

HODGKINS PARK DISTRICT

PARKS 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 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):** _____

Park Hours- April, May, September, October: 10am-7pm; June-August: 10am-8pm

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 POLICIES LISTED ON THE BACK OF THIS RENTAL APPLICATION.

Signature of Applicant

Staff taking application

Director's Initials

Office Use Only

FACILITIES

___ Shelter #1 W	\$15 R/\$25 NR	x ___ hours = _____
___ Shelter #2 W	\$15 R/\$25 NR	x ___ hours = _____
___ E Playground Shelter	\$15 R/\$25 NR	x ___ hours = _____
___ Splash Shelter	\$25 R/\$40 NR	x ___ hours = _____
___ West End	\$50 R/\$75 NR	x ___ hours = _____
___ WW Shelter #1	\$15 R/\$25 NR	x ___ hours = _____
___ WW Shelter #2	\$15 R/\$25 NR	x ___ hours = _____
___ Cole Lenzi Field	\$50	x ___ hours = _____
___ Cole Lenzi Field w/lights	\$60	x ___ hours = _____
___ Little League Field	\$50	x ___ hours = _____
___ Little League Field w/lights	\$60	x ___ hours = _____

RENTAL ITEMS

___ 20 x 30 Tent	\$175
___ 6 Tables & 50 Chairs	\$100 R/\$150 NR
___ With Tent Rental Only	

There will be a charge of \$30 for each unreturned chair and \$150 for each unreturned table

DEPOSITS

___ Tent	\$150
___ Courts, Fields, Shelters & Gazebos	\$50
___ Tables & Chairs	\$150

LATE FEE - ___ \$25

SECURITY STAFF - \$40 Each per hour

___ 100 to 150 people - 1 Security	x ___ hours = _____
___ 151 to 200 people - 2 Security	x ___ hours = _____
___ 201 & over people - 3 Security	x ___ hours = _____

TOTAL DUE

Payment	_____
Balance	_____
Payment	_____
Balance	_____

Depart Time _____

POLICIES FOR PARK 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. Availability

- A. Park Shelters (excluding Splash Harbor) and Fields
 - 1. April, May, September & October: 10:00 a.m. to 7:00 p.m.
 - 2. June, July & August: 10:00 a.m. to 8:00 pm.
- B. Splash Harbor
 - 1. June 1st –August 31st : 10:00 a.m. to 7:00 p.m.
- 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 will not be 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 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. 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. 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.
- 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.

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.