

**Contact Information**

Organization/Company (if applicable) \_\_\_\_\_

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Address \_\_\_\_\_

City, State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_ D.O.B. \_\_\_\_\_

Primary Phone \_\_\_\_\_ Addt'l Phone \_\_\_\_\_

**Facility Rental Information**

Date(s) Requested \_\_\_\_\_

Arrival Time (including set-up) \_\_\_\_\_ Departure Time (including take-down) \_\_\_\_\_

Purpose of Rental \_\_\_\_\_

Expected Number in Attendance\* \_\_\_\_\_

<b>Food &amp; Beverage</b> (select one) <input type="checkbox"/> Yes or <input type="checkbox"/> No	<b>Alcohol **</b> (select one) <input type="checkbox"/> Yes or <input type="checkbox"/> No
<b>Entertainment***</b> (select one) <input type="checkbox"/> Yes or <input type="checkbox"/> No [Examples: DJ, band, bounce house]	

**STAFFING FEE:** A \$26/hr. staffing fee will be added to all weekend (Fri-Sun) rentals at Clauss and 10 North, and for all rentals that have alcohol or exceed 150 guests. If guests exceed 150 or more, two staffing attendants are required. Staffing Fee Monday-Thursday is \$15/hr.

\* Outdoor facilities do not have bathroom facilities (i.e., porta-potties) these can be requested as an extra service at an additional cost.

\*\* Roselle Park District's Alcohol Policy is outlined in #5 on the Rules and Regulations page of this agreement. Proof of insurance must be provided one week prior to the rental. There is an additional fee of \$15 per hour for rentals that will have alcohol.

\*\*\* The Roselle Park District must be provided with a Certificate of Insurance from any contracted vendor one week prior to the rental. This includes but is not limited to DJs, bands, and bounce houses.

- Rentals will be denied if submitted within less than 2 weeks' notice of the date requested.

**Clauss Recreation Center - 555 W. Bryn Mawr Ave**

Room	Capacity   Dimensions	Damage Deposit	Hourly Rate	Set-Up/Clean-Up Fee	SELECTION
Full Gym	200   100x70	\$200	R \$85   NR \$95	\$100	
Half Gym	100   50x70	\$200	R \$50   NR \$60	\$75	
Maple Room (Full)	100   34x52	\$150	R \$70   NR \$80	N/A	
Maple Room (Half)	50   34x26	\$150	R \$50   NR \$60	N/A	

**10 North - 10 N. Roselle Rd**

Room	Capacity   Dimensions	Damage Deposit	Hourly Rate	Set-Up/Clean-Up Fee	SELECTION
Suite 1 (Mon-Thur)	60   36x28	\$150	R \$60   NR \$70	N/A	
Suite 1 (Fri-Sun)	60   36x28	\$150	R \$80   NR \$90	N/A	
Suite 2 (Mon-Thur)	80   38x30	\$150	R \$60   NR \$70	N/A	
Suite 2 (Fri-Sun)	80   38x30	\$150	R \$80   NR \$90	N/A	

**Scout Lodge - 304 E. Pine Ave**

Room	Capacity   Dimensions	Damage Deposit	Hourly Rate	Set-Up/Clean-Up Fee	SELECTION
Scout Lodge	70   40x29	\$150	R \$85   NR \$95	N/A	

**Turner Park: Pavilion and Gazebo - 81 E. Devon Ave.**

Outdoor Facility	Capacity	Damage Deposit	Hourly Rate	Set-Up/Clean-Up Fee	SELECTION
Pavilion	150	\$150	R \$75   NR \$85	N/A	
Gazebo	50	\$150	R \$50   NR \$60	N/A	

Pavilion includes table seating near shelter. Gazebo includes seating nearby.

**Set-Up and Additional Services - (I) = Indoor**
*Select 'Yes' or 'No' for each of the following items (Availability by location)*

<b>Audio Visual (I):</b> <input type="checkbox"/> Yes <input type="checkbox"/> No \$50.00	<b>Porta Potty (O):</b> <input type="checkbox"/> Yes <input type="checkbox"/> No Basic Restroom- \$140.00, Handicap Restroom-\$190.00 Add Hand Sanitizer to restroom- \$20.00	<b>Hand Washing Station (O):</b> <input type="checkbox"/> Yes <input type="checkbox"/> No \$165.00
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Scout Lodge is self-set-up. There are (11) 6' rectangular tables and (70) white folding chairs.

Chairs (I)	Quantity	Tables (I)	Quantity
Folding (black metal, padded)		Rectangular (8'x3', seats 10 per table)	
		Round (6' diameter, seats 8 per table)	

**Linen Rental**

Color (Quantity Available)			Shape	Size	Fee	Quantity
Navy	Black	White	Rectangular	5'x10'	\$10 per linen	
			Round	7.5'x11'	\$10 per linen	

**Special  
 Requests**

All special requests require approval. (For Outdoor Special Requests, refer to Rule 32.)

**Rental Set-Up**

Provide a diagram of desired set-up (if applicable):

Long  
Table



Round  
Table



Chair



**Rental Rules & Regulations**

1. The person who signs the Facility Rental Application is the party responsible for the rental. This person shall be known as the "rental client." The rental client applying for facility use must be 21 years or older.
2. Facility Rental Applications must be completely filled out in order to be considered. For rentals booked out more than 3 months, the deposit is due upon booking. Balances must be paid within 60 days of event.
3. Rentals booked within or less than 60 days of the event must be paid in full at time of booking.  
Facility Rental Applications are processed on a first-come, first serve basis. Availability of all facilities is limited for rentals, and Park District programs shall have priority over all other requests.
4. Facility Rental Applications will not be approved far enough in advance to cause an overlap in the Recreation Department's facility schedule for its programs. Requests can only be approved within any given program period each year: January-May, June-August or September-December. Facility scheduling is based on this seasonal calendar of Park District programs and events.  
Special permission by the Roselle Park District is required when alcohol is marked 'yes' on the Facility Rental Application. These specific applications should be submitted at least six weeks prior to the requested rental date. A \$15 per hour additional fee will be added to the total cost of the rental.
5. When alcoholic beverages are being served or consumed, in addition to any other insurance required hereunder, rental client must also provide proof of Dram Shop and Liquor Liability insurance of the type and in the minimum amount required by law. Two rental attendants of \$26 per hour will be required for any party with 100 people or more/an or alcohol. Rentals in the CRC gym will have a party end time latest of 10:00PM for all events with alcohol and a capacity of 100 people or more.
6. The terms of the rental shall be clearly defined on the Facility Rental Application and shall be approved by the Superintendent of Recreation and/or Recreation Supervisor.  
A Facility Rental Application is approved only when the rental client receives a processed payment receipt. Confirmation of a rental will NOT be made over the phone, in person or any other way other than a printed payment receipt in person or via email.
7. Rental client shall provide a certificate of insurance verifying \$1,000,000 minimum general liability insurance naming the Park District as an additional insured, accompanied by a properly executed additional insured endorsement using CG 2011 or equivalent, and specifying the date(s) and nature of the event no later than twenty-one (21) days prior to the event. Rental client's insurance shall be primary insurance as respects the Park District. Any insurance or self-insurance maintained by the Park District shall be in excess of rental client's insurance and shall not contribute with it. Rental client's insurer shall agree to waive all rights of subrogation against the Park District. This insurance requirement may be waived or modified upon written approval by the Park District.
8. The Park District reserves the right to cancel or relocate any rental to accommodate unforeseen circumstances.  
Any literature to be publicly distributed (e.g.: flyers, advertisements, etc.) promoting the rental must be approved by the Superintendent of Recreation and/or Recreation Supervisor. Failure to obtain approval may result in the immediate cancellation of the rental.
9. The Roselle Park District complies with the Americans With Disabilities Act (ADA), which prohibits discrimination on the basis of disability. Roselle Park District will make reasonable accommodations in facilities to enable participation by an individual with a disability. Violation of these terms and conditions by the rental client may result in immediate cancellation of the rental.
10. All functions conducted in/on Park District facilities must be in accordance with Park District standards and therefore, not in violation of any Park District regulation or ordinance. It is the responsibility of the rental client to know and understand these ordinances. Any violations may result in the rental deposit not being refunded to the rental client, additional fees being charged to the rental client, and/or possible exclusion from future usage.
11. Decorations shall be safe and non-offensive. Confetti, glitter and water balloons are prohibited. Decorations must leave the facility and all its surfaces free from any damage. Failure to do so may result in the damage deposit not being refunded to the rental client and additional fees being charges to the rental client for excessive cleaning and repairs.
12. The rental client will be responsible for all persons admitted to any portion of the building or ground associated with their rental and shall assume responsibility and liability for all persons in attendance. It is the rental client's responsibility to monitor attendance and enforce the rules and regulations.
13. The rental client/organization/company is not allowed to use Park District facilities for financial gain. Failure to comply could result in the rental deposit not being refunded to the rental client, additional fees being charged to the rental client and possible exclusion from future usage.
14. All youth, under the age of 18, must be supervised at all times and not allowed to roam or run around the facility unattended.  
All activities shall be under control and shall be operated and supervised to the satisfaction of the Park District. If the activity is unsatisfactorily operated or supervised, it may result in immediate cancellation and restriction from future rentals for the rental client. The Roselle Park District reserves the right to have staff present during the rental.
15. Smoking of any kind is not permitted in/on Park District property.
16. All trash/garbage must be placed in the appropriate receptacles.  
The rental client is responsible for leaving the facility in a suitably clean and orderly condition, free from any damage. Failure to do so may result in the rental deposit not being refunded to the rental client and additional fees being charges to the rental client for excessive cleaning and repairs.
17. The rental client and all guests are responsible for vacating the facility at the designated 'departure time' on the approved Facility Rental Application form. Departure after the approved time may result in the rental deposit not being refunded. The rental client will be charged for the time used beyond the specified rental at the hourly rate.
18. The Roselle Park District assumes no responsibility for lost or damaged property.  
Additional fees may be charged should problems occur as a result of rental client negligence. Circumstances when additional charges may be applied include, but are not limited to, the cost of repairs due to damage to the facility and/or equipment, excessive cleaning, unauthorized use of the facility or areas of the facility and policy violation during the rental.
19. In case of a cancellation for a paid rental, the park district reserves the right to retain part or all of the damage deposit and/or total fees paid. See facility rental refund policies for more information on this process. Failure to be present at a rental will result in the loss of total fees.

**Rental Client's Initials** \_\_\_\_\_

**Rental Rules & Regulations (cont'd)****Applies to Indoor Facility Rentals**

26. Usage of the fireplace at The Lodge is prohibited.

**Applies to Outdoor Facility Rentals**

27. The Park District Pavilion and Gazebo are open to the public and intended for public use between dawn and dusk. No use will be deemed exclusive until the Facility Rental Application is approved and full payment is received.
28. The Roselle Park District payment receipt is proof of permit for Pavilion and Gazebo rentals.
29. There are no indoor washrooms available at the Pavilion and Gazebo. The Roselle Park District reserves the right to charge the rental client for the cost of portable toilets and handwashing stations when deemed necessary.
30. The rental client must be respectful to Turner Park neighbors and not trespass on private property of neighboring homeowners.
31. Automobiles must be parked in the designated parking spaces.
32. The rental client assumes the risk of inclement weather when renting the Pavilion or Gazebo as they are outdoor facilities. No refund will be issued for inclement weather.
33. Special Requests – Special requests may be made to the Park District in writing on this application. Special requests include groups larger than 200 and the use of: amplified music, tents, grills, stages, electrical outlets/generators, animals, inflatables, amusement rides, commercial photography/videography, etc. All special requests require approval from the Superintendent of Recreation and possibly the Executive Director/Board of Commissioners. Certain requests may also require approval and a permit from the Village of Roselle. Applications with special requests should be submitted at least eight weeks prior to the requested rental date.

**Rental Client's Initials** \_\_\_\_\_**Roselle Park District – Rental Refund Policy**

- **Full Refund:** Cancellation request 30 or more calendar days prior to the rental date (less \$20 for administrative costs)
- **50% Refund:** Cancellation request 15-29 calendar days prior to the rental date (less \$20 for administrative costs)
- **25% Refund:** Cancellation request 6-14 calendar days prior to the rental date (less \$20 for administrative costs)
- **No Refund:** Cancellation request 5 or less calendar days prior to the rental date

*Other types of refund inquiries are at the discretion of the Recreation Supervisor or Superintendent of Recreation*

**Rental Client's Initials** \_\_\_\_\_**Roselle Park District – Rental Waiver and Release**

"As user of the above Park District Facility or Park, I recognize and acknowledge that there are certain risks of physical injury and I and those in my charge agree to assume the full risks of any injuries, including death, damages or loss which I and those in my charge may sustain as a result of participating in any and all activities connected with or associated with such use of Park District Facilities or Park."

"I agree to waive and relinquish all claims I and those in my charge may have as a result of use of Park District Facilities or Parks against the Park District and its officers, agents, servants, and employees."

"I do hereby fully release and discharge the Park District and its officers, agents, servants, and employees from any and all claims from injuries, including death, damage or loss which I and those in my charge may have or which may occur to us on account of our participation in the use of Park District Facilities or Parks."

"I further agree to fully defend, indemnify and hold harmless the Park District, including its officers, officials, employees, volunteers and agents against any and all liabilities, claims, damages, losses, costs and expenses (including reasonable attorneys' fees) arising indirectly or directly in connection with or under, or as a result of this Agreement."

I have read and fully understand the above use of Park District Facilities or Park Details and Waiver and Release of All Claims. I have read and fully understand the above important information, warning of risk, assumption of risk and waiver and release of all claims. I have also received, read, and understand the Roselle Park District Facility Rental Rules and Regulations. If registering on-line or via fax, my on-line or facsimile signature shall substitute for and have the same legal effect as an original form signature.

**Rental Client's Name (print clearly):** \_\_\_\_\_**Rental Client's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Payment (To be completed by renter)**

*Total amount due for the rental will not be charged until the confirmation of details is completed between the Rental Client and the Roselle Park District Rental Specialist.*

**Select Payment Method**

Cash

Check

Check Number: \_\_\_\_\_

Credit Card

Visa

Mastercard

Discover

Name on Credit Card: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ 3-Digit Security Code: \_\_\_\_\_

Date:

Authorized Signature: \_\_\_\_\_

\_\_\_\_\_

**FOR OFFICE USE ONLY - Payment Information**
**Facility Selection:**

Rental Deposit =	
Rate of Facility _____ (per hour) x Total Hours of Rental _____ =	
Set-Up/Additional Services (Tables, Chairs, AV, Podium, Equipment) =	
Linen Quantity _____ x \$10 Per Linen =	
Alcohol: \$15 (per hour) x Total Hours of Rental _____ =	
Staff: \$26 (per hour) x Total Hours of Rental _____ =	
Portable Toilet & Handwashing Station Fee =	
Misc =	

**Total Amount Due at Time of Booking**

**FOR OFFICE USE ONLY - Rental Approval and Processing**

Approved By

Amount Paid

Date

Payment Date

Cost of Rental

Receipt Number

Post Rental: Deposit Refunded Yes or No

Refund Date