



FACILITY USE AGREEMENT

The completion and signing of this document by User is a **request** to use a portion of the Waukegan Park District ("District") Cultural Arts facilities (the "Facility") until it is approved and required fees are paid. Once approved and required fees are paid, this request becomes a **contractual Agreement** ("Agreement"). Requests must be received no later than 21 days prior to 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 requests are processed on a first come, first serve basis. Requests will be reviewed based on Waukegan Park District (hereafter referred to as District) policy, Facility and staff availability. Individuals filing a request and making a contractual Agreement must be 21 years of age and remain on the premises for duration of the Facility use. The individual(s) and organizations listed below and signing this Agreement are jointly and severally liable (hereunder and are throughout this Agreement referred to as the 'User').

1. ORGANIZATION: _____ TODAY'S DATE: ____/____/____
2. NAME: _____
STREET ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
DAY PHONE :(_____) _____ EVENING PHONE: (_____) _____
DRIVERS LICENSE NUMBER: _____ STATE: _____

3. FACILITY: (PLEASE CHECK BELOW)

Facility

Additional needs (flat rate with room use)

_____ Lilac Cottage – with tables (24 capacity)	_____ Kitchen includes refrigerator, stove, microwave
_____ Lilac Cottage – chairs only (30 capacity)	_____ Punch Bowl, cups and ladle
_____ Blue Room/Sun Porch (6 capacity)	_____ PA System or Sound System in theatre
_____ Dr. Lynn Schornick Theatre (89-101 capacity)	_____ Screen and projector
_____ Backstage classroom (12 capacity)	_____ Theatre Lighting (WPD/JBC provides operator for fee)
_____ Dance Studio (50 capacity)	_____ Tables
_____ Studio I II III IV V (Select) _____	_____ Chairs
_____ Visual Arts Gallery (___ capacity)	_____ Display easels
_____ Visual Arts Classroom (12 capacity)	_____ Painting easels
_____ Other: _____	_____ Other: _____

4. USE DATE(S): _____ ESTIMATED ATTENDANCE: _____
5. ARRIVAL TIME: _____ am / pm DEPARTURE TIME: _____ am / pm (please include 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 _____

A minimum of two hours for all rentals

PLEASE READ AGREEMENT CAREFULLY BEFORE SIGNING: A Signature on page three denotes Users' acceptance of this Agreement's terms and conditions.

1. **Facility Access:** No User may access the Facility except in accordance with this Agreement. All requests are processed on a first come, first serve basis. Requests will be reviewed based on District policy, Facility and staff availability. District reserves the right to deny any request which is deemed inappropriate.

2. **Security Deposit:** A security deposit ("Deposit") must be submitted at time of approval for use of each Cultural Arts Division space: \$75. User has 24 hours from time notified of approval to submit the Deposit or approval may become void unless otherwise determined by the approving supervisor and noted in the Office Use section of this Agreement.
3. **User Inspection:** User shall be responsible for inspecting the Facility subject to this Agreement prior to each use and shall be responsible for bringing to the District's attention any potential dangers, safety hazards or problems. User is solely responsible for determining whether the Facility is safe, appropriate, and/or compatible for User's intended use.
4. **User Availability:** User signing this Agreement must be 21 yrs. of age and present at site for the entire time Facility is being used.
5. **Fees:** All fees must be paid IN FULL 30 days prior to the Facility use date or it will be canceled, and Deposit will not be refunded. Any monthly, continuous uses must pay use fees on the 1st of each month or the Agreement may be voided and the Deposit retained. Exceptions apply to those groups whose fees are based on participation and cannot be determined until after the event; in this case payment will be due on the date noted on the invoice.
6. **User Cancellation:** Cancellation of this Agreement by the User thirty days or more in advance of the use date will result in a 50% loss of the Deposit. No portion of the Deposit will be returned if a reservation is canceled by the User with less than thirty days notice of the use date unless otherwise determined by the approving supervisor and noted in the Office Use section of this Agreement.
7. **District Cancellation:** The District reserves the right to cancel this Agreement if User breaches the Agreement in any manner. If Facility use is cancelled due to User's breach of this Agreement more than thirty days before the use date the District will retain the Deposit. If User breaches the Agreement thirty days or less prior to the use date, the District will retain all monies paid to District by User, and shall have the right to pursue any and all legal and equitable remedies.
8. **Facility Unusable for User's Purpose:** If for any reason the Facility is unusable (i.e. power outages, flooding, fire) the District will make every attempt to contact User immediately. If the District cannot accommodate the User's use and the District cancels this Agreement solely as a result of said circumstances, User will be fully refunded.
9. **Decorating, Set-up and Clean-up Time:** Decorating, set-up and clean up time is part of the use time listed above. User must arrive / vacate Facility at the times set forth in this Agreement, and are not permitted to enter the Facility before or remain in the Facility after the times set forth herein. Agreements are set for Facility entrance and exit times.
10. **Alcoholic Beverages:** No alcoholic beverages are allowed on District property. The District has the absolute right to immediately close the facility, contact the police, and terminate this Agreement, or any of these, in the event alcohol is present. No refunds will be made for lost time during the use and User's deposit will not be returned. The User's possession of alcohol shall constitute a material breach of this Agreement.
11. **No Possession of Food, Decorating or Entertainment Items:** No food, decorating or entertainment items can be held prior / post to the use time stated in this Agreement. The User shall be solely responsible for all other arrangements.
12. **Clean-up:** The building and equipment must be cleaned and put in order by the User before leaving (i.e. tables, floors, kitchen equipment and appliances). All garbage must be removed by the User and taken to the outside dumpster.
13. **No Removal of District Property or Equipment:** No District equipment or property shall be removed from the premises without prior written permission from the approving supervisor.
14. **User Responsible for Damages:** User will be solely responsible for and will pay for any damage to District property arising out of the use of the said Facility pursuant to this Agreement.
15. **User Responsibility for Additional Costs:** The District will charge additional fees or may retain Deposit for damage and/or additional cleaning required by the District maintenance staff. (i.e. stained floors & walls, broken tables, missing balls, etc.)
16. **Late Fee for Late Departure:** User will be charged for a full hour if the use exceeds five or more minutes beyond the stated Agreement 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 approved for use.
17. **User Supervision:** Youth groups must have one (1) adult for every ten (10) youth present. Youth must remain in the approved room or be accompanied by an adult if outside of the room. Youth parties (13-20 yrs.) (i.e. birthdays) require police coverage \$67 per hour fee. No youth parties are permitted at Lilac Cottage.
18. **Equipment Use:** District provides tables and chairs only for meeting rooms. Other items may be requested for approval with use of meeting room, dance studio, gallery, classroom, theatre or backstage.
19. **Compliance with Codes:** All Facility uses must abide by the building fire safety codes.
20. **Compliance with Law:** User shall comply with any and all applicable federal, state, and local laws, rules, regulations, orders, ordinances and permit procedures.
21. **Special Effects:** All special effects equipment, stages, & special entertainment used by the User must be submitted in writing and be pre-approved before set up or use. Facility use in this category will require a Certificate of Insurance naming the District as "Additional Insured." District may terminate this Agreement immediately and require User to vacate the premises immediately if unauthorized items are present. No refunds will be made for lost time during use and Deposit will not be returned.
22. **Facility Use oversight:** District staff shall oversee Facility use during normal operating hours. This person may remind the User when half (½) an hour is left in the Agreement (for clean up purposes). District shall have no liability for supervision or failure to supervise User's activity or use of the premises. User waives all claims against District arising from its use of Facility.
23. **Supervision:** User is solely responsible for providing any and all supervision at all times during User's use of any Facility, including but not limited to the identified Facility space, and all common areas. Further, User shall be responsible for ensuring that User's guests and invitees comply with all applicable rules and regulations governing District facilities.
24. **Building Access:** A building supervisor may be used to open and close the building if use is outside of normal operation hours. User must arrive on time or the supervisor will be dismissed after 1 hour and User will be considered a "no show". No refund will be issued in this case. **Staff remains on-site.**
25. **Conduct of Children:** User is responsible for the conduct of children and adults at all times during the use. Loud and boisterous music is not permitted. Music must be lowered if complaints arise and User must comply with District's staff instructions pertaining to same. User

hereby indemnifies, defends, saves and holds the District harmless from and against any and all claims arising out of User's use of the Facility or other District-owned or controlled property (including but not limited to, the conduct of guests and contractors of the User, such as a caterer).

26. **Non-Smoking:** All Waukegan parks and facilities are non-smoking.

27. **Room Capacity:** If room capacity is exceeded, the User will be warned. If the User fails to remedy the situation, the use may be shut down.

28. **Return of Deposit:** Deposit is returned 7-10 working days after use or cancellation, as long as policies and procedures were adhered to. There are NO cash refunds. Only check refunds are issued.

29. **No Third Party Beneficiary:** This Agreement is entered into solely for the benefit of the Agreeing parties, and nothing in this Agreement is intended, either expressly or implied, to provide any right or benefit of any kind whatsoever to any person or entity who is not a party to this Agreement, or to acknowledge, establish or impose any legal duty to any third party.

30. **No Liability for Lost or Stolen Property:** The District does not assume any liability for property lost or stolen on the District premises, or for personal injuries sustained on the premises during User's use of the premises and User hereby agrees to assume the full risk of any injuries, damages or loss, regardless of severity, that User may sustain as a result of this Agreement. User further agrees to waive and release the District from any and all losses, claims, suits or judgments or damages that User might sustain as a result of any and all activities connected with or associated with this Agreement.

31. **Indemnification:** To the fullest extent permitted by law, User shall indemnify and hold harmless the District, its officers, officials, employees, volunteers and agents from and against all claims, damages, losses and expenses, including but not limited to legal fees (attorneys' and paralegals' fees and court costs), arising out of or resulting from User's use and occupancy of the Facility, provided that any such claim, damage, loss or expense (i) is attributable to bodily injury, sickness, disease or death, or injury to or destruction of tangible property, and (ii) is caused in whole or in part by any wrongful or negligent act or omission of the User, anyone directly or indirectly employed by User or anyone for whose acts any of them may be liable including but not limited to any person occupying the Facility by, under or through User, except to the extent it is caused in whole or 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. The 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 this Agreement.

32. **Insurance:** User shall procure and maintain at all times relevant hereto, commercial general liability (CGL) and, **if necessary**, commercial umbrella insurance with a limit of not less than \$1,000,000 each occurrence and a general aggregate limit of at least \$1,000,000. If such CGL insurance contains a general aggregate limit, it shall apply separately to this Facility use activity. CGL insurance shall be written on Insurance Services Office (ISO) occurrence form CG 00 01 10 93, or a substitute form providing equivalent coverage, and shall cover liability arising from premises, operations, independent contractors, personal injury, including death, property damage and advertising injury, liability assumed under an insured contract (including the tort liability of another assumed in a business contract), and liability arising from the indemnity provisions of this Agreement. The District shall be included as an insured under the CGL, using ISO additional insured endorsement CG 20 10 or a substitute providing equivalent coverage, and under the commercial umbrella, if any. Before the covered function(s) may commence on District property, the User shall furnish Certificates of Insurance for the insurance coverage required herein, naming the District as an additional insured.

- o The insurance shall contain no special limitation on the scope of protection afforded the District and shall contain a "contractual liability" clause. In the event of athletic activities, athletic participation must not be excluded.
- o User's insurance shall be primary insurance as respects the District. Any insurance or self-insurance maintained by the District shall be in excess of User's insurance and shall not contribute with it.
- o User's insurer shall agree to waive all rights of subrogation against the District.
- o Before this Agreement goes into effect, User shall deliver to the District a Certificate of Insurance satisfactory to the District.

33. **Food Permits:** A Facility supervisor will inform User if food permits are required for User's requested use. Food permits must be obtained from the Lake County Health Department. User shall be solely responsible to obtain and pay for any and all permits required in connection with its use of the Facility, including but not limited to, food permits.

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 District. **I understand that this is only a request and there is no guarantee of Facility use until I receive approval and pay the required fees.**

OFFICE USE ONLY:

Lilac Cottage (Main Room/ Sun Porch)

\$ _____/hr X _____ # of hrs; = \$ _____

Lilac Cottage Kitchen Fee: FLAT FEE = \$30 = \$ _____

Blue Room \$ _____/hr X _____ # of hrs; = \$ _____

Schornick Theatre (Stage/seating/backstage/dressing room/green room/backstage access to dressing rooms):

\$ _____/hr X _____ # of hrs = \$ _____

Lighting Operator (Independent Contractor):

\$ _____/hr X _____ # of hrs; = \$ _____

Backstage Classroom: \$ _____/hr X _____ # of hrs; = \$ _____

Dance Studio/Green Room: \$ _____/hr X _____ # of hrs; = \$ _____

Music Studio Use: \$ _____/hr X _____ # of hrs; = \$ _____

VAC Gallery Use: \$ _____/hr X _____ # of hrs; = \$ _____

VAC Classroom \$ _____/hr X _____ # of hrs; = \$ _____

Police Fee: (Subject to change) \$ 67/hr X _____ # of hrs; = \$ _____

Additional Fees: _____ = \$ _____

Approved/Denied: Date ____/____/20____ By: _____

Deposit by: ____/____/____ Deposit paid: ____/____/____

Deposit: = \$ 75.00

Final Due: ____/____/____ Final paid: ____/____/____

Final Balance: = \$ _____

Certificate of Insurance Required: YES NO

If yes, please furnish by: ____/____/____

Food Permit Required YES NO

If yes, please furnish by: ____/____/____

Other: _____

Supervisor Approving Use: _____ Date: ____/____/____