

# HODGKINS PARK DISTRICT INDOOR FACILITY USAGE APPLICATION

8997 Lyons Street, Hodgkins, IL  
708-354-6563 | [www.hodgkinspark.org](http://www.hodgkinspark.org)

Today's Date: \_\_\_\_\_

## Applicant Information

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

<sup>1</sup> Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

<sup>1</sup> Proof of residency is required to receive resident rental rates

## Event Information

Facility Rental Hours: Monday—Thursday: 8:00 AM to 9:00 PM; Friday—Sunday: 8:00 AM to 10:00PM

Date Requested: \_\_\_\_\_

<sup>2</sup> Start Time (include set up): \_\_\_\_\_

<sup>2</sup> End Time (include clean up): \_\_\_\_\_

Purpose of Rental (meeting, birthday, etc): \_\_\_\_\_

Number in Attendance: \_\_\_\_\_

<sup>3</sup> Will a third party vendor be providing a service during the rental? (onsite catering, DJ, etc.)

☐ Yes

☐ No

<sup>2</sup> Access to the facility is only allowed during the hours listed on this rental form. Rental times must include setup and cleanup.

<sup>3</sup> If yes, the vendor must provide a certificate of insurance naming the Hodgkins Park District as additional insured. Certificates must be submitted to park district staff no later than one week before the rental.

I agree to pay all fees in full no later than two weeks before the rental date. I agree to remain onsite for the entire duration of my rental and understand that I must sign off with park district staff prior to departing the facility. I understand that no alcoholic beverages may be served, consumed, or brought onto park district property at any time. I have read and fully understand the rules and policies listed on the back of this rental application. I also understand that I am responsible for ensuring all guests are in compliance with the rules and policies during the rental. Failure to comply with park district rules and policies will result in the forfeiture of the entire deposit.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Staff Taking Application

\_\_\_\_\_  
Director's Initials

## FOR OFFICE USE ONLY

### Facility Fees

\_\_\_ Party Room (28 max) \$20R/\$30NR x \_\_\_ hr = \_\_\_\_\_

\_\_\_ Party Rm + ZZ (28 max) \$35R/\$55NR x \_\_\_ hr = \_\_\_\_\_

\_\_\_ Zoom Zone (37 max) \$20R/\$30NR x \_\_\_ hr = \_\_\_\_\_

\_\_\_ MPA (187 max) \$95R/\$145NR x \_\_\_ hr = \_\_\_\_\_

\_\_\_ MPB (88 max) \$40R/\$60NR x \_\_\_ hr = \_\_\_\_\_

\_\_\_ MP Full (275 max) \$130/\$195NR x \_\_\_ hr = \_\_\_\_\_

\_\_\_ Half Gym (200 max) \$115R/\$175NR x \_\_\_ hr = \_\_\_\_\_

\_\_\_ Gym (400 max) \$225R/\$340NR x \_\_\_ hr = \_\_\_\_\_

### Total Due

Payment \_\_\_\_\_

Balance Due \_\_\_\_\_

Payment \_\_\_\_\_

Balance Due \_\_\_\_\_

### Deposits

\_\_\_ \$20 (Party Room)

\_\_\_ \$100 (Zoom Zone / MPA / MPB / Half Gym)

\_\_\_ \$120 (Party Rm + ZZ)

\_\_\_ \$200 (Gym / MP Full)

### Set-up Fees

\_\_\_ \$100 (MPB)

\_\_\_ \$200 (MPA)

\_\_\_ \$300 (MP Full)

### Tables

Round / Long / Both

Departure Time: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

## FACILITY USAGE & RENTAL POLICIES

### I. Definition of Residency

- A. Government or municipalities and special districts within the Park District boundaries subject to Park Board approval.
- B. Non-Profit organizations and clubs which have 50% or more Park District residents as members.
- C. Private individuals or families who reside in the District.
- D. Commercial business and industries within the District.

### II. Building Availability

- A. Multipurpose Room / Gymnasium / Party Room / Indoor Playground
  - 1. Monday—Thursday: 8:00 AM to 9:00 PM      Friday—Sunday: 8:00 AM to 10:00 PM
  - 2. Park District programs and fitness contractors have priority when scheduling.
- B. Equipment and Service Provided
  - 1. Tables, chairs, and kitchen facilities will be provided. Kitchen appliances include a stove, sink, refrigerator and freezer.
  - 2. The kitchen is a shared space and may be used by multiple rental groups when simultaneous events are occurring. Please be respectful of others, clean up after use, and coordinate storage and appliance use as needed.
  - 3. Tables and chairs will be left out on racks for renter to set up and take down, unless additional set-up fee has been paid.
  - 4. The following restrictions apply to the use of equipment:
    - a. Tables and chairs may be used indoors only.
    - b. Water and electricity, when in use, cannot be left unattended.

### III. Liquor Policy – Alcoholic beverages are not allowed on Park District property.

### IV. Application Procedures – Building Rental

- A. Application for rental must be completed at the Park District recreation center.
- B. A damage deposit refundable upon administrative staff inspection & approval of premises after rental, must accompany application.
- C. Application for use must be made 14 days in advance of the rental date.
- D. Cancellation notice must be received at least 48 hours in advance of the rental or a \$25 fee will be charged.

### V. Facility Use Rules – The group, organization or individual in whose name the facilities are being used (hereinafter known as permittee), is responsible to see that all rules and regulations are followed.

- A. All persons entering the facility must comply with the laws of the Federal Government, State of Illinois, the Village of Hodgkins and the Hodgkins Park District.
- B. Permittee is responsible for all persons in the building or grounds and shall assume liability for the same persons.
- C. Permittee assumes liability for any damage to the building, grounds, or equipment.
- D. The facility must be left as it was found, in a satisfactory condition.
- E. Permittee is responsible to see that no member is in possession of or under the influence of illegal drugs or alcoholic beverages.
- F. All persons must stay in the designated rental area or forfeit the deposit.
- G. All persons must vacate the building at the time designated on the application or forfeit the deposit.
- H. Permittee will not offer or expose for sale any article without prior permission of the Board of Park Commissioners.
- I. Permittee will not charge an admission fee, sell tickets or solicit donations at the facility without the expressed written permission of the Board of Park Commissioners.
- J. All activities shall be under control and shall be operated and supervised by the permittee to the satisfaction of the Park District. If the activity is unsatisfactory, it may result in loss of consideration of future requests and/or immediate cancellation of the rental.
- K. Third party vendors, such as inflatables, musicians/DJs, children's entertainment, onsite caterers, etc., must have a certificate of insurance naming the Hodgkins Park District as additional insured. Certificates are due to the park district for review no later than a week before the rental.
- L. Whenever group members are under 18 years of age, there must be adequate adult chaperones. One adult chaperone must be provided per 10 under-age participants. Adult chaperones count towards the total number of people.
- M. The Park District reserves the right to cancel the rental, or shift activities to other facilities, for any reason at any time.
- N. Deposit refunds will be mailed the week following the rental to the address listed on the application.
- O. The permittee must ensure that a staff person is present to lock the facilities at the end of the rental.
- P. No refunds will be provided for rentals that end earlier than contracted rental time.
- Q. Permittee is not allowed access to the facility until the time specified on the rental application. Outside vendors contracted by the permittee will also not be allowed access to the facility until the time specified on the rental application.
- R. Pets are not permitted on Park District property. However, service animals, as defined by the Americans with Disabilities Act (ADA), are welcome. Service animals must remain under control at all times.

### VI. Infectious Disease Policies and Assumption of Risk

- A. Despite careful and proper procedures, there remains a risk of exposure to illnesses or other health hazards when participating in any activity outside your home. It is impossible for the Park District to guarantee absolute safety. By signing this application, the permittee acknowledges that there are risks beyond the control of the Hodgkins Park District, and the Park District is not liable—except in cases of willful and wanton misconduct—for any illness or injury that may occur.
- B. Permittee agrees to follow all applicable guidelines issued by the DCEO, IDPH, CDC, and CCDPH.

**Indemnification and Hold Harmless:** To the extent permissible by law, permittee agrees to protect, indemnify, save, defend, and hold harmless the Park District, its officers, officials, volunteers, employees, and agents (hereafter collectively referred to as "District") from and against any and all liabilities, claims for compensation, obligations, claims, damages, penalties, causes of action, costs and expenses, including reasonable attorney's fees for which the District may become obligated by reason of any accident, injury or death of persons, or loss or damage to property arising indirectly or directly in connection with or under as a result of this agreement, whether such loss/damage/injury or liability is contributed to by the negligence of the District or by the premises themselves or any equipment thereon whether latent or patent, or from other causes whatsoever.