



Today's Date: _____

Worth Park District Rental Permit Agreement

Resident	Non-Resident
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Event: _____

Requested Date: _____

Start Time: _____

End Time: _____

of people in attendance: _____

Gale Moore Park Pavilion	
Worth Resident	\$150.00
Non-Resident	\$175.00
Deposit	\$100.00

Name: _____

Group or Organization: _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Home: _____ **Cell:** _____ **Email:** _____

All renters will require additional port-o-potties it is your responsibility to order them from the Park District. If you are hiring any outside vendors, you must submit a Certificate of Insurance to the Park District from the rental company. For more information, please call 708-448-7080.

Please read and sign the policy statement on back

Office use only		
Rental Amt: _____	Deposit: _____	Total Amount Paid: _____
Office Initials: _____	Approved By: _____	Scheduled in EMS: _____

POLICY STATEMENT

- 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.
- ACTIVITIES WHICH ARE LIKELY TO RESULT IN DAMAGE TO PROPERTY OR INJURY TO PEOPLE ARE PROHIBITED.
- USE OF PREMISES IN SUCH A MANNER AS TO INTERFERE WITH SCHEDULED PROGRAMS IS PROHIBITED.
- 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. CERTIFICATES OF INSURANCE NEED TO BE PRESENTED AT LEAST 2 WEEKS PRIOR TO ANY PARTY. IF THERE IS AN OUTSIDE COMPANY OR ENTERTAINER THESE CERTIFICATES MUST BE TURNED INTO THE FACILITY SUPERVISOR PRIOR TO THE PARTY. FAILURE TO DO SO WILL RESULT IN THE LOSS OF THE DEPOSIT AND POSSIBLY A CANCELATION TO THEIR PARTY.
- RENTERS OR USERS ARE NOT ALLOWED TO CHARGE ADMISSIONS UNLESS AUTHORIZED BY THE DIRECTOR OF PARKS & RECREATION.
- 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.
- THE APPLICANT—SUBMITTING REQUEST LISTED AS AUTHORIZED REPRESENTATIVE MUST BE A MINIMUM OF 21 YEARS OF AGE. FOR ACTIVITIES INVOLVING GROUPS OF MINORS, THE FOLLOWING REQUIREMENTS ARE IN EFFECT.
- ONE ADULT CHAPERONE 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.
- 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. THERE WILL BE NO TYPE OF MUSIC, DJ, BAND, OR OTHER AMPLIFIED ATTRACTIONS WITHOUT THE PROPER PAPERWORK GIVEN BY THE WORTH PARK DISTRICT.
- ALCOHOL OR GAMBLING IS PROHIBITED AT ALL PARK DISTRICT PARK'S. A PERMIT MAY BE ACQUIRED FOR THE USE OF ALCOHOL ONLY FOR THE TERRACE CENTRE BUILDING.
- USE OF SOUND AMPLIFICATION EQUIPMENT IS PROHIBITED, EXCEPT WHEN SPECIFICALLY AUTHORIZED ON THE PERIMETER IN ACCORDANCE TO ANY APPLICABLE STATE OR FEDERAL LAWS.

- CANCELING A RENTAL AT ANY TIME WILL RESULT IN A LOSS OF THE DEPOSIT. IF A PARTY IS CANCELED PRIOR TO 10 BUSINESS DAYS OF THE RENTAL, THEN THE BALANCE WILL BE RETURNED (DEPOSITS WILL NOT)

CLEANING

ALL RENTERS USING PARK DISTRICT FACILITIES WILL BE RESPONSIBLE FOR THEIR GENERAL CLEANUP. PARKS AREA NEEDS TO BE RETURNED TO ITS ORIGINAL CONDITION UPON COMPLETION OF RENTAL AND PARKS NEED TO BE FREE OF ALL DEBRIS. 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 AND HAVE INFORMATION IN WRITING.

WE _____ (NAME OF ORGANIZATION OR GROUP REQUESTING USAGE) . AGREE TO RELEASE AND HOLD HARMLESS AND DEFEND THE WORTH PARK DISTRICT, ITS OFFICERS, AND AGENTS, IN CONNECTION WITH ANY AND ALL ACTIONS OR CLAIMS FOR ANY LOSS, DAMAGE, PERSONAL INJURY OR DEATH OCCURRING AS A CONSEQUENCE OF THE PERFORMANCE OF THIS AGREEMENT. IT IS FURTHER UNDERSTOOD AND AGREED THAT THE WORTH PARK DISTRICT ASSUMES NO OBLIGATIONS OR RESPONSIBILITY IN CONNECTION WITH SAID USE OF FACILITY. WE FURTHER AGREE TO ASSUME ALL COSTS OF DAMAGE TO FACILITY AND ITS CONTENTS DURING THE SAID USAGE PERIOD AUTHORIZED.

I HAVE READ AND REVIEWED THE WORTH PARK DISTRICT POLICY AND PROCEDURE MANUAL AND UNDERSTAND WHAT IS EXPECTED OF ME THE RENTER AND WHAT WILL BE PROVIDED BY THE WORTH PARK DISTRICT.

<p>NAME _____</p> <p>SIGNATURE _____ DATE _____</p>



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

pm

Monday - Friday

Applications, rental deposit, and rental fees must be paid at the time the rental is booked.

2. **IMPORTANT:** The rental start and end time is the time that the renter will have access to the space requested.
3. The applicant-submitting the request must be at least 21 years of age.
4. 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 if damages are greater than the deposit.

Fees:

- a. Excessive clean up \$30.00 per hour
- b. Damaged table \$120.00 per table

5. Groups that exceed permitted rental time or space will incur **double the cost of time and space and will also forfeit the deposit.**
6. ***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.
7. 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.

8. Renters or users **are not** allowed to charge admissions unless authorized by the Director of Parks & Recreation.
9. 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
10. Inclement weather: In event of inclement weather, a refund will not be granted. You may reschedule your party prior to the start of your scheduled start time.
11. All persons must be out of the park by the end of their rental. Any time after the end time will result in a loss of the returned deposit.
12. Smoking of any kind if not allowed in our parks
13. **Use of sound amplification equipment is prohibited**, except when specifically authorized on the permit or in accordance with any applicable state or federal laws.
14. Only masking tape may be used on decorations. Any decorations utilized must be fireproof. All decorations must be removed at the conclusion of the rental.
15. The Park District cannot and will not assume responsibility for lost or damaged property.
16. The rental Coordinator must approve any sale of food or refreshments at the time of application.
17. Any groups or individual serving food must comply with established local health department regulations and procedures.
18. 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.
19. 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.
20. Any checks returned for non-sufficient funds will result in a \$25.00 service charge.
21. 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.*

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.

THREE-STRIKE POLICY

All facility users will be subject to the three-strike policy. Any time one of the below infractions occur you will be issued one strike. Groups or individuals receiving three strikes 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 violation.

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