



Golf Maine Park District

8800 W. Kathy Lane, Niles, IL 60714-5708
 Phone (847) 297-3000, ext 21 or Fax (847) 297-6179
 Rentals@GMPD.org

Rental Date _____
PLEASE READ AND SIGN REGULATIONS ON THE REVERSE SIDE

APPLICATION FOR RENTAL/USE PARK DISTRICT FACILITIES

Organization Making Request: _____
 Name of Person Making Request: _____
 Street Address: _____ City & Zip Code: _____
 Home Phone: _____ Work Phone: _____
 E-mail Address _____ Cell No: _____
 Date(s) Requested: _____ Time Requested: _____
 Facility Requested: _____ No of Participants Anticipated: _____
 Set-Up Requested: _____
 What Type of Activity is Planned? _____
 Will You Be Charging a Fee and/or Selling Anything? _____ Yes _____ No
 If Yes, Please Explain _____

(This portion of application is for OFFICE USE ONLY)

FEE INFORMATION (CHECK APPROPRIATE AREA)

_____ RESIDENT
 _____ NON-RESIDENT

Feldman Park:

_____ Gym: _____ All _____ Half
 _____ Multi-Purpose Room: _____ All _____ Half
 _____ Gazebo
 _____ AV Equip: _____
 _____ Other: _____

Dee Park:

_____ Gym
 _____ East Room
 _____ Kitchen/Lower Lobby
 _____ Picnic Shelter
 _____ Ballfield with lights
 _____ Ballfield - no lights
 _____ Sand Volleyball
 _____ Cricket Pitch:

Fees:

\$ _____
 \$ _____
 \$ _____
 \$ _____
 \$ _____
 \$ _____
 \$ _____
 \$ _____

Paid By:
 Check # _____
 Cash
 Credit Card # _____ - _____ - _____
 M/C Visa
 Exp ____ / ____ CVV _____`

Total Rental Fees \$ _____
 Security Deposit \$ _____
Total Fees Owed \$ _____
 Payment \$ _____
 Balance Due by: _____ \$ _____
 (14 days prior to rental)

Date Deposit Paid: _____ Amount: _____ Receipt #: _____
 Date Balance Paid: _____ Amount: _____ Receipt #: _____
 Accepted and Entered by Office Staff (Name): _____ Date: _____
 Approved by: _____ Disapproved/Reason: _____
 Distribution: Applicant, Admin, Office, Security, Maintenance Copy to Applicant - Date: _____
 Security Deposit Refund Date : _____ Date Mailed Out: _____
 Receipt # : _____ Check # : _____

RENTAL RULES AND REGULATIONS

1. Park District sponsored activities shall have priority in all facility usage. The District reserves the right to cancel a rental at any time for any reason. Rental fees and charges are subject to change without notice.
2. *Individuals signing the rental/use application must be at least 21 years of age, be present during the entire rental period and assume responsibility for all actions of the group and usage of the room and equipment including the chaperoning of minors. Children must be supervised at all times. Running, excessive noise and/or rowdiness will not be tolerated, especially in the lobby and foyer areas. If the rental is responsible for a false fire alarm, the entire deposit MAY be forfeit.*
3. A security deposit will be charged. Deposits shall be refunded if the facility is found clean and undamaged. Groups or individuals using Park District facilities are responsible for the building being in a clean and orderly state after their scheduled use or risk a damage/clean-up assessment deducted from the security deposit.
4. Rentals must be applied for in person at which time the required security deposit is due. The minimum rental period is three (3) hours at Feldman Recreation Center. Full payment of all fees is required 14 days prior to the event. Multiple use rentals in excess of 30 days may require a separate payment schedule. Fees may be negotiated for longer term rentals.
5. If a reservation is canceled more than 30 days prior to the event, total fees paid will be refunded minus a \$25.00 administrative charge. If a reservation is canceled 14 - 30 days prior to the event, renter's security deposit is forfeited. For cancellations less than 14 days prior to the event, 50% of total fees paid will be refunded.
6. The District reserves the right to require additional security for large groups and to charge an additional \$25.00 per hour for this service. Additionally, if there is alcohol a second security may be required, at an additional \$25.00 per hour.
7. A rental/use application agreement may be revoked at any time due to misconduct of individuals, falsification of information, misuse of property or failure to comply with District rules and regulations. Rental payment will be forfeited and future applications will not be approved for groups or individuals involved.
8. The Park District reserves the right to prohibit any rental/use application which is contrary to public safety and welfare.
9. The District is not responsible for providing equipment or services not requested.
10. In addition to the rental times stated in the application, renters are allowed UP TO 30 minute set-up time before and after the event. For gymnasium and low impact rentals, this time may not apply. This time may not be used as part of your rental time. Additional fees will be charged for use of the facility in excess of these times.
11. Smoking anywhere within the building and 50' outside the doorways is prohibited at all times.
12. Food and beverages are prohibited at all times in the gymnasium, foyer and lobby areas.
13. Alcoholic beverages are prohibited on Park District property (unless all requirements for alcohol usage have been met and the Park District has issued an appropriate permit to the Renter indicating approval). Violation may result in forfeiture of the deposit and/or immediate termination of the rental.
14. As the rental ends, the rental party will be responsible for the clean-up of the room(s). **Unless otherwise directed**, chairs are to be stacked, floor swept and the garbage bagged, brought out and placed within the dumpsters. All decoration must be removed. Supervisory staff will assist with the tables.
14. If all guidelines are followed, refunds will be issued within fifteen (15) business days after your rental.
15. More rental information including forms, fees, space availability, and rules and regulations are available at the Park District's website www.gmpd.org. Business hours are 8:30 a.m. to 5:00 p.m., Monday-Friday.

AGREEMENT

We/I agree to indemnify and hold harmless and defend the Golf Maine Park District, Cook County, Illinois, the Park District Board of Commissioners, its members and employees from any and all claims resulting from this facility usage. We/I further agree to assume responsibility for, and defend at our/my own expense, all claims for injury/damage to property and persons, including medical expenses for injuries incurred and arising incidental to the use of the Park District facility involved. It is further understood and agreed that the Golf Maine Park District assumes no obligation or responsibility in connection with the use of the facility.

We/I have read and understand the above rules and regulations and agree to abide by them.