



PARK DISTRICT FACILITY USAGE GUIDELINES
ALL FACILITIES ARE SMOKE AND ALCOHOL FREE

It is the intent of the Worth Park District to make its facilities available to the community on a fair and equitable basis. The following procedures, guidelines and fee schedules will outline the rules and regulations regarding the use of the facility. Availability may be checked over the phone but this does not reserve facility.

About the Application Process

- 1) Applications for facility rental must be made in person at the park district administration office.
Charles M. Christensen Terrace Centre
11500 S. Beloit
9:00 a.m. to 5:00 p.m.
Monday – Friday
- 2) The applicant-submitting request, listed as authorized representative, must be a minimum of **21** years of age. Only the authorized representative may make changes to the rental request.
- 3) **IMPORTANT: The Rental Start and End Time is the time the renter will have access to the space requested.** Please be sure to include time on the application for decorating before your event and clean up after the event.
- 4) To allow proper planning, applications must be turned in ASAP the requested date and **MUST** be accompanied by a payment for security deposit and for a liquor license, if applicable.
- 5) A photocopy of your application showing that the deposit has been received by our office will be given to you. This copy also acts as your **invoice** for the balance due. The balance is subject to change but will be confirmed by the rental coordinator within three business days of the application date.
- 6) Applications will be reviewed by the rental coordinator for correct invoice balance, and for availability of space, tables, chairs and staffing. You will be contacted when all details of your application have been confirmed. Usually within three business days of receiving your application. If for any reason the application for rental is denied, the renter will be notified by phone.
- 7) The remaining balance on the invoice must be paid at least **two weeks prior** to the rental date as listed on the application.
- 8) Any changes to the rental request must be made at least **one week prior** to the rental date. We may not be able to fulfill all requests.

About the Security Deposit

- 9) Groups or individuals using any park district facility will be required to post a security deposit of \$100. Groups or individuals will be charged for any damages and time spent for clean up by park district staff (if required). The District reserves the right to seek legal remedies in the event that damages are greater than the deposit.

Fees:

- | | |
|-----------------------|----------|
| a. Excessive clean up | \$30/hr. |
| b. Damaged table | \$70 |
| c. Damaged chair | \$35 |

- 10) If rental is cancelled at any time, the \$100 deposit **WILL NOT** be refunded to the renter. In order to receive a refund for any amount paid (that is not the deposit) the renter must cancel in a written form at least two weeks prior to their rental.

- 11) Security Deposits will be mailed back to the renter within ***30 business days** of the rental.

**The WPD only issues checks on the 3rd Thursday of each month.*

Post Event Clean up

- 12) All renters using park district facilities will be responsible for their general cleanup including any equipment or utensils used in the kitchen.
- 13) Rooms need to be returned to their original condition upon completion of rental. If a renter feels something in the facility is damaged upon the beginning of the rental or during the rental, they must inform a staff member immediately.
- 14) **Facility attendants are not on site to clean the facility for you.** Each renter is responsible for the cleaning of the areas reserved for their use.
- 15) Facility attendants are scheduled to supervise the facility in the off hours when rentals are present. They act as your host and will help you get into your room and access the supplies you have requested in advance. **Attendants are not allowed to carry equipment, food, etc. into or out of the facility and they are not liable if accidents occur.**
- 16) Groups that exceed permitted rental time or space will incur **double the cost of time and space** and **will also forfeit the deposit.**
- 17) **Any permit may be revoked for misrepresentation in the application.** In addition, violation of terms and conditions of the application concerning policy, ordinances, rules, regulations, and laws of the State of Illinois and the United States of America.
- 18) For activities involving groups of minors, the following requirements are in effect.
- One adult chaperon must be provided for every fifteen minors in attendance. Names and addresses of chaperones must be provided in advance of the event.
 - For groups larger than 50 participants encompassing individuals age 13-18 the Director of Parks and Recreation must approve the permit and may require a fee for additional security.
- 19) Activities which are likely to result in damage to property or injury to people are prohibited.
- 20) Use of premises in such a manner as to interfere with other scheduled programs is prohibited.
- 21) Certificates of Insurance may be required from groups or organizations using District facilities. Certificates of Insurance should read as follows: "The Worth Park District, its elected officials and appointed officials, employees and agents as additionally insured." Family usages are exempt from this requirement.

- 22) Renters or users **are not** allowed to charge admissions unless authorized by the Director of Parks & Recreation.
- 23) Renters or users **are not** allowed to post any advertisements of any products or service for sale in the facility unless authorized by the Director of Parks & Recreation.
- 24) Smoking is **NOT** allowed within the facility and must be 15 yards from any entryway.
- 25) Alcohol or gambling is prohibited without proper paperwork, fees and director's approval.
- 26) **SPECIAL FACILITY USAGE REQUESTS:** Any special requests, including but not limited to the use of the facility for animal rides, carnival type equipment, presence of a disc jockey or other musical entertainment, conducting a raffle, charging admission, etc., must be presented in writing at the time of your request.
- 27) **Use of sound amplification equipment is prohibited**, except when specifically authorized on the permit or in accordance to any applicable state or federal laws.
- 28) Only masking tape may be used on decorations for walls and ceilings. Any decorations utilized must be fireproof. All decorations must be removed at the conclusion of the rental. If there is damaged done to the walls your deposit will not be returned and other cost may be involved.
- 29) The Park District cannot and **will not** assume responsibility for lost or damaged property.
- 30) The rental coordinator must approve any sale of food or refreshments at the time of application.
- 31) Any groups or individual serving food must comply with established local health department regulations and procedures.
- 32) When publicizing meetings or events, the location shall read the location and not the Worth Park District. Groups shall be required to advertise that the event is **not** sponsored by the Worth Park District; also, the Worth Park District **cannot or will not** publicize any renter's programs or special events.
- 33) No usage is allowed by groups or individuals for intent of making an individual or personal profit through their rental unless authorized by the Director of Parks & Recreation in writing.
- 34) Any checks returned for non-sufficient funds will result in a \$25.00 service charge.

Zero Tolerance POLICY

All facility users will be subject to the Zero tolerance policy. Any time one of the below infraction occur you will be issued one strike. Groups or individuals receiving this one strike will be prohibited from using any recreation facility for one calendar year from date of last strike. A letter will be mailed to the offending user with each of the following violations.

1. Not showing up for a scheduled facility use without notifying the park district.
2. Causing excessive clean up
3. Staying beyond contracted time
4. Violation of stated park district policies

The Worth Park District reserves the right to cancel or change the permit prior to 48 hours of the scheduled rental when deemed necessary by the district.

Commonly Asked Questions:

Can I come in prior to my party to set up/Can I stay later to clean up?

NO. If you would like extra time to set up or clean up you must pay for that time and list it on the start/end time of your application.

Can I have a DJ, Face Painter, Food Truck, etc.?

NO. If you do plan on having an outside company come in you must turn in a certificate of insurance one week prior to your party. If a certificate of insurance is not turned in, your DJ/Face Painter/Company will be denied access to the building or Park District property.

When will I receive my deposit?

Our district writes checks once a month. Checks are sent out in the mail the third Thursday of every month. Depending on when your party is, you will receive a check some time after the third Thursday of every month. You will receive your deposit as long as the rules and policies are followed during your rental. Please read the policy statement that was attached to your rental application.