

# FACILITY RENTAL AGREEMENT

This form is a **request** until it is approved and required fees are paid. Requests must be received 21 days prior to rental date requested and will be reviewed within 3-5 business days. No deposit or payment is due with this form. Payment and deposit must be submitted during business hours by date indicated when notified of approval. Submitting a request is NOT a guarantee of availability or approval. All rentals are processed on a first come, first serve basis. Requests will be reviewed based on WPD policy, facility and staff availability. WPD reserves the right to deny any rental which is deemed inappropriate. Renter filling request and making contract must be 21 years of age and remain on premise for duration of the rental.

1. ORGANIZATION: \_\_\_\_\_ TODAY'S DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

2. RENTER NAME: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

DAY PHONE : (\_\_\_\_) \_\_\_\_\_ EVENING PHONE: (\_\_\_\_) \_\_\_\_\_

DRIVERS LICENSE NUMBER: \_\_\_\_\_ STATE: \_\_\_\_\_

3. FACILITY: (PLEASE CHECK BELOW)

**Facility**

- \_\_\_\_\_ Meeting Room A (33 cap.)
- \_\_\_\_\_ Meeting Room B (36 cap.)
- \_\_\_\_\_ Meeting Room A& B (69 cap.)
- \_\_\_\_\_ Climbing Wall
- \_\_\_\_\_ Athletic Courts # \_\_\_\_\_
- \_\_\_\_\_ Other: \_\_\_\_\_
- \_\_\_\_\_ Party Package

**Additional needs** (flat rate with room rental)

- \_\_\_\_\_ Warming Kitchen
- \_\_\_\_\_ TV/VCR/DVD
- \_\_\_\_\_ PA System
- \_\_\_\_\_ Projector and Screen
- \_\_\_\_\_ Stereo/CD Player
- \_\_\_\_\_ Sports Equipment: \_\_\_\_\_
- \_\_\_\_\_ Other: \_\_\_\_\_

4. RENTAL DATES: \_\_\_\_\_ ESTIMATED ATTENDANCE: \_\_\_\_\_

5. ARRIVAL TIME: \_\_\_\_\_ am / pm DEPARTURE TIME: \_\_\_\_\_ am / pm (includes any set-up/ clean up time)

6. TYPE OF ACTIVITY (Please Describe): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

7. WILL THERE BE AN ADMISSION CHARGE OR OTHER FEES? YES \_\_\_\_\_ NO \_\_\_\_\_ AMOUNT: \$ \_\_\_\_\_

8. WILL FOOD OR BEVERAGES (Non-Alcoholic Only) BE SERVED? YES \_\_\_\_\_ NO \_\_\_\_\_

9. WILL A PARTICULAR SET-UP OF FURNISHINGS OR SUPPLY OF EQUIPMENT BE REQUESTED FROM THE PARK DISTRICT? YES \_\_\_\_\_ NO \_\_\_\_\_ IF YES, PLEASE DESCRIBE \_\_\_\_\_

**PLEASE READ CONTRACT CAREFULLY BEFORE SIGNING: Policies & Procedures - Signature below denotes agreement.**

1. Rentals may only take place during normal operating hours. The Waukegan Park District reserves the right to make exceptions depending on the type and size of the rental. All rentals are processed on a first come, first serve basis. Requests will be reviewed based on WPD policy, facility and staff availability. WPD reserves the right to deny any rental which is deemed inappropriate.
2. A \$100 security deposit must be submitted at time of approval for rental of each space. A \$500 security deposit must be submitted for tournament rentals which include three or more courts. Renter has 24 hours from time notified of approval to submit the deposit or approval may become void.
3. Renter signing contract must be 21 yrs of age & present at site for the entire contracted time.
4. Rental must be paid in FULL two weeks prior to the rental date, (youth parties, 1 month) or it will be canceled, and security deposit will not be refunded. Any monthly, continuous rentals must pay rental fees on the 1st of each month or the contract may be voided and the security deposit retained.
5. Cancellation of contract by the renter in excess of two weeks will result in a five-dollar service charge deducted from the security deposit. Deposit will not be returned if a reservation is canceled by the renter with less than two weeks notice of the rental date
6. The Waukegan Park District reserves the right to cancel a contract if the contract has been violated in any manner. If rental is cancelled due to a violation of the contract by the renter outside of two weeks the security deposit will be retained, inside of two weeks all monies will be retained.

7. If for any reason the facility is unusable due to uncontrollable circumstances (i.e. power outages, flooding, fire) the Park District will make every attempt to contact you immediately. If we cannot accommodate your rental as your contract states, and the Park District cancels your rental, you will be fully refunded.
8. Decorating, set-up and clean up time is part of the contracted hours. Renter must arrive / vacate facility at the time contract states. Renters are not permitted to enter the facility early. Contracts are set for facility entrance and exit times. Renter's signature below denotes agreement of contract.
9. NO alcoholic beverages are allowed on the Waukegan Park District property; the rental will be shut down if alcohol is present and police may be called. No refunds will be made for lost time during the rental and renter's deposit will not be returned.
10. No food, decorating or entertainment items can be held prior / post to the rental time contracted. The renter must make other arrangements.
11. The building and equipment must be cleaned and put in order by the renter before leaving (i.e. tables, floors, warming kitchen, sports equipment). All garbage must be removed by the renter and taken to the outside dumpster.
12. The Waukegan Park District will charge additional fees or may retain deposit for damage and/or additional cleaning required by the Waukegan Park District maintenance staff. (i.e. stained floors & walls, broken tables, missing balls, etc.)
13. The renter will be charged for a full hour if the rental exceeds a minimum of five or more minutes beyond the contracted time. Time is not prorated by the minute. Early entrance is not allowed. The facility will be locked except during the time in which it has been rented.
14. Youth groups must have one (1) adult for every ten (10) youth present. Youth must remain in the rented room or be accompanied by an adult if outside of the room. Youth parties (13-20 yrs) i.e. birthdays, require Police coverage \$40 p/hr fee.
15. Waukegan Park District provides tables and chairs only for meeting rooms. Appropriate sports equipment will be provided for gym rentals. Other items may be rented for meeting room and gym use.
16. All rentals must abide by the building fire safety codes.
17. All special effects equipment, stages, & special entertainment used by the renter must be submitted in writing and be pre-approved before set up or use. Rentals in this category will require a Certificate of Insurance naming the Waukegan Park District as "Additionally Insured." Rental will be shut down if unauthorized items are present. No refunds will be made for lost time during rental & security deposit will not be returned.
18. Rentals during normal operating hours will be supervised by the front desk staff. This person may remind the renter when half (1/2) an hour is left in the rental contract (for clean up purposes).
19. A building supervisor may be used to open and close the building if rental is outside of normal operation hours. Renter must arrive on time or the supervisor will be dismissed after 1 hour and rental will be considered a "no show". No refund will be issued in this case.
20. Renter is responsible for the conduct of children and adults at all times during the rental. Loud and boisterous music is not permitted. Music must be lowered if complaints arise and renter must abide. Renter understands that this agreement indemnifies the district against any and all claims arising out of the rental (including the conduct of guests and contractors of the renter, such as a caterer or DJ).
21. The Field House at Hinkston Park is a non-smoking facility.
23. If room capacity is exceeded, the renter will be warned. If the renter fails to remedy the situation, the rental may be shut down.
24. Deposit is returned 7-10 working days after rental or cancellation, as long as policies and procedures were adhered too. There are NO cash refunds. Only check or credit card refunds are issued.

**Request Signature: X** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_  
 My signature indicates that I am twenty-one years of age, have read, fully understand and will abide by the above regulations and policies set forth by the Waukegan Park District. **I understand that this is only a request and there is no guarantee of rental until I receive approval and pay the required fees.**

<b>Office Use Only:</b>			
Court Rental \$	_____/hr X _____	# of Courts X _____	# of Hours = \$ _____
Meeting Room Rental \$	_____/hr X _____	# of Hours; <b>Room A, B, or A&amp;B</b>	= \$ _____
Climbing Wall \$	_____/hr X _____	# of Hours	= \$ _____
Police Fee \$40 X	_____ hrs		= \$ _____
Warming Kitchen Fee:			= \$ _____
Party Package:			= \$ _____
Additional Fees:	_____		= \$ _____
Approved or Denied	On: ____/____/____	Deposit by: ____/____/____	= \$ _____
		Total	= \$ _____
		Deposit paid on: ____/____/____	= \$ _____
	Due Date: ____/____/____	Final Balance:	= \$ _____
Certificate of Insurance Required:	YES	NO	If yes, it must be furnished by: ____/____/____
Other:	_____		
Supervisor Approving Rental:	_____		Date: _____