



LEMONT PARK DISTRICT

FACILITY RENTAL APPLICATION/AGREEMENT

2023



• APPLICANT/ORGANIZATION INFORMATION

Applicant Name/Organization _____ Contact Number ____/____ - _____
 Address _____ 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 123 Room
 Other _____

OUTDOOR FACILITIES:

Tennis Court Pickle Ball Court Soccer Field/Size _____ Baseball/Softball/Field Size: _____

SPECIAL ARRANGEMENTS

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

6 Ft. Tables (# of Tables) _____ Chairs (# of Chairs) _____ Pickle Ball Net Volleyball Net
 Batting Cage/Pitching Machine Permit for Alcohol (After-hours Rental ONLY) *MUST COMPLETE PAGE 4
 Other _____

OFFICE USE ONLY

RESERVATION # _____	CHECK # _____	RECEIPT # _____
REQUEST RECEIVED ____/____/____	ENTERED RECTRAC ____/____/____	BY _____
ROOM RENTAL FEES \$ _____		
ADDITIONAL FEES \$ _____		
TOTAL DUE \$ _____	DEPOSIT PD. \$ _____	AMOUNT DUE \$ _____



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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	Keepataw A & B	100 max	\$105.00	\$175.00
Centennial	Keepataw A only	50 max	\$55.00	\$95.00
Centennial	Keepataw B only	50 max	\$55.00	\$95.00
Centennial	123 Room	80 max	\$65.00	\$115.00
Centennial	Tennis Court/ Pickle Ball Outdoor	4 max	\$15.00	\$20.00
Centennial	Outdoor Basketball	NA	\$25.00	\$40.00
CORE	Covington A	14 max	\$40.00	\$65.00
CORE	Covington B	14 max	\$40.00	\$65.00
CORE	Covington A & B	28 max	\$55.00	\$85.00
CORE	Kensington Rm.	47 max	\$55.00	\$85.00
CORE	Basketball Court (each)	142 max/room	\$65.00	\$125.00
CORE	Basketball Half Court	71 max/room	\$35.00	\$65.00

*All rental fees are due at the time of reservation; this includes the reservation deposit and the room rental fee unless deemed a long-term renter. For more information on the reservation deposit, please see Facility Rentals Regulations.

ADDITIONAL SET-UP/EQUIPMENT FEES

EQUIPMENT	FLAT FEE
Batting Cage	\$50.00 Per hour

CALCULATING RENTAL FEES

Reservation Deposit	\$	100.00
After-hours Staffing Fees	\$	
Room Fee _____ X # Hours _____ =	\$	
Additional Equipment (One Time Fee)	\$	
Total Due at Time of Registration	\$	



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- I understand all functions conducted in Lemont Park District facilities must be in accordance with the district’s 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 unless deemed a long-term renter.
- I understand that cancellations must be submitted in writing to the Facility Coordinator, by the person who signed the contract, at least 3 business days prior to the event to receive a deposit refund and that refund will not be granted to cancellations made less than 3 business days before the event. Once alcohol liability insurance is purchased it is non-refundable.
- 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 Facilities Coordinator for the use of amplified music.
- I understand that mechanical or inflatable rides such as Moon Walks can only be used with Facilities Coordinator approval. Vendor must supply the Park District with a certificate of insurance listing the Park District as additionally insured in 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 only permitted in District buildings during after-hours rentals with the permission of the Facilities Coordinator and purchase of alcohol liability insurance. 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 understand that alcohol permits will only be considered for after-hours rentals and must be approved by the Facility Coordinator. A certificate of insurance must be approved by the Facilities Coordinator prior to the rental.

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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- TO BE COMPLETED IF ALCOHOL IS PART OF THE EVENT (Afterhours rentals only)

ALCOHOL USE PERMIT APPLICATION

Applicant Name/Organization _____ Contact Number ____/____ - ____
Applicant/Organization Address _____
City _____ Zip _____ E-mail Address _____

EVENT/RENTAL INFORMATION

Will Alcohol be served (Circle One) YES NO
Date of Event ____/____/____ Location _____
Description of Event: _____
Total Number of Guests _____ Number of Guests Over 21 _____ Number of Guests Under 21 _____

ADDITIONAL INFORMATION

All applications and functions held on District property is subject to all local, county and state laws & ordinances. In addition to these rules and regulations, the following guidelines also are applicable for the consumption of alcohol. The Lemont Park District permits the consumption of alcohol only when following regulations are followed.

- The consumption of alcohol (beer & wine ONLY) is in conjunction with an event under the sponsorship of the District, the sponsorship of a recognized community group, or responsible organization or adult individual.
Alcohol is strictly prohibited in district aquatic facilities or in conjunction with any district aquatics rental or reservation. No Exceptions.
Applicant agrees to the Special Events and Alcohol Liability Program and agrees to pay the additional fees for coverage to distribute through www.theeventhelper.com .
Under no circumstances shall alcohol be sold on Lemont Park District property.
Persons consuming or in possession of alcohol on District property at the applied event, must be over 21 and always have a valid government or state-issued I.D. card with them.

INDEMNIFICATION

User shall indemnify and hold harmless the District and its officers, officials, employees, volunteers and agents from and against all claims, damages, losses and expenses, including but not limited to legal fees (attorney's and paralegals' fees and court costs), arising from or in any way connected with (i) the use of the premises or of any business or activity thereon, or any work or thing whatsoever done, or condition created in or about the premises during the use; (ii) any act, omission, wrongful act or negligence of User or any of User's contractors or subcontractors, or the partners, directors, officers, agents, employees, invitees User or User's contractors or subcontractors; (iii) any accident, injury or damage whatsoever occurring in or at the premises regardless of whether or not it is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this Paragraph. User shall similarly protect, indemnify and hold and save harmless the District, its officers, officials, employees, volunteers and agents against and from any and all claims, costs, causes, actions and expenses including but not limited to legal fees, incurred by reason of User's breach of any of its obligations under, or User's default of, any provision of the Contract.

Name of Applicant _____ Signature of Applicant _____ 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 Facilities Coordinator (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.

Available Rental Hours

1. Rentals occurring Monday- Friday must be held between 9:00 am and 9:00 pm. Saturday and Sunday rentals at the CORE must be held between 9:00 am and 5:00 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 be available based on staff availability. Requests must be made at least three weeks in advance and an additional staffing charge will be added to the rental fees.
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.

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 Coordinator 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: Rentals that meet on a regular basis for at least 3 consecutive months.
 1. The first month's rentals must be paid up front as well as \$100 deposit to hold respective dates.
 2. Renters will be invoiced on the second Monday of the month for the following months rentals.
 3. Payment must be received by the third Monday of the month for the following months rentals.
 4. If payment is not received by the third Monday of the month preceding the rental month, the deposit will be forfeited.
 5. If the late payment is not received by the fourth Monday of the month preceding the rental month, the rental month will be cancelled, and all future rentals will be on hold until the account is brought current including an additional \$100 to replenish the deposit.
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.



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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.

Changes to the Reservation

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

Cancellation/ Refund Policy

Cancellations must be submitted in writing to the Facility Coordinator, by the person who signed the contract, at least 3 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

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.

General Room Regulations

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. Alcohol is only permitted in park district facilities after-hours with the permission of the Facility Coordinator. Additional alcohol liability insurance must also be purchased and approved by the Facilities Coordinator prior to the rental.
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. Please keep noise to a minimum. Renter may be asked to reduce noise level at Facility Coordinator'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.
6. 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.
7. Charging of admission fees and parking fees is strictly prohibited unless other arrangements have been made.
8. Selling food or other items on site is not allowed without Park District approval.
9. Amplified sound is not allowed during facility/athletic field use without written approval. 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

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



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- 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. If damages to the facility occur, it may result in loss of the 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 Coordinator. A fee will be charged for items brought early or left by the renter. Exceptions must be approved by Facility Coordinator.

Outside Vendors/Entertainment

- 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.
- 3. Mechanical or Inflatable rides such as Moon Walks can only be used with Facilities Coordinator 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
- 4. Rentals planning to have live or amplified music get approval from the Facility Coordinator. Unless otherwise approved by the Facility Coordinator, amplified music will be restricted to the interior of the facility with noise exposure outside not to exceed 60db at the facility boundary. DJs hired by the renter must supply the Park District with a certificate of insurance listing the District as additionally insured for a minimum of \$1,000,000.00. DJ's and musicians must bring their own extension cords and other supplies as needed.
- 5. Any outside vendor contracted for entertainment can only be used with Facilities Coordinator 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.

Alcohol Permits

If alcohol (beer & wine only) is consumed at any time during your rental, the attached Alcohol Permit must be filled out/completely, and Alcohol Liability Insurance must be purchased through www.theeventhelper.com . Alcohol is strictly prohibited on or in any District Aquatic Facilities and will be strictly prohibited in conjunction with any Aquatic rental or reservation.

Permits/Special Approval is Needed for the Following

- 1. Alcohol (Afterhours rentals ONLY)
- 2. All live music or amplified sound.
- 3. Any activity that a fee is charged for participation.
- 4. Event that makes use of mechanical or inflatable amusement device.
- 5. Waive Fees, due to renter being a certified 501 c3 Organization.
- 6. Distribution of food and or beverage for a fee or fundraiser.
- 7. Fundraising events must be approved by Lemont Park District 30 days in advance.
- 8. Any vendor hired for entertainment.
- 9. Vendors hired to cook and serve food on-site such as a food truck.

Insurance Requirements

- 1. Rentals requesting the services of outside vendors such as inflatable's, D.J.'s or food trucks 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.



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2. Special Events and Alcohol Liability Insurance. Additional fees paid through www.theeventhelper.com . Insurance must be submitted to the Facilities Coordinator 3 business days prior to the event.

UPDATED: AJM 1/16/2023