

HODGKINS PARK DISTRICT

FACILITY USAGE APPLICATION

8997 Lyons Street, Hodgkins, Illinois 60525 ♦ 708-354-6563/708-354-9269 FAX ♦ www.hodgkinspark.com

Today's Date: _____ Please fill out this form and return both copies to the Hodgkins Park District office.

Applicant Info: Name: _____ Phone: (home) _____ (other) _____
Address (street/town/zip) _____
Type of rental (i.e. meeting, wedding, etc.) _____

Day of week requested: _____ **Date requested:** _____
Arrival time (including set up): _____ **Closing time (including clean up):** _____
(Building will be 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, literature, equipment or food to the park premises? Yes No

SUBJECT TO ALL LAWS OF THE STATE OF ILLINOIS AND ORDINANCES OF THE APPLICABLE MUNICIPALITY AND THAT NO ACTIVITIES IN 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. I/WE UNDERSTAND THAT NO ALCOHOLIC BEVERAGES MAY BE SERVED, CONSUMED OR BROUGHT ONTO PARK PROPERTY AT ANY TIME, AND VIOLATION OF THESE RULES WILL FORFEIT THE DEPOSIT. 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 Director's Initials _____

Office Use Only

FACILITIES

- ___ Gym \$225R/\$340NR x ___ hours = _____
- ___ 1/2 Gym \$115R/\$175NR x ___ hours = _____
- ___ Multi-Purpose A/B \$130R/\$195NR x ___ hours = _____
- ___ Multi-Purpose A \$95R/\$145NR x ___ hours = _____
- ___ Multi-Purpose B \$40R/\$60NR x ___ hours = _____
- ___ Multi A/B No Kitch \$110R/\$165NR x ___ hours = _____
- ___ Multi A No Kitchen \$70R/\$105NR x ___ hours = _____
- ___ Multi B No Kitchen \$35R/\$55NR x ___ hours = _____
- ___ Party Room \$20R/\$30NR x ___ hours = _____
- ___ Indoor Play Area \$20R/\$30NR x ___ hours = _____
- ___ Party Rm & Play \$35R/\$55NR x ___ hours = _____

DEPOSITS

- ___ Gym or Multi \$200 ___ Gym A or B, Multi A or B or Play Area \$100
- ___ Party Rm \$20 ___ Party Rm & Play Area \$140

SET-UP FEES

___ \$75 MPB ___ \$150 MPA ___ \$225 MPALL

VOLLEYBALL EQUIPMENT ___ \$75

LATE FEE ___ \$25

TABLES: Round/Square/Both

TOTAL DUE

Payment	_____
Balance Due	_____
Payment	_____
Balance Due	_____

_____ **Depart Time** _____

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

- 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.

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 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.

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. 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 permittee 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. 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.

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, 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.