asked to leave and may lose future rental privileges and deposit.
- I understand that I must have approval from the Facility Manager for the use of amplified music.
- I understand that mechanical or inflatable rides such as Moon Walks can only be used with Facility Manager approval. Vendor must supply the Park District with a certificate of insurance listing the Park District as additionally insured for the amount of \$1,000,000.00.
- I agree to leave and make sure all guests have departed by the designated end of the event and that failure to comply in a timely manner will result in forfeit of your deposit.
- I agree to make sure all vendors have departed by the designated end of the event and that failure to comply with timely departure will incur forfeit of deposit.
- I understand the cleanup duties that are required of me including returning the room to the same condition in which it was found at the beginning of the event and that failure to meet these duties may forfeit deposit this includes any damage to the facility.
- I understand that all organizations in association with the Lemont Park District through rentals, field use or tournaments must follow all Lemont Park District Rules and Guidelines including but not limited to: ADA Policy, Non-Discrimination and Harassment Policy, Smoking Policy, as well as the Lemont Park District general use ordinances.
- I understand The Lemont Park District supports a smoke-free environment prohibiting the use of tobacco and cannabis products and e-cigarettes. The consumption of alcohol is prohibited in all Lemont Park District buildings. I will also follow all the laws and ordinances of the State of Illinois, Cook County, Village of Lemont, Lemont Township and the Lemont Police Department.
- I agree to abide by all terms and conditions set forth in the Facility Rental Regulations and that failure to adhere to these regulations will incur financial penalties and possible legal action.

I certify that all the information as listed above is accurate and correct. I have read the Facility Rental Regulations pertaining to the use of Lemont Park District facilities and will 1). Be responsible for all injuries caused by such use, 2). Adhere to the rental hours agreed to through the signed contact and 3). Reimburse the Lemont Park District for all loss or damage to Park District equipment/property caused by such use. In consideration of participation as specified at the location requested, for the date(s) and time(s) requested, I do hereby release and hold harmless for Lemont Park District from any and all liability or claims for damage or injury to person or property of the undersigned due to permittee's use of said facility(ies), by reason of any act or omission by the Lemont Park District or any of it officers, agents or employees or the condition of its property.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_\_



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### Reserving a Facility

Reservation of a Lemont Park District facility requires a completed, signed Facility Rental Application\Agreement. Rental is not confirmed until all rental fees are paid (this includes deposit and rental fees) and you receive a confirmation from the Lemont Park District.

Facility rentals may not be allocated more than 3 months in advance. Exceptions may be made for special circumstances with the approval of the Facility Manager (i.e. annual events or special events), at which time, Applicant/Organization may enter into a long term agreement with the Lemont Park District.

### The Lemont Park District Reserves the Right

1. To approve or deny any request submitted for facility usage.
2. To cancel or re-locate any scheduled activity to another location due to scheduled Park District functions/programs.

### To Make a Reservation

1. Complete and sign/date the Facility Rental Application/Agreement and mail it or return it with all fees to the Facilities Manager located at the CORE.
2. Requests for facility use will then be reviewed for availability and applicant/organization will be notified by phone and or email within 5 business days of receipt of application.
3. Reservation is on a first come first serve basis and not considered RESERVED until you receive a receipt for facility

### Rental Deposit and Payment Information

A \$100.00 rental deposit is required at the time of rental reservation. Deposits will be refunded in full, providing there are no damages, contract breaches, or extra hourly charges and all conditions of the rental are met. Deposits will be forfeited for excess hours or clean-up. All refund checks for deposits must be approved by the Lemont Park District's Board of Commissioners.

1. Longstanding rentals (more than 5 rentals within a month and Organization Rentals, etc.)
  1. First two rentals must be paid up front as well as \$100 deposit to hold their respective dates.
  2. Future rentals must be paid at least seven days prior to the next upcoming rental.
  3. If the payment is not received within seven business days of the next rental, the deposit will be kept and all future rentals will be on hold until the balance due for the next rental is paid.
2. Conditions which lead to withholding part or all of the deposit include, but are not limited to, the following:
  1. Clean up is not completed as outlines in the Facility Rental Regulations.
  2. Use of the room exceeds scheduled rental time.
  3. The number of persons attending the even exceeds the number of participants listed in the agreement.
  4. Park District equipment is damaged during rental period.
  5. Additional staff time charge required for special services or items not on prepaid facility charges but used by renter during rental period.
  6. Not adhering to Facility Rental Regulations.

### Cancellation/ Refund Policy

Cancellations must be submitted in writing to the Facility Manager, by the person who signed the contract, at least 10 business days prior to event in order to receive a deposit refund. No deposit refund will be granted on rescheduled bookings of a cancelled contract.

### OTHER CANCELLATIONS



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Your rental may be cancelled by District staff to ensure the safety of our guests. Examples may include, but are not limited to; inclement weather, maintenance issues or unsafe conditions. In the event we cancel your reservation, you may reserve another date/time, if available, or receive a full refund. Every attempt will be made to reschedule, however due to other scheduling commitments, space may not be available.

### Changes to the Reservation

Changes to the application and or agreement must be submitted in writing to the Facility Manager, by the person who signed the contract, at least 5 days prior to event to take effect. Additional fee(s) may apply.

### Available Rental Hours

1. Rentals occurring Monday- Friday must be held between 9:00 am and 9:00 pm. Weekend rentals at Centennial must occur between the hours of 9:00am and 5:00 pm. Saturday and Sunday rentals at the Core must be held between 9:00 am and 8:00 pm. The renter will be allowed access 30 minutes prior to the scheduled time of the contract free of charge, **if the room is available for set-up**, and 30 minutes after time of contract for clean-up.
2. After hour rentals that may occur must be booked, at least two-three weeks in advance and a staffing charge may or may not occur depending on the type of rental.
3. Renter **MUST VACATE** the facility at the time designated on the facility rental contract. Failure to vacate will result in a loss of deposit and possible a service charge per hour (or any part thereof) equal to the room's prevailing rate.

### Room Use

1. Renter is responsible to see that all activities are properly controlled and supervised.
  - A. The renter shall be completely responsible for the behavior of all guests attending the event and for their prompt departure at the end of the stated facility use. Failure to do so will result in the loss of your deposit.
  - B. No person under 21 years of age will be permitted to use the building unless an adult supervisor 21 or older is present during the entire rental.
  - C. Adequate adult chaperones must be provided for guests less than eighteen years of age: one chaperon per every ten minors.
  - D. Minors will not be permitted in the rental facility until an adult 21 years or older from the group is present.
2. An individual using the building will be expected to stay in the immediate area of the room they are renting. If compliance with this regulation is not upheld, the rental contract will be revoked and will not be re-issued.
3. **NO ALCOHOL** is allowed in any park district facility. This includes parking lots. No person shall enter or remain on Park District property in an intoxicated condition.
4. **NO SMOKING** is allowed inside any Park District facility. The Lemont Park District supports a smoke-free environment prohibiting the use of tobacco products and e-cigarettes.
5. Mechanical or Inflatable rides such as Moon Walks can only be used with Facility Manager approval. Vendor must supply the Park District with a certificate of insurance listing the District as additionally insured for a minimum of \$1,000,000.00
6. Please keep noise to a minimum. Renter may be asked to reduce noise level at Facility Manager's discretion. If compliance is not met, renter violates agreement of contract and may be asked to leave or lose future rental privileges and deposit.
7. The rental room must be returned to the same condition in which it was found at the beginning of the event and that failure to meet these duties may forfeit deposit.
8. Charging of admission fees and parking fees is strictly prohibited, unless other arrangements have been made.
9. Selling food or other items on site is not allowed without Park District approval.
10. Amplified sound is not allowed during facility/athletic field use without written approval.
11. **Any outside vendor contracted for entertainment can only be used with Facility Manager approval. Vendor must supply the Park District with a certificate of insurance listing the District as additionally insured for a minimum of \$1,000,000.00**



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### Catering

#### Food and Beverage

1. Renters may provide their own food and beverages, or they may utilize professional caterers for their event.
2. Renters are responsible for their own catering, linens, dishes, and catering supplies. Any equipment or decorations brought on site must be delivered and picked up within your reserved time.

### Setup and Cleanup

1. Fees include set-up of tables and chairs providing a floor plan is submitted prior to rental date.
2. The Lemont Park District will provide the following equipment free of charge:
  - A. Chairs up to the maximum capacity for each room
  - B. 3x6 ft. tables
  - C. Garbage cans/liners
3. Renter is responsible for leaving facility the same condition it was found.
  - A. Renter is required to place all trash/party decorations in the trash containers provided.
  - B. The facility attendant will be provided with a checklist to determine the cleanliness of the facility at the completion of the rental. Failure to comply will result in loss of deposit.
    - The deposit will be utilized for such damages; (this includes the facility left dirty, missing equipment, damage to any equipment or to facility itself).
    - If damages exceed the amount of deposit, the renter will be billed accordingly. Deposits, less amount retained for damages, if any, will be mailed out/returned, after board approval.
4. All non-Park District equipment and supplies, including, but not limited to, band or DJ equipment, catering supplies, and decorations, must be delivered and removed during renters' reserved hours.
5. Nothing may be stored on site without prior approval of Facility Manager. A fee will be charged for items brought early or left by the renter. Exceptions must be approved by Facility Manager.

### Permits/Special Approval is Needed for the Following

1. All live music or amplified sound.
2. Any activity that a fee is charged for participation.
3. Event that makes use of mechanical or inflatable amusement device.
4. Waive Fees, due to renter being a certified 501 c3 Organization.
5. Distribution of food and or beverage for a fee or fundraiser.
6. Fundraising events must be approved by Lemont Park District 30 days in advance.
7. **Any vendor hired for entertainment**

### Insurance Requirements

1. Rentals requesting the services of outside vendors such as inflatable's, D.J.'s or tents must supply the Lemont Park District with a Certificate of Insurance naming the Lemont Park District as additionally insured for the amount of \$1,000,000.00 per occurrence from the vendor.

### Music and/or Amplified Sound

1. Rentals planning to have live or amplified music get approval from the Facility Manager.
2. Unless otherwise approved by the Facility Manager, amplified music will be restricted to the interior of the facility with noise exposure outside not to exceed 60db at the facility boundary.
3. DJ's and musicians must bring their own extension cords and other supplies as needed.
4. Renter may be asked to reduce music level at our discretion. If compliance is not met, renter violates agreement of contract and may be asked to leave and lose future rental privileges and deposit.

UPDATED: AJM 11/27/19