





# Facility Rental Agreement

I understand, by signing this application, I agree that I will be responsible for the use of the Park District property by my group and for damages which might occur. I will arrive and remain with my group for the entire time we use the Park District property. In compliance with this *Park District Request for Facility Rental*, I am 25 years of age and agree to the terms of this rental.

Initials \_\_\_\_\_

I understand that **NO alcohol** is allowed in and around any Park District property, including parking lots. Use of, or evidence of the use of alcohol will result in the loss of your entire deposit.

Initials \_\_\_\_\_

I understand that **NO smoking** is allowed in, or within 15 feet of, any Park District Property.

Initials \_\_\_\_\_

I understand that **guns** are not allowed on or in any Park District property, pursuant to 430 ILCS 66/65.

Initials \_\_\_\_\_

I understand that **no refunds** will be issued for outdoor rentals due to inclement weather.

Initials \_\_\_\_\_

I understand that **bouncy houses** and other **inflatables** are not allowed on any Park District property.

Initials \_\_\_\_\_

I understand that grilling is only allowed on existing Park District grills and **NO** outside grills are allowed.

Initials \_\_\_\_\_

I understand that all reservations state a **beginning and ending time**, and that this is when the property is available. When reserving, please allow for setup and cleanup time. Any changes must be made three business days prior to the rental date.

Initials \_\_\_\_\_

I understand that **open flames**, including the burning of candles, and incense, are NOT allowed in any Park District property.

Initials \_\_\_\_\_

I understand that all live bands, or a **DJ**, must be approve at time of application and must provide a Certificate of Liability.

Initials \_\_\_\_\_

I understand that use of **confetti and glitter** is not allowed in any Park District building. Use of or evidence of the use of confetti or glitter will result in the loss of your deposit.

Initials \_\_\_\_\_

I understand that at the Arndt Park Fieldhouse and West Park Fieldhouse I am responsible for removing all garbage from the building and putting it in the dumpster located near the facility. *This does not apply to picnic pavilions.*

Initials \_\_\_\_\_

I understand that at the Park District has three styles of room set up to choose from **NO** exceptions will be made. **Tables cannot be moved or taken down.** Helium balloons must be tied down by weights. **Any balloons released to the ceiling will result in the loss of your deposit.** Decorations must be secured only with painter's tape.

Initials \_\_\_\_\_

I understand that I am responsible for all my guests. Children must stay in the party room or be with an adult.

Initials \_\_\_\_\_

I understand that during or due to my rental one of the following incidents occurs, I will forfeit the deposit and may lose my right to rent from the Park District in the future: noise complaint issued; police presence is required; group stays past park/facility closing hours; group size exceeds the State of Illinois Guidelines for gatherings.

Initials \_\_\_\_\_

I have read and fully understand the terms, and agree to all in full. Failure to comply with these rules will result in the loss of the entire deposit. I also understand that Park District employee or Police Officer may inspect facility to ensure that the rental is in compliance with all Park District rules and polices.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**On the day of your rental, you must bring your contract and a photo ID. Facility will only be opened for the applicant.**