



LEMONT PARK DISTRICT

Facility Agreement
2024



APPLICANT/ORGANIZATION INFORMATION

Applicant Name/Organization _____ Contact Number ____/____ - ____

Applicant/Organization Address _____

City _____ Zip _____ E-mail Address _____

EVENT/RENTAL INFORMATION

Event Date ___/___/___

Event Start Time: _____ Event End Time: _____ Estimated Number of Attendees _____

Additional Date(s) Requested:

Description of Event/Rental:

INDOOR FACILITY REQUESTED

ROOMS:

Centennial Building: Keepataw A & B Keepataw A Keepataw B 123 Room

Canal Center: Large Room

CORE: Covington A & B Kensington Other: _____

Room Set Up: Tables (6-Foot Long Rectangular) # _____ Chairs # _____

COURTS:

CORE: Full Court Half Court

LOCATION	FACILITY	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
Canal Center	Large Room	36 max (Available: M-F Evenings & Weekends)	\$30.00	\$60.00
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

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



LEMONT PARK DISTRICT

Facility Agreement
2024



OUTDOOR FACILITY REQUESTED

- Pavilion and Grove rentals for 2024 will be processed starting January 15th, 2024.
- Outdoor facilities are available for rent April 1st through November 1st. These dates are subject to change.
- This rental is for the indicated facilities. This does not include exclusivity of playground equipment, baseball fields, basketball courts, splash pads etc. All other park amenities are to remain open to the public.

PAVILIONS/GROVES:

Centennial Campus: * Pavilion Small Grove Pavilion Large Grove-Lions

Off Campus Locations: *Northview Park Pavilion *Covington North Park Pavilion

COURTS/FIELDS:

Tennis Court Pickle Ball Court Soccer Field/Size _____

Baseball/Softball/Field Size: _____ Other Please Specify: _____

LOCATION	AREA	SEATING CAPACITY	RES. FEE	N.R. FEE
*Centennial	Pavilion	75 max	\$70.00/9am-7pm	\$110.00/9am-7pm
Centennial	Small Grove Pavilion	36 max	\$70.00/9am-7pm	\$110.00/9am-7pm
Centennial	Large Grove	50 max	\$70.00/9am-7pm	\$110.00/9am-7pm
*Northview Park	Pavilion	32 max	\$70.00/9am-7pm	\$110.00/9am-7pm
*Covington North Park	Pavilion	25 max	\$70.00/9am-7pm	\$110.00/9am-7pm
Centennial	Pickle Ball/Tennis Courts	4 max	\$15.00/per hour	\$20.00/per hour
Centennial	Basketball Courts	N/A	\$25.00/per hour	\$40.00/per hour
Centennial	Baseball/Soccer Field	N/A	\$20/per hour	\$25.00/per hour

*Indicates location has electricity

OUTDOOR FACILITIES:

- A damage deposit of \$100.00 applies to rentals.
- All rental fees are due at the time of reservation; this includes the reservation deposit and the room rental fee.
- Conditions in which the entire deposit or partially may be withheld are- Cleanup is not completed as outlined in the rental regulations. Use of site exceeds scheduled rental time. The number of people attending the event exceeds the number of participants listed in the agreement. Park District equipment is damaged during rental period. Additional staff time charge required for special services or items not on prepaid facility charges but used by renter during rental period. Not adhering to rental regulations.



LEMONT PARK DISTRICT

Facility Agreement
2024



EVENT LOGISTICS

- Any logistical changes from the responses below need to be put in writing to the Facilities Coordinator within 30 days of the event for review.
- The Lemont Park District reserves the right to deny any of the requests below.
- Permittees may be required to work with the Village of Lemont and Lemont Fire Protection District for various inspections and/or approvals for requests.

ALCOHOL (select one)

- No alcohol will be served at the event.
- Yes, alcohol will be served at the event. You're required to purchase additional alcohol liability insurance through www.theeventhelper.com . Insurance must be emailed to the Facilities Coordinator 3 weeks prior to the event.
 - Alcohol is only permitted indoors during after-hour events.
 - Sale of alcohol is strictly prohibited.
 - 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.
 - 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.

TENTS (select one):

- No tents or canopies
- Yes, not larger than 12x12 pop up.
- Yes, larger than 12x12. A certificate of insurance from the tent company must be provided no less than 3 weeks prior to the event naming Lemont Park District as additionally insured.

MECHANICAL OR INFLATABLE EQUIPMENT (select one):

- No Mechanical or inflatable equipment
- Yes, I will have _____ (number) of mechanical/inflatable equipment. A certificate of insurance from the company must be emailed to the Facilities Coordinator no less than 3 weeks prior to the event naming Lemont Park District as additionally insured. The company hired will be responsible for calling JULIE to mark the lines.

CONTRACTED/HIRED ENTERTAINER (select one): (i.e., face painter, balloon artist)

- No hired entertainer will be present at the event.
- Yes, an entertainer will be hired. A certificate of insurance from the company will be emailed to the Facilities Coordinator no less than 3 weeks prior to the event naming Lemont Park District as additionally insured.

FOOD VENDOR (select one) (i.e., a food truck or a food company staying on-site during the duration of the event)

- No hired food vendor will be present at the event.
- Yes, a food vendor will be hired. A certificate of insurance from the company will be emailed to the Facilities Coordinator no less than 3 weeks prior to the event naming Lemont Park District as additionally insured. The vendor is responsible for ensuring all safety precautions are followed.

CONTRACTED BAND/DJ (select one):

- No hired musical vendor will be present at the event.
- Yes, a vendor to play music will be hired. A certificate of insurance from the company will be emailed to the Facilities Coordinator no less than 3 weeks prior to the event naming Lemont Park District as additionally insured. The vendor is responsible for ensuring all noise policies are followed.



LEMONT PARK DISTRICT

Facility Agreement
2024



- Amplified music will be restricted to the interior of the facility with noise exposure outside not to exceed 60db at the facility boundary.
- DJ's and musicians must bring their own extension cords and other supplies as needed.
- Renters 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.

SPECIAL REQUESTS (Additional charges may apply):

Additional Garbage Cans # _____

Porta John # _____

CONTRACT

- 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 rental regulations.
- I understand that a \$100.00 rental deposit is required at the time of rental confirmation. I understand I shall forfeit this deposit if I fail to meet the conditions of the rental regulations.
- I understand that I must pay my rental balance at the time of reservation(s), or my rental/reservation(s) will not be approved.
- I understand that cancellations must be submitted in writing to the Facilities Coordinator, by the person who signed the contract, at least 15 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 15 business days before the event. Once alcohol Liability insurance is purchased it is non-refundable.
- I understand that I am responsible for seeing that all activities are properly controlled and supervised and for the conduct of all guests attending the event as outlined in the 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 live music or a DJ.
- I understand that a tent larger than the 12X12 pop ups and 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 for the minimum amount of \$1,000,000.00 as outlined in the Facility Rental Regulations.
- 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 the 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. This includes vendors. I understand the cleanup duties that
- are required of me including returning the facility 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.



LEMONT PARK DISTRICT

Facility Agreement 2024



- I understand that consumption of alcohol is prohibited on all Lemont Park District property without permitted approval and that smoking is prohibited as well. The Lemont Park District supports a “smoke free” environment. This means that there is no smoking allowed on District property.
- I agree to follow the outdoor weather-related policy outlined at the end of this agreement.
- I agree to abide by all terms and conditions set forth in the rental regulations and that failure to adhere to these regulations will incur financial penalties and possible legal action.
- 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, Behavior Management Policy, Non-Discrimination and Harassment Policy, Smoking Policy, as well as the Lemont Park District General Use Ordinances.

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 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.

I certify that all the information listed above is accurate and correct. I have read the 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 contract 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.

Name of Applicant _____ Signature of Applicant _____ Date: _____

OFFICE USE ONLY

RESERVATION # _____	CHECK # _____	RECEIPT # _____
REQUEST RECEIVED ____/____/____	ENTERED RECTRAC ____/____/____	BY _____
RENTAL FEES \$ _____	ALCOHOL INSURANCE REQUIRED?	YES NO
ADDITIONAL FEES \$ _____	APPROVED BY _____	
TOTAL DUE \$ _____	DEPOSIT PD. \$ _____	AMOUNT DUE \$ _____

RENTAL POLICY



LEMONT PARK DISTRICT

Facility Agreement 2024



1. The renter is required to stay on-site for the duration of the rental and is responsible for seeing 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 will be permitted to rent facilities.
 - 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 pavilion until an adult from the group is present.
2. Charging admission fees and parking fees is strictly prohibited unless approved arrangements have been made by designated District staff.
3. Selling food or other items on site is not allowed without Park District approval.
4. Vehicles are only permitted on designated roads and /or parking lots.
5. Please keep noise to a minimum. Renters may be asked to reduce noise level at Park District staff'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. For more information see below.
6. Glass is not allowed in the parks, including beer bottles. If glass is found your damage deposit will not be refunded.
7. The Lemont Park District supports a smoke-free environment prohibiting the use of tobacco products, e-cigarettes, and cannabis.
8. 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.
9. The facility/area 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.
10. Adhere to all Federal, State, and Local laws and ordinances.

OUTDOOR WEATHER-RELATED POLICY

Lightning's behavior is random and unpredictable. While the risk of lightning strikes and injuries cannot be eliminated, preparedness and quick response are the best defenses towards reducing the lightning hazard. The Lemont Park District has invested in a Lightning Alert System known as WeatherBug at Centennial Campus. All Organizations are encouraged to sign up Weather Bug which will notify coaches and managers of lightening within a 10-mile radius and to clear the fields.

Centennial Campus is equipped with two lightening alert systems including a strobe and horn.

What does the strobe and horn mean?

- One Long 15-Second Horn Blast = Lightening Detected – SEEK SHELTER NOW (Outdoor Activity is immediately suspended.)
- STROBE FLASHING = Lightening in Area- Under Alert – SEEK SHELTER NOW – (Outdoor Activity is immediately, and continues to be, suspended.)
- Three Short 5-Second Horn Blasts = All Clear – Safe to resume outdoor activities.

The Lightning Alert System cannot be solely used for detecting lightning. As always, it is the policy of the Lemont Park District that all outdoor activities and contests are immediately suspended when lightning is spotted, or thunder is heard. All participants and spectators are to be cleared from the field and find safe shelter. In all cases, the following procedure will be followed:

- At the first signs of lightning or thunder or the activation of the Lightning Alert System, immediately suspend all outdoor activities. "If you can hear it (thunder), Clear It (suspend activities)."
- SEEK Enclosed & Grounded Building, Enclosed Automobile/Truck, Approved Lightning Shelter
- AVOID the outdoors, open areas, water, tall trees, metal fences, overhead wires & power lines, elevated ground, golf carts, mowers, rain shelters.



LEMONT PARK DISTRICT

Facility Agreement
2024



Outdoor activities may resume once the all clear (3 short 5-Second Horn Blasts or Wait 30 minutes after the last observed lightning or thunder is seen or heard.

CANCELLATION/REFUND POLICY

Cancellations must be submitted in writing to the Facilities Coordinator, by the person who signed the contract, at least 15 business days prior to the event to receive a deposit refund. No deposit refund will be granted on rescheduled bookings of a cancelled contract.

CONTACT INFORMATION

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Original: Revised 2/28/2024