



# SYCAMORE PARK DISTRICT

## SHELTER RENTAL APPLICATION

EVENT DATE \_\_\_\_\_

DATE RECEIVED \_\_\_\_\_

### CONTACT INFORMATION

CONTACT NAME \_\_\_\_\_ PHONE \_\_\_\_\_

ALTERNATE CONTACT NAME \_\_\_\_\_ PHONE \_\_\_\_\_

BILLING ADDRESS \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

**BUSINESS/ORGANIZATION:** \_\_\_\_\_

EXEMPT?      YES          NO          SYCAMORE PARK DISTRICT RESIDENT?      YES          NO

ADDRESS \_\_\_\_\_

If different than billing address above

### EVENT INFORMATION

DATE(S)	DAY OF THE WEEK	MONTH/DAY/YEAR
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1st Choice		
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2nd Choice		
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Rental Timeframe (Including setup/cleanup):	ESTIMATED ATTENDANCE:
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Type of Event:	If the group size is over 125 you maybe be asked to order additional port-o-pots or garbage dumpsters.
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1 <sup>ST</sup> 2 <sup>ND</sup> CHOICE OF SHELTER	ADDITIONAL EVENT DETAILS
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Good Tymes Shelter
Lions Shelter
Main South Shelter
WPA Shelter

Will your event have anything beyond standard use of the shelter and tables? For example: tent, bounce house, live music, etc

### GAME KIT RENTALS      DEPOSIT

Giant Jenga   \$20	\$
Bocce Ball Set   \$20	\$
Disc Golf Discs   \$20	\$
Full Game Kit   \$50	\$
volleyball   bean bag set   4 horseshoes bocce ball set   4 ping pong paddles & balls 6 disc golf discs   2 sets of ladder ball bolas	
<b>GAME KIT RENTAL DEPOSIT</b>	<b>\$</b>

### RENTAL FEE & ADD-ONS

RENTAL FEE Resident \$75   Nonresident \$112	\$
ALCOHOL PERMIT* \$50	\$
EXTRA PICNIC TABLES** _____ x \$10each	\$
	\$
	\$
	\$
<b>TOTAL RENTAL FEE</b>	<b>\$</b>

\*A certificate of insurance must be on file before permit is granted

\*\*6 tables, seating 6-8 each, are provided with your rental

I have read the guidelines on page 3 and agree to its terms and conditions, as well as any other contract addendum which I may sign. Renter is 21 years or older.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

May staff take picture for use in promotional materials such as the Sycamore Park District website, social media, printed items, etc.?

YES      NO      If yes, then you assume responsibility for informing your guests that you are representing the group and all guests have approved the release.

INITIALS: \_\_\_\_\_

FULL PAYMENT IS DUE AT TIME OF APPROVAL  
PAYMENT ACCEPTED BY CREDIT OR CHECK.

Your event may require insurance, security, equipment, and staff charges -please check with our events staff. After hours rentals are available upon request and approval by events committee.

Please note that the date will not be guaranteed until the rental application is returned, and full payment is secured. Prices are subject to change without notice. Be sure to read and sign the Event Guidelines before signing the rental application. If you have any questions, please do not hesitate to contact our event staff. We look forward to hosting your event.

INITIALS: \_\_\_\_\_

**HOLD HARMLESS & INDEMNIFICATION AGREEMENT**

In consideration of the privilege of using Sycamore Park District property; We agree to assume the risk for any injuries, including death, that may be sustained by members of our organization or any person invited as part of our group in connection with the use of said premises. Further, we agree to indemnify, hold harmless, assume liability for and defend The Sycamore Park District, its trustees, officers, members and agents from all costs and expenses including, but not limited to, attorney's fees, reasonable investigative and discovery costs, court costs and any other sums which The Sycamore Park District, its trustees, officers, members and agents may pay or become obligated to pay for injury, including death, to persons or damage to property resulting from our use of said premises or from our actions or omissions and arising from any cause, including vehicles, except for matters caused by the negligence or willful misconduct of Sycamore Park District or its trustees, officers, members and agents while acting within the scope of duties of such relationship to The Sycamore Park District. I hereby certify that I have the authority to sign this agreement for the organization identified above.

I hereby certify that I have the authority to sign this agreement for the organization identified above.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

To help ensure your event runs smoothly, please review the following guidelines:

## GENERAL

All reservations are taken on a first come/first serve basis.

Filing a request does not constitute approval of the facility rental, nor time requested. Once a rental request is made, please allow up to 4 business days for the scheduling supervisor to review request and contact renter with approval/denial of request. Approval/Denial of a request is based on park policy, park district or city ordinance, nature of the rental request and facility/staff availability. The Sycamore Park District reserves the right to reject any request for reservation of its facilities.

No rentals are considered confirmed until the proper forms have been completed in their entirety, and associated fees are paid in full. All associated fees must be paid in full at the time of booking.

One must be at least twenty-one years old to rent a District facility and remain present at the facility for the duration of the rental. The renting individual is responsible for the actions of all event attendees, including supervision of minors.

The District will assume no responsibility for any property left in the buildings by the renter, caterer or other service provider.

Upon conclusion of a rental, the facility must be returned to the condition and setup as it was found. Park District staff will only remove filled garbage can liners.

All rentals are overseen by Park District staff. Staff will set up picnic tables but is not on duty to assist with rental activities or additional setup. They are empowered to restrict the rental group's misuse of the facility and violations of the rental agreement before, during and after the rental time. It is the responsibility of the renter to notify guests of the duties and authority of the staff representative and assist them in performing their supervisory and enforcement responsibilities.

All rental attendees are expected to cooperate with the Park District staff representative and recognize their authority.

Changes to the rental agreement requested within 48 hours of the rental are not guaranteed.

Dogs must be leashed at all times and owner are responsible for cleaning up after their pet.

Park District staff will post Private Rental Notice at entrance of generally public facilities on day(s) a rental is scheduled.

## ADDITIONAL FEES

Upon the conclusion of a rental the District may charge additional fees based on the criteria listed below.

- Damage to District property or grounds
- Personal property or decoration are left onsite
- Rental space is not returned to the condition prior to event and additional staff time and/or resources are needed to do so.
- Event exceeds maximum expected attendance
- Renter conducts activities other than what is specified in the rental agreement
- Renter violates any rental policies or park district ordinances

## CANCELATIONS

Cancelations made within 30 days of the rental date, will not be refunded. If a renter does not show up for agreed upon rental, no fees will be refunded or transferred.

## CONDUCT

All functions conducted in District buildings must be in accordance with District and facility ordinances, rules and etiquette standards and not in violation of Board policy.

A reservation agreement may be revoked at any time due to the misconduct of individuals in the group or for misuse of the property. Future reservation requests may be denied to these groups.

Children must be under adult (ages 21+) supervision at all times and kept from wandering or playing in nearby facilities where they may not be permitted such as the golf course, streams or rivers, parking lots and roadways, public areas being used by others, etc.

Music must be kept at a reasonable volume. Staff may request the volume to be turned down if deemed necessary.

Use of District amenities, property and facilities for anything other than their intended use is prohibited.

## ALCOHOL

Renters and event attendees may not bring alcoholic beverages onto park district property unless an alcohol permit has been obtained. A permit may be obtained through the Park District at the time of your reservation and no later than one week prior to your rental date. A permit is not valid without the proper proof of insurance and payment of the \$50 permit fee. No alcohol permits will be issued on the day of your rental. Police will check each picnic for alcohol permits.

## SCOPE OF RENTAL

Renters are in violation of the rental agreement when arriving before or staying after the time agreed upon in the reservation agreement. The timeframe disclosed in the agreement must account for setup and clean up time. A request to extend reservation time, must be arranged with the rental coordinator for that facility prior to scheduled use and may incur additional fees.

Supplies (food, decorations, balloons, etc.) may not be delivered to the site in advance of the rental date or agreed upon start time of the rental unless specific permission has been granted in writing by the Park District.

A rental agreement only grants renters exclusive access to the designated room or facility. Adjacent amenities, restrooms, areas, rooms will remain open to the public and/or in use by the District or other renters.

Exceptional services, activities or needs must be disclosed at the time of reservation. Some requests will be subject to approval of a special use permit by the Executive Director.

Examples include: Live music, extended rental time beyond the designated times offered

## PROHIBITED ITEMS AND ACTIONS

The following are prohibited at all rentals:

- Live or amplified music without authorization
- Sale of food items
- No gambling
- No firearms
- Sale of any article or thing including taking up a collections, solicitation or contributions of money towards anything of value.
- Other items without park district approval
- When decorating, tape, Command™ hooks, glitter, nails, tacks and putty are prohibited
- Decorations that hang from structures in the room or lights
- Glass containers of any kind
- Sidewalk chalk
- Fog machines
- Livestock or petting zoos
- Open flames or any other fire built outside of designated areas (birthday cake candles and sternos are permitted)
- Helium tanks