

WAUKEGAN PARK DISTRICT

Facility Rental Application

Date of Rental: _____

Name: _____ Phone (Day): _____ (Work): _____

Address: _____ City: _____ State: _____ Zip: _____

Building:

Jack Benny Center _____

Lilac Cottage _____

Visual Arts Center _____

Area:

Studio _____ Theater* _____ Dance Studio** _____

Classroom (BBS) _____

Main Room _____ Kitchen _____ Blue Rm. _____

Classroom _____ Gallery _____

Day: _____ Time In: _____ AM/PM Time Out: _____ A.M. /P.M. Estimated Attendance: _____

\$75 (Security Deposit) + _____ Hours @ \$ _____/hr. + \$ _____ Kitchen = \$ _____

Security Deposit: \$75 Due: _____/_____/_____

Rental Fee: \$ _____ Due: _____/_____/_____

of Tables: _____ # of Chairs: _____ Misc. Needs _____

Park District Rules and Regulations

I understand and will abide by the following regulations and policies of the Waukegan Park District:

- No alcoholic beverages will be allowed on Waukegan Park District property.
- Smoking is prohibited in all Park District facilities.
- No candles are permitted. No push pins, thumb tacks, nails, tape/adhesive permitted on painted/papered surfaces.
- Additional time used by Renter for setup and/or cleanup beyond the stated time will be assessed at the hourly rate.
- The building must be cleaned and put in order by the Renter (including the stove, oven, refrigerator, floors, tables and chairs, and ALL garbage taken to the dumpster – Do not drag the trash bags on the ground).
- The Waukegan Park District reserves the right to charge additional fees for damage and/or additional cleaning required by our maintenance staff and/or exceeding capacity limits.
- A building supervisor will open and close the building and be present throughout the rental.
- All functions conducted in District facilities or parks must be held in accordance with District ordinances, policies, and rules.
- Loud music, obscene language, or boisterous behavior breaching the public peace is not permitted.
- Waukegan Park District will only provide tables and chairs.
- A refundable security deposit of \$75.00 must be submitted at time of reservation.. The rental must be paid in FULL 30 days prior to the rental date or it will be cancelled and the deposit forfeited. A cancellation by the Waukegan Park District or the Renter will result in a service charge being deducted from the security deposit. All cancellations must be made in writing. Cancellation refunds of deposits and fees are as follows - 1) Cancellations made two (2) weeks prior to reservation will be refunded full deposit and paid fees less a \$5 service charge, 2) Cancellations made between two (2) and one (1) weeks of the event will be refunded the facility fee only, 3) Cancellations made less than one week prior to reservation date will be refunded the deposit only. Facility fee not refundable. Please mail or drop off your WRITTEN cancellation to Waukegan Park District – Jack Benny Center for the Arts, 39 Jack Benny Dr., Waukegan, Illinois 60087.
- The security deposit will be mailed to the Renter two weeks after the date of the event after the facility has been inspected and is deemed cleaned and undamaged within.
- The application is to be signed by an adult (21 years of age or older) who will be in attendance and who will assume full responsibility for group use. The person renting the room is responsible for the conduct of all adults and children present at the event. Youth parties are not available at Lilac Cottage.
- Please sketch a diagram of the setup you would desire on the reverse side of this form.
- *If renting the theatre, Renter must follow theatre procedures manual.
- **No black soled shoes allowed in Dance Studio.

I have read, understand, and will abide by the ordinances, policies, and procedures established by the Waukegan Park District. I take responsibility for the conduct of my party/event. I have read the cancellation procedure and understand that cancellations must be in writing.

I shall indemnify and hold harmless the Waukegan Park District, its officers, employees, volunteers, and agents against any claims, demands costs and expenses, including reasonable attorney's fees for the defense thereof, arising from or in connections with my use of District property provided that said claims, demands costs and expenses have not been caused by the negligence of the District, its officers, employees, volunteers and agents.

Signature: _____

Date: _____

Please retain a copy of this permit and receipt in your possession prior to the start of your activity and during activity to verify authorization for use. In the event of an emergency, contact the Waukegan Police Department by dialing -9-1-1 or non-emergency 847-599-2608.

Cancellation Comments:
