

### Contact Information

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

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

Address \_\_\_\_\_

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

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

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

### Rental Information

Private Pool Rental Options:

M/W/F: 6:00pm-8:00pm\*

Sa/Su: 9:00am-11:00am OR 6:00pm-8:00pm\*

\*Some days and/or times may not be available due to Roselle Park District in house events or rentals.

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

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

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

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

**Food & Beverage\*** (select one)  Yes or  No

**Entertainment\*\*\*** (select one)  Yes or  No [Examples: DJ, band, bounce house]

\* Alcohol is not permitted at Kemmerling Pool

\*\*\* 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. Please list any entertainment in the special requests section of this form.

- **Rentals will be denied if submitted with less than 7 business days' notice of the date requested.**
- **Rentals booked within 5 or less business days of the date requested will be charged an additional \$50.**
- **Rentals postponed due to weather can be rescheduled only during the current Aquatic season. Rentals will not be offered a refund due to postponed weather.**
- **Splash Pad rentals will require an Attendant with an hourly fee of \$26.00 per hour.**

### Kemmerling Pool – 400 S Prospect St

Pool	Maximum Attendance	Security Deposit	Hourly Rate	SELECTION
Lap & Leisure Pool	100	\$100	R \$250   NR \$275	
Lap & Leisure Pool	125	\$100	R \$290   NR \$315	
Lap & Leisure Pool	150	\$100	R \$330   NR \$355	
Dive Well Add On	n/a	n/a	\$100	
Splash Pad Add On	75	n/a	\$50	
Splash Pad	75	\$100	R 175   NR \$200	

### Special Requests

**All special requests require approval.**

## Rental Rules & Regulations

1. The person who signs the Kemmerling Pool Rental Application is the responsible party 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. Kemmerling Pool Rental Applications must be completely filled out in order to be considered. Full payment of the rental deposit and all rental fees must be received within two business days after processing.
3. Kemmerling Pool 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. Kemmerling Pool Rental Applications will not be approved far enough in advance to cause 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.
5. Alcohol is not permitted at Kemmerling Pool.
6. The terms of the rental shall be clearly defined on the Kemmerling Pool Rental Application and shall be approved by the Superintendent of Recreation and/or Recreation Supervisor.
7. A Kemmerling Pool 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.
8. 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.
9. The Park District reserves the right to cancel or relocate any rental to accommodate unforeseen circumstances.
10. 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.
11. 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.
12. 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.
13. 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.
14. 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.
15. 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.
16. All youth, under the age of 18, must be supervised at all times and not allowed to roam or run around the facility unattended.
17. 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.
18. Smoking of any kind is not permitted in/on Park District property.
19. All trash/garbage must be placed in the appropriate receptacles.
20. 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.
21. The rental client and all guests are responsible for vacating the facility at the designated ‘departure time’ on the approved Kemmerling Pool 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.
22. The Roselle Park District assumes no responsibility for lost or damaged property.
23. 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.
24. 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.
25. The rental client assumes the risk of inclement weather when renting Kemmerling Pool as it is an outdoor facility. No refund will be issued for inclement weather.

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

**Rental Rules & Regulations (cont'd)**

26. 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.
27. Food/Drink only allowed in designated areas.
28. No Water Balloons
29. Swim Diapers only. (No regular diapers)

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: \_\_\_\_\_