

# OUTDOOR FACILITY RENTAL PERMIT APPLICATION

This Rental Permit Application and all supporting documentation may be mailed or dropped off to: Golf Maine Park District, Dee Park Recreation Center, 9229 W. Emerson Street, Des Plaines, IL 60016. All applicants must be twenty-one (21) years of age or older.



## APPLICANT/ORGANIZATION INFORMATION

APPLICANT NAME: \_\_\_\_\_ DATE OF APPLICATION \_\_\_\_\_

NAME OF ORGANIZATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PRIMARY PHONE: \_\_\_\_\_ SECONDARY PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_ FAX: \_\_\_\_\_

APPLICANTS DATE OF BIRTH (MUST BE 21 YRS OR OLDER): \_\_\_\_\_

### FIELD HOURS

<u>SUNDAY</u>	<u>MONDAY</u>	<u>TUESDAY</u>	<u>WEDNESDAY</u>	<u>THURSDAY</u>	<u>FRIDAY</u>	<u>SATURDAY</u>
9AM-10PM	9AM-10PM	9AM-10PM	9AM-10PM	9AM-10PM	9AM-10PM	9AM-10PM

FIELD LIGHTS WILL TURN OFF 15 MINUTES AFTER SCHEDULED END TIME.

### WATER SPRAY PARK HOURS

<u>SUNDAY</u>	<u>MONDAY</u>	<u>TUESDAY</u>	<u>WEDNESDAY</u>	<u>THURSDAY</u>	<u>FRIDAY</u>	<u>SATURDAY</u>
10AM-2PM	CLOSED	10AM-2PM	10AM-2PM	10AM-2PM	10AM-2PM	10AM-2PM

MUST BE ATLEAST 70 DEGREES TO OPEN.

## OUTDOOR FACILITY REQUEST INFORMATION

If any of the outdoor facilities permitted for use are deemed unusable By the Park District due to the weather or conditions, permitted groups will be asked to move to another area. If there is not another area available, the permit is no longer valid for that day of issue.

FACILITY REQUESTED: \_\_\_\_\_

DATE(S) REQUESTED: \_\_\_\_\_

START TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_ NUMBER OF PARTICIPANTS: \_\_\_\_\_

DESCRIPTION OF ACTIVITY: \_\_\_\_\_

## OUTDOOR FACILITY RATES

FACILITY	RATE	SECURITY DEPOSIT	EQUIPMENT PROVIDED
WEST/EAST PICNIC SHELTER	\$35/HR	\$200	3 PICNIC TABLES
WATER SPRAY PARK	\$50/HR	\$200 (MAX CAPACITY 75)	2 PICNIC TABLES
SAND VOLLEYBALL (PER COURT)	\$20/HR	\$200	N/A
BASEBALL FIELD	\$40/HR	\$200	BASES/LINING
SOCCER FIELD	\$50/HR	\$200	GOALS/LINING
CRICKET FIELD (1 time use)	\$80/HR	\$200	N/A
FIELD LIGHTS	\$35/HR	N/A	N/A

**\*There is a 2-hour minimum for all outdoor rentals.**

## ADDITIONAL SPECIAL USE ITEMS

APPLICANT MAY ARRANGE FOR ADDITIONAL SPECIAL USE ITEMS (SEE BELOW) TO PLACE ON THE PARK DISTRICT'S PROPERTY, SUBJECT TO PARK DISTRICT'S APPROVAL. APPLICANT WILL BE CHARGED \$25.00 PER SPECIAL USE ITEM.

SPECIAL USE ITEM	QTY.	DETAILS	REQUIREMENTS
AMPLIFIED EQUIPMENT		<input type="checkbox"/> DJ <input type="checkbox"/> STEREO / IPOD / MP3 <input type="checkbox"/> LIVE BAND	CERTIFICATE OF LIABILITY INSURANCE
CANOPY TENT (LARGER THAN 10'X10')		SIZE:	CERTIFICATE OF LIABILITY INSURANCE / PLACED IN DESIGNATED AREA
PERSONAL GRILL		SIZE:	PARK DISTRICT STAFF WILL BE NOTIFIED/ USE ONLY IN DESIGNATED AREA
ANY FOOD VENDOR		LIST:	CERTIFICATE OF LIABILITY INSURANCE/ CURRENT HEALTH CERTIFICATE
INFLATABLES		LIST:	CERTIFICATE OF LIABILITY INSURANCE/ MUST USE OWN GENERATOR
GENERATOR(S)		USED FOR:	CERTIFICATE OF LIABILITY INSURANCE
STAGE/PLATFORM		SIZE:	CERTIFICATE OF LIABILITY INSURANCE
DUMPSTER		PARK DISTRICT WILL PROVIDE DUMPSTER UPON REQUEST	MUST PLACE ALL GARBAGE IN DUMPSTER/ EXCESSIVE GARBAGE WILL RESULT IN AN ADDITIONAL FEE OF \$25.00
TOTAL ITEMS		X \$25	
	TOTAL	\$	
SPECIAL EVENT (REQUIRES ADDITIONAL SECURITY STAFF PROVIDED BY PARK DISTRICT (\$25 PER HOUR))		USE OF ATHLETIC FIELDS/PICNIC SHELTERS/WATER SPRAY PARK/ ADDITIONAL PARK SPACE	CERTIFICATE OF LIABILITY INSURANCE/ SECURITY DEPOSIT BASED ON GROUP SIZE

## **RENTAL RULES AND REGULATIONS**

- Facility rental applications must be completed in full, signed by an adult (21 years or older) who assumes full responsibility for the group and be present during the entire usage period. This is on a first come first serve basis. Inaccurate information will result in cancellation of the permit.
- Full payment of all fees is required fourteen (14) days prior to the event. A permit will be considered canceled should payment in full not be received fourteen (14) days prior to the commencement of the permit.
- The outdoor facility will be used only during the hours as stated on the permit. Applicants set-up and clean-up must be included in the time stated on the request for a permit. This permit must be available for inspection by authorized personnel. There is a 2hr minimum rental for all outside rentals.
- Individuals/groups are required to vacate the facility at the time designated on this rental permit application.
- The undersigned will clean and police the area by removing all refuse, litter, etc. that has accumulated as a result of the use of the facility. The Park District requires a refundable damage deposit at time of booking to secure the date. If applicable, the deposit will be retained to cover excessive clean-up cost and/or damage to property or equipment. The deposit information is as follows:

1 RENTAL DATE	\$200.00
*2-5 RENTAL DATES	\$300.00
*6-15 RENTAL DATES	\$400.00
*16+ RENTAL DATES	\$500.00

### **\*The security deposit will be refunded after all rental dates are completed.**

- Renter will be required to provide a certificate of insurance with minimum coverage including Commercial General Liability of \$1,000,000 per occurrence and \$2,000,000 of general aggregate insurance, as well as naming the Golf Maine Park District and its officials, officers, employees, agents, and volunteers as additional insureds. Renter shall furnish the Park District with all certificate's and policies of insurance, including appropriate additional insured endorsements, required under this Rental Permit Application prior to the commencement of the permit.
- For weather related cancellations, there must be rain present three hours before or during your event to get a full refund. A refund will not be issued on the anticipation of rain.
- To avoid consumer confusion the following verbiage must be included on any approved publicity and/or advertising - "This is not a Golf Maine Park District sponsored event. We are not affiliated, associated, authorized, endorsed by, or in any way officially connected with Golf Maine Park District." A copy of the publicity/advertising must be submitted to Golf Maine Park District prior to posting.
- The Golf Maine Park District reserves the right to cancel rentals due to unavoidable circumstances. All moneys will be returned in this instance. Facility usage policies are subject to change without prior notice.
- Alcoholic beverages are allowed on the Park District's property in certain designated areas. Renter must obtain liability insurance with a \$1,000,000.00 limit and additionally insuring Golf Maine Park District. The "Alcohol Fee" is \$30/hr in addition to renting the designated area.
- All rules, regulations and policies of Golf Maine Park District must be adhered to, including but not limited to, "An Ordinance Regulating the Use of the Parks and Property Owned or Controlled by Golf Maine Park District." It is the responsibility of the renter to see that their guests follow all facility rules.

I, the undersigned, hereby certify that I am the appointed representative requesting the use of the outdoor facility. I declare that the information contained in this Rental Permit Application is true and correct to the best of my knowledge. I hereby attest that I am at least twenty-one (21) years of age.

I have read and understand the above rules and regulations and agree to abide by them. I agree to abide by all federal, state, local and Park District laws, ordinances, rules and regulations, including, but not limited to, "An Ordinance Regulating the Use of the Parks and Property Owned or Controlled by Golf Maine Park District." I understand that failure to meet all requirements set forth herein may result in the denial or cancellation of the rental permit.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Please Print Name

\_\_\_\_\_  
Signature of Sponsor/Organization Official

\_\_\_\_\_  
Official's Title

\_\_\_\_\_  
Please Print Name

\_\_\_\_\_  
Date

### **Hold Harmless Agreement**

Applicant and/or the sponsoring organization ("permittee") agree to reimburse the Golf Maine Park District for all loss incurred by it in repairing or replacing damage to Park District property proximately caused by the permittee, its officers, employees, agents, volunteers or any other persons using the Park District's facility who were or should have been under permittees control.

Permittee further agrees to defend without costs, indemnify and hold harmless the Park District, its officials, officers, agents, employees and volunteers from any liability to any persons, damages, losses or injuries arising out of or alleged to arise out of the permitted event which was proximately caused by the actions of permittee, its officials, officers, employees, agents, volunteer's or any other persons using the facility who were or reasonably should have been under the control of permittee.

I, the undersigned, acknowledge that I have read and fully understand the Hold Harmless Agreement.

\_\_\_\_\_  
Signature of Permittee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Please Print Name

# FOR OFFICE USE ONLY

ACTIVITY	DATE	TIME	TOTAL HOURS	FEE'S	TOTAL
				X	=
				X	=
				X	=
				X	=
				X	=
				X	=
				X	=
				X	=
				X	=
				X	=
				X	=
				X	=
				X	=
				X	=
				X	=

Deposit Paid: \$ \_\_\_\_\_ Date: \_\_\_\_\_ Staff: \_\_\_\_\_

Total Rental: \$ \_\_\_\_\_ Amount Due: \_\_\_\_\_ Due by: \_\_\_\_\_

Balance Paid: \$ \_\_\_\_\_ Date: \_\_\_\_\_ Staff: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_ Invoice #: \_\_\_\_\_

Credit Card: Visa / Mastercard / Discover      Cash      Check: \_\_\_\_\_

Credit Card # \_\_\_\_\_ — \_\_\_\_\_ — \_\_\_\_\_ — \_\_\_\_\_

Ex. Date: \_\_\_\_\_ / \_\_\_\_\_      CVV#: \_\_\_\_\_      Billing Zip code: \_\_\_\_\_