



Golf Maine Park District

8800 W. Kathy Lane, Niles, IL 60714-5708
 Phone (847) 297-3000, ext 100 or Fax (847) 297-6179
 Manny@GMPD.org

RENTAL DATE

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 your event be serving alcohol? YES NO Signature: _____

Invoice # _____

(This portion of application is for OFFICE USE ONLY)

FEE INFORMATION (CHECK APPROPRIATE AREA)

FELDMAN PARK

_____ GYM: FULL _____ HALF _____

_____ MULTI-PURPOSE ROOM

_____ OTHER

FEES

\$ _____

\$ _____

\$ _____

DEE PARK

_____ MULTI

\$ _____

_____ GYM

\$ _____

PAYMENT OPTIONS		
<input type="checkbox"/> CHECK #	CVV#	
<input type="checkbox"/> CC #	-	-
<input type="checkbox"/> MC	<input type="checkbox"/> VISA	<input type="checkbox"/> DISCOVER
EXP. /	ZIP CODE	

TOTAL RENTAL FEES \$ _____

SECURITY DEPOSIT \$ _____

TOTAL FEES OWED \$ _____

PAYMENT \$ _____

BALANCE DUE _____

(21 DAYS PRIOR TO RENTAL) _____

DATE DEPOSIT PAID:	AMOUNT:	RECEIPT #:
DATE BALANCE PAID:	AMOUNT:	RECEIPT #:
SECURITY DEPOSIT REFUND DATE:	DATE AMAILED OUT:	
REFUND AMOUNT:	RECEIPT #:	CHECK #:

PLEASE READ AND SIGN REGULATIONS ON THE REVERSE SIDE

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. The District reserves the right to prohibit any rental which is contrary to public safety and welfare.
2. 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. Children must be supervised at all times. Running, excessive noise and/or rowdiness will not be tolerated. If the rental is responsible for a false fire alarm, the entire security/damage deposit may be forfeit.
3. **Security deposits must be paid with a credit/debit card.** 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 10 days after your rental.
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. **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.** Failure to do so, will result in a charged of a custodial service fee of \$40.00 per hour that will be subtracted from your security/damage deposit. 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 21 days prior to the event. **A rental will be considered canceled should payment in full not be received 21 days prior to the event.**
6. The District reserves the right to require additional staff for large groups (150 participants or more) and to charge an additional \$30.00 per hour for this service.
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.
If requesting alcoholic beverages during your rental the following requirements need to be 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 fee of \$30.00 per hour
8. If a rental is canceled more than 30 days prior to the event, total fees paid will be refunded minus a \$50.00 administrative charge. If a rental is canceled less than 30 days prior to the event, renter's security deposit is forfeited, plus 25% of total rental fees paid.
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.
12. Long Term Rental Cancellation Policy: 72hrs or more notice—no fee, 71hrs-25hrs notice—\$40.00 fee, 24hrs or less—Responsible for entire rental fee. Two (2) cancellations in an Eight (8) week period will go under review for termination. If rental is terminated, the security deposit will be forfeited.
13. All credit card payments, will have a 3% processing fee added to the total amount.

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. **Applicant is solely responsible for the conduct of Applicant and Applicant's guests/invitees and for providing any and all supervision at all times during use of any facility, including all common areas. Applicant shall be responsible for ensuring that Applicant's guests and invitees comply with all applicable rules and regulations pertaining to use of the Park District's facilities. Applicant shall not permit any area to be used for any disorderly or unlawful purposes during the period of this Agreement, and shall comply with all applicable federal, state, and local laws, ordinances, rules regulations, codes, conditions, and requirements, including but not limited to all COVID-19 related laws, orders, and regulations issued by Governor Pritzker, DCEO, IDPH or other state or local agencies or officials.**

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

Renter's Signature: _____

Date: _____