



Golf Maine Park District
 8800 W. Kathy Lane, Niles, IL 60714-5708
 Phone (847) 297-3000, ext 100 or Fax (847) 297-6179
 Rentals@GMPD.org
**APPLICATION FOR
 INDOOR RENTAL/USE
 PARK DISTRICT FACILITIES**

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

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)

_____ RESIDENT
 _____ NON-RESIDENT

**FEE INFORMATION
 (CHECK APPROPRIATE AREA)**

Feldman Park:

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

Dee Park:

_____ Gym
 _____ Multi-Purpose Room
 _____ Meeting Room

Fees:

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

Paid By:

Check # _____ Cash
 CC # _____ - _____ - _____
 M/C Visa Discover
 Exp. ____ / ____ Zip Code _____

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 #: _____
 Security Deposit Refund Date : _____ Date Mailed Out: _____
 Refund Amount : \$ _____ 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. All rentals must be applied for in person. Individuals signing the rental application must be at least 21 years of age. They must be present during the entire rental period, is responsible for all fees, payments and assume responsibility for all actions of the group and usage of the room/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 security/damage deposit may be forfeit.
3. At the time you hand in your rental application a security/damage deposit is required to secure your rental date and time. This fee **does not** go towards your rental fee. If all guidelines are followed, deposits will be refunded within 15 business days after your rental. The room/gym must be left in the same condition as it was before your rental. Groups and individuals using the Park District facilities are responsible for the building being in a clean and orderly state after their scheduled rental. Failure to do so, will result in a charged of a custodial service fee of \$35.00 per hour that will be subtracted from your security/damage deposit.
4. Renters are only allowed 30 minutes free before and after their rental for set-up and clean-up. For gym 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 the times listed on the application for the scheduled rental. For set-up, we as a courtesy, will set up the tables and chairs for you. **All decorations cannot be higher than arms reach on walls. We no longer allow the use of glitter or confetti in our facility. No decorations hanging from the ceiling.** As the rental ends, the rental party will be responsible for the clean-up of the room/gym. Unless otherwise directed, tables and chairs are to be wiped down, cleaned and put away. Floor swept and the garbage bagged, brought out and placed within the dumpsters. **All decorations must be removed.** There will be a clean-up check list for each rental to follow and sign in front of the Supervisor.
5. The minimum rental period is three (3) hours at Feldman Recreation Center and two (2) hours at Dee Park. Full payment of all fees is required 14 days prior to the event. **A rental will be considered canceled should payment in full not be received 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.
6. The District reserves the right to require additional security/staff for large groups and to charge an additional \$25.00 per hour for this service. If there is alcohol a second security may be required at an additional \$25.00 per hour.
7. 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. No Alcohol at our Dee Park location.

If requesting alcoholic beverages during your rental the following requirements need to addressed otherwise it is not allowed

*request special permit from the Village of Niles

*obtain Dram Shop Insurance with a \$1,000,000.00 limit and additionally insuring Golf Maine Park District

*additional security fee of \$25.00 per hour provided by Golf Maine Park District

8. If a rental is canceled more than 30 days prior to the event, total fees paid will be refunded minus a \$25.00 administrative charge. If a rental is canceled 14-30 days prior to the event, renter's security deposit is forfeited. For any rental that cancels less than 14 days prior to the event, 50% of total fees paid will be refunded.
9. NO FOOD OR DRINKS ALLOWED IN THE GYM (with the exception of bottled/capped drinks).
10. Smoking anywhere within the building and 50' outside the doorways is prohibited at all times.
11. 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.
12. The Park District reserves the right to prohibit any rental/use application which is contrary to public safety and welfare.
13. The Park District is not responsible for providing equipment or services not requested.
14. More rental information including forms, fees, space availability, and rules and regulations are available at the Park District's website www.gmpd.org. Office hours are 9:00am to 5:00pm Monday – Friday.
15. For all Events in the gym area, Golf Maine Park District reserves the right to put down a gym floor cover to protect the hardwood floor. There will be no exceptions to this rule. Gym rental party is responsible for any damage to the scoreboard. Any damage will result in the forfeiture of the deposit plus any additional charge the park district may incur.

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.

Renter's Signature: _____

Date: _____