

HODGKINS PARK DISTRICT OUTDOOR PARKS USAGE APPLICATION

8997 Lyons Street, Hodgkins, IL
708-354-6563 | www.hodgkinspark.org

Today's Date: _____

Applicant Information

Name:	Phone:	
¹ Address:		
City:	State:	Zip:

¹ Proof of residency is required to receive resident rental rates

Event Information

Park Rental Hours: April, May, September, October: 10:00AM to 7:00 PM; June, July, August: 10:00 AM to 8:00 PM

Date Requested:	
² Start Time (include set up):	² End Time (include clean up):
Purpose of Rental (birthday, family reunion, etc):	Number in Attendance:
³ Will a third party vendor be providing a service during the rental? (onsite catering, DJ, etc.) <input type="checkbox"/> Yes <input type="checkbox"/> No	

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

³ 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 premises. 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

___ West Shelter #1	\$15R/\$25NR	x ___ hr = _____
___ West Shelter #2	\$15R/\$25NR	x ___ hr = _____
___ Kubicki Park Shelter	\$15R/\$25NR	x ___ hr = _____
___ Splash Harbor Shelter	\$25R/\$40NR	x ___ hr = _____
___ WW Shelter #1	\$15R/\$25NR	x ___ hr = _____
___ WW Shelter #2	\$15R/\$25NR	x ___ hr = _____
___ West End	\$50R/\$75NR	x ___ hr = _____
___ Cole Lenzi Field	\$70	x ___ hr = _____
___ Little League Field	\$70	x ___ hr = _____

Deposits

___ \$50 (Shelters / West End / Fields)
___ \$150 (Tent)
___ \$150 (Tables + Chairs)

Rental Items

___ \$175 (20' x 30' Tent)
___ \$275R/\$325NR (Tent + 6 Tables + 50 Chairs)
(\$30 charge each unreturned chair; \$150 each unreturned table)

Mandatory Security Staff—\$40 Each Per Hour

___ 100 to 150 people—1 Staff x ___ hr = _____
___ 151 to 200 people—2 Staff x ___ hr = _____
___ 201+ people—3 Staff x ___ hr = _____

Total Due

Payment	_____
Balance Due	_____
Payment	_____
Balance Due	_____

Departure Time: _____

Applicant Signature: _____

PARKS 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. Availability

- A. Park Shelters (excluding Splash Harbor) and Fields
 - 1. April, May, September & October: 10:00 AM to 7:00 PM
 - 2. June, July & August: 10:00 AM to 8:00 PM
- B. Splash Harbor
 - 1. June 1st—August 31st
 - 2. Monday—Thursday: 12:00 PM to 6:00 PM Friday—Sunday: 10:00 AM to 4:00 PM
- C. Equipment and Service Provided
 - 1. Shelters: One picnic table is located within each shelter. No other tables/chairs will be provided.
 - 2. Splash Harbor: One picnic table is located within the shelter. No other tables/chairs will be provided. Rental includes 10 children's wristbands for entry. More wristbands can be purchased prior to the rental or at the gate.
 - 3. Fields: No field equipment will be provided (bats, balls, bases, etc).

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

IV. Application Procedures – Park Permits

- A. A rental application must be completed at the Park District office. Permits are required for groups over 10 people.
- 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. Park 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/grounds 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 vacate the grounds at the time designated on the application or forfeit the deposit.
- G. Permittee will not offer or expose for sale any item/service, charge an admission fee, sell tickets, or solicit donations, on park grounds without prior permission of the Board of Park Commissioners.
- H. 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.
- I. 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.
- J. 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.
- K. The Park District reserves the right to cancel the rental, or shift activities to other facilities, for any reason at any time.
- L. Deposit refunds will be mailed to the address listed on the application the week following the rental.
- M. No refunds will be provided for rentals that end earlier than contracted rental time.
- N. Pop-up tents are not allowed on park grounds.
- O. Tent/Tables/Chairs: Rental items can only be used in the Village of Hodgkins. Rental items will be delivered on Friday and picked up on Monday. Permittee must be available, or make available a representative to show the staff where to set up the tent. Permittee is responsible to JULIE when necessary.
- P. 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 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, permittee 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. 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.