



## Roselle Park District Facility Rental Application



### Contact Information

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

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

Address \_\_\_\_\_

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

Email \_\_\_\_\_

Primary Phone \_\_\_\_\_ Secondary Phone \_\_\_\_\_

### Facility Rental Information

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

**Alcohol \*\*** (select one) Yes or No

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

**Rentals will be denied if submitted with less than 3 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.**

\* Groups must follow Phase 4 Guidelines. Outdoor facilities do not have bathroom facilities (i.e. porta-potties) these can be requested as an additional service at an additional charge.

\*\* The Roselle Park District has an Alcohol Policy and proof of insurance must be provided one week prior to the rental. There is an additional fee of \$15 per hour for the cost of rental when including 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.

### Claus Recreation Center - Currently Not Available

| Room       | Capacity   Dimensions | Rental Deposit | Hourly Rate      | Set-Up Fee | SELECTION |
|------------|-----------------------|----------------|------------------|------------|-----------|
| Full Gym   | 250   100x70          | \$200          | R \$80   NR \$90 | \$50       |           |
| Half Gym   | 125   50x70           | \$200          | R \$45   NR \$55 | \$50       |           |
| Maple Room | 100   34x52           | \$100          | R \$70   NR \$80 | \$30       |           |

### 10 North - Currently Not Available

| Room               | Capacity   Dimensions | Rental Deposit | Hourly Rate      | Set-Up Fee | SELECTION |
|--------------------|-----------------------|----------------|------------------|------------|-----------|
| Suite 1 (Mon-Thur) | 60   36x28            | \$100          | R \$40   NR \$50 | \$30       |           |
| Suite 1 (Fri-Sun)  | 60   36x28            | \$100          | R \$75   NR \$85 | \$30       |           |
| Suite 2 (Mon-Thur) | 80   38x30            | \$100          | R \$50   NR \$60 | \$30       |           |
| Suite 2 (Fri-Sun)  | 80   38x30            | \$100          | R \$85   NR \$95 | \$30       |           |

### Scout Lodge - 304 East Pine (Meetings/Trainings Only)

| Room        | Capacity   Dimensions | Rental Deposit | Hourly Rate      | Set-Up Fee | SELECTION |
|-------------|-----------------------|----------------|------------------|------------|-----------|
| Scout Lodge | 25   40x29            | \$100          | R \$80   NR \$90 | N/A        |           |

### Turner Park: Pavilion and Gazebo - 81 East Devon Avenue

| Outdoor Facility | Capacity | Rental Deposit | Hourly Rate      | Set-Up Fee | Quantity |
|------------------|----------|----------------|------------------|------------|----------|
| Pavilion         | 50       | \$100          | R \$50   NR \$60 | N/A        |          |
| Gazebo           | 50       | \$100          | R \$30   NR \$40 | N/A        |          |

Pavilion includes picnic table seating under shelter. Gazebo includes picnic table seating in vicinity.

## Set-Up and Additional Services

*Select 'Yes' or 'No' for each of the following items:*

|                     |           |                    |           |                             |           |
|---------------------|-----------|--------------------|-----------|-----------------------------|-----------|
| <b>Audio Visual</b> | Yes or No | <b>Porta Potty</b> | Yes or No | <b>Hand Washing Station</b> | Yes or No |
|---------------------|-----------|--------------------|-----------|-----------------------------|-----------|

Equipment not available at all locations.

Scout Lodge is self set-up and tables/chairs will be available for client set-up.

| Chairs                                 | Quantity                                 | Tables   | Quantity                                 |
|--|--|--|--|
| Folding ( <i>black metal, padded</i> ) | <input style="width: 80%;" type="text"/> | Rectangle ( <i>8'x3', seats 10 per table</i> )   | <input style="width: 80%;" type="text"/> |
|  |  | Circle ( <i>6' diameter, seats 8 per table</i> ) | <input style="width: 80%;" type="text"/> |

## Linen Rental - Currently Not Available

| Color | Shape     | Size     | Amount | Price Per Linen | SELECTION                                |
|-------|-----------|----------|--------|-----------------|--|
| Navy  | Rectangle | 5'x10.5' | 8      | \$3             | <input style="width: 80%;" type="text"/> |
| Navy  | Rectangle | 5'x10'   | 6      | \$3             | <input style="width: 80%;" type="text"/> |
| Navy  | Round     | 10'      | 10     | \$3             | <input style="width: 80%;" type="text"/> |
| Navy  | Round     | 9'       | 10     | \$3             | <input style="width: 80%;" type="text"/> |
| Black | Rectangle | 7.5'x11' | 3      | \$3             | <input style="width: 80%;" type="text"/> |
| Black | Rectangle | 5'x10'   | 3      | \$3             | <input style="width: 80%;" type="text"/> |
| Black | Round     | 10'      | 10     | \$3             | <input style="width: 80%;" type="text"/> |
| Black | Round     | 9'       | 25     | \$3             | <input style="width: 80%;" type="text"/> |
| Black | Cocktail  | N/A      | 6      | \$3             | <input style="width: 80%;" type="text"/> |
| White | Round     | 10'      | 16     | \$3             | <input style="width: 80%;" type="text"/> |

## Special Requests

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

## Payment

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

### 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: \_\_\_\_\_

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



## Roselle Park District Rental Rules and Regulations



1. The person who signs the Facility 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. Facility 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. 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 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. 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. The rental client must provide a certificate of insurance one week prior to the rental and a per hour additional fee will be added to the total cost of the rental.
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.
7. A Facility Rental Application is approved only when the rental client receives a processed payment receipt. At no time will confirmation of a rental be made over the phone, in person or any other way other than receiving a printed payment receipt in person or via email.
8. Proof of general liability insurance in the amount of one million dollars listing the Roselle Park District as additionally insured is required upon request by the Roselle Park District. If the Roselle Park District waives the need for liability insurance, the rental client must receive this exception in writing.
9. The Park District reserves the right to cancel or relocate any rental to accommodate unforeseen circumstances.
10. Any literature to be publicly distributed (example: flyers, advertisements, etc.) that promotes the rental must be approved by the Superintendent of Recreation and/or Recreation Supervisor. Failure to obtain this 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 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 it's 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 follow the above 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 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.
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.

**Applies to Indoor Facility Rentals**

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

**Applies to Outdoor Facility Rentals**

26. 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.

27. The Roselle Park District payment receipt is proof of permit for Pavilion and Gazebo rentals.

28. 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.

29. The rental client will be respectful to all Turner Park neighbors and not trespass on private property of the neighboring homeowners.

30. Automobiles must be parked in the designated parking spaces.

31. 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.

32. 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 - COVID Guidelines**

All rental parties must adhere to guidelines, standards, policies, and regulations as outlined in Renter Information Sheets. Failure to comply will result in the rental deposit not being refunded and the rental client may be charged additional fees.

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 \$5 for administrative costs)

> 50% Refund: Cancellation request 15-29 calendar days prior to the rental date (less \$5 for administrative costs)

> 25% Refund: Cancellation request 6-14 calendar days prior to the rental date (less \$5 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 Manager 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 indemnify and hold harmless and defend the Park District and its officers, agents, servants, and employees from any and all losses sustained from injuries, including death, damages and losses sustained by me and those in my charge and arising out of, connected with, or in any way associated with the activities in the use of Park District Facilities or Parks.”

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): \_\_\_\_\_ Date: \_\_\_\_\_

Rental Client's 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 \$3 Per Linen = \_\_\_\_\_  
 Alcohol: \$15 (*per hour*) x Total Hours of Rental \_\_\_\_\_ = \_\_\_\_\_  
 Staff: \$15 (*per hour*) x Total Hours of Rental \_\_\_\_\_ = \_\_\_\_\_  
 Portable Toilet & Handwashing Station Fee = \_\_\_\_\_  
 Misc = \_\_\_\_\_

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**Total Amount Due at Time of Booking**

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**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 _____ |
|--------------|------------------|-----------|-------------------|