## **HODGKINS PARK DISTRICT**

# FACILITY USAGE APPLICATION

8997 Lyons Street, Hodgkins, Illinois 60525 • 708-354-6563/708-354-9269 FAX • <u>www.hodgkinspark.org</u>

Today's Date:_	Please fill out t	Please fill out this form and return both copies to the Hodgkins Park District office.				
Address (stree	et/town/zip) (i.e. meeting, wedding, etc.)					
Day of week requested:		Date requested:				
<b>Opening time</b> (including set up):		Closing time (including clean up):				
	(Building will be c	opened and closed at these times	)			
Group Info:	Number in attendance: Name and phone numbers of other sponsors accompanying the group that may be contacted in the event of an emergency:					
Equipment:	Will the group bring materials, literatur	e, equipment or food to the park pr	remises?YesNo			
	LAWS OF THE STATE OF ILLINOIS AND ORDIN SUCH LAWS OR ORDINANCES SHALL BE PERMI					

VIOLATION OF SUCH LAWS OR ORDINANCES SHALL BE PERMITTED ON SUBJECT PREMISES DURING THE USE THEREOF. I/WE HEREBY AGREE TO USE PARK DISTRICT FACILITIES AND GROUNDS RESPONSIBLY AND SAFELY IN ACCORDANCE WITH REGULAR PARK DISTRICT POLICIES AND REGULATIONS AND AGREE TO THE CHARGES INCURRED, IF ANY. THE PARK DISTRICT REQUESTS THAT CHILDREN BE CAREFULLY SUPERVISED IN ALL PARK AREAS. <u>I/WE UNDERSTAND THAT NO ALCOHOLIC BEVERAGES MAY BE SERVED, CONSUMED OR</u> <u>BROUGHT ONTO PARK PROPERTY AT ANY TIME, AND VIOLATION OF THESE RULES WILL FORFEIT THE DEPOSIT.</u> I/WE AGREE TO ABIDE BY THE ADA LAW WHICH PROTECTS PERSONS WITH DISABILITIES FROM DISCRIMINATORY PRACTICES.

#### I/WE UNDERSTAND THAT PAYMENT IS DUE IN FULL TWO WEEKS BEFORE EVENT DATE.

I/WE HAVE READ AND UNDERSTAND THE BUILDING POLICIES LISTED ON THE BACK OF THIS RENTAL APPLICATION.

Signature of Applicant				Staff Taking Application	on Director's Initials	
Office Use Only				SET-UP FEES		
FACILITIES				\$75 MPB\$150 MPA\$225 MPALL		
Gym	\$225R/\$340NR	xhour	s =	VOLLEYBALL EQUIPM	I <b>ENT</b> \$75	
1/2 Gym \$115R/\$175NR x hours =			s =	<b>LATE FEE</b> \$25		
Multi-Purpose A/B	\$130R/\$195NR	x hour	s =	TABLES: Round/Long/	/Both	
Multi-Purpose A	\$95R/\$145NR	x hour	s =	TOTAL DUE		
Multi-Purpose B	\$40R/\$60NR	xhour	s =	Payment		
Multi A/B No Kitch	\$110R/\$165NR	x hour	s =	Balance Due		
Multi A No Kitchen	\$70R/\$105NR	x hour	s =	Payment		
Multi B No Kitchen	\$35R/\$55NR	x hour	 s =	Balance Due		
Party Room	\$20R/\$30NR	x hour	 s =			
 Indoor Play Area	\$20R/\$30NR	x hour	s =			
Party Rm & Play	\$35R/\$55NR	x hour	 s =			
, , ,				Depart Time		
DEPOSITS						
Gym or Multi \$200	) Gym A or B	, Multi A c	or B or Play A	rea \$100		
Party Rm \$20 F				·		

#### POLICIES FOR BUILDING RENTAL

### 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

III.

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- A. Multipurpose Room/Gymnasium/Party Room/Indoor Playground
  - 1. Monday-Thursday: 8am-9pm Friday-Sunday: 8am-10pm
  - 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. 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.
  - 3. 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.
- 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 and approval of premises after the rental, must accompany the application.
- C. Application for use must be made 14 days in advance of the rental date.
- D. A late reservation fee of \$25 will be assessed for rental requests which can be accommodated with shorter notice.
- E. Cancellation notice must be received at least 48 hours in advance of the rental or a \$25 fee will be charged.
- Facility Use Rules The group, organization or individual in whose name the facilities are being used (hereinafter known as permitee), 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. Permitee is responsible for all persons in the building or grounds and shall assume liability for the same persons.
  - C. Permitee 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. Permitee 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. Permitee will not offer or expose for sale any article without prior permission of the Board of Park Commissioners.
  - I. Permitee 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 permitee 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. Outside vendors, such as inflatables, musicians/DJs, children's entertainment, on-site 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 permitee must insure 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. Permitee is not allowed access to the facility until the time specified on the rental application. Outside vendors contracted by the permitee will also not be allowed access to the facility until the time specified on the rental application.

## VI. COVID-19 Policies and Assumption of Risk-

- A. Despite careful and proper procedures, there remains the risk of exposure to COVID-19 when participating in any activity outside of your home. It is impossible for the park district to guarantee absolute safety against exposure. By signing this application, permitee understands that there are risks beyond the control of the Hodgkins Park District and the park district is not liable, aside for willful and wanton misconduct, for any illness/injury that may occur, including COVID-19.
- B. Permitee agrees to follow all applicable guidelines issued by the DCEO, IDPH, CDC, and CCDPH.

**Indemnification and Hold Harmless:** To the extent permissible by law, permitee 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.