

Contact Information

Organization/Company (if applicable) _____	
First Name _____	Last Name _____
Address _____	
City, State _____	Zip _____
Email _____	D.O.B. _____
Primary Phone _____	Add'l Phone _____

Outdoor Facility Rental Information

Date(s) Requested _____	
Arrival Time (including set-up) _____	Departure Time (including take-down) _____
Purpose of Rental _____	
Practice (circle one)	Yes or No _____
Game (circle one)	Yes or No _____
Field Drag (circle one)	Yes or No _____
Expected Number of Participants _____	
Expected Number of Spectators _____	

Baseball/Softball Fields

Outdoor Baseball/Softball Field	Lighted	Resident Fee	Non-Res Fee	SELECTION
Clauss Recreation Complex - Blue Field	No	\$30 per hour	\$40 per hour	
Clauss Recreation Complex - Green Field	Yes (\$25/hr)	\$30 per hour	\$40 per hour	
Clauss Recreation Complex - Red Field	No	\$30 per hour	\$40 per hour	
Clauss Recreation Complex - Yellow Field	Yes (\$25/hr)	\$30 per hour	\$40 per hour	
Goose Lake Park	No	\$30 per hour	\$40 per hour	
Kemmerling Park	No	\$30 per hour	\$40 per hour	
Marion Park	No	\$30 per hour	\$40 per hour	
Odlum Park	No	\$30 per hour	\$40 per hour	
Parkside Park - Parkside Field	No	\$30 per hour	\$40 per hour	
Parkside Park - Miracle Field	Yes (\$35/hr)	\$30 per hour	\$40 per hour	
Valley Park	No	\$30 per hour	\$40 per hour	
Waterbury Field	No	\$30 per hour	\$40 per hour	
WEEKEND TOURNAMENT	Yes	Fees Vary	Fees Vary	

Soccer/Lacrosse Fields

Outdoor Soccer Field / Lacrosse Field*	Size	Resident Fee	Non-Res Fee	SELECTION
Clauss Recreation Complex (11v11)	100x60	\$35 per hour	\$45 per hour	
Turner Park - Field 1 (11v11)	100x50	\$35 per hour	\$45 per hour	
Turner Park - Field 2 (9v9)	70x45	\$30 per hour	\$40 per hour	
Turner Park - Field 3 (Micro 5v5)	30x25	\$30 per hour	\$40 per hour	
Turner Park - Field 3 (Micro 5v5)	30x25	\$30 per hour	\$40 per hour	

Special Requests

All special requests require approval. Refer to Rule 30 on page 3.

Damage Deposit and Rental Payment Information

Cost of Facility (*per hour*) _____ x Total Rental Hours _____ =

Alcohol: \$15 (*per hour*) x Total Hours of Rental _____ =

Staff: \$10 (*per hour*) x Total Hours of Rental _____ =

Portable Toilet & Handwashing Station Fee

Refundable Damage Deposit = \$100

Total Amount Due at Time of Booking

FOR OFFICE USE ONLY

Approved By _____

Amount Paid _____

Date _____

Payment Date _____

Cost of Rental _____

Receipt Number _____

Post Rental:	Deposit Refunded	Yes	or	No	Refund Date	
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Rental Rules & Regulations

1. 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 Outdoor Facility Rental Application is approved and full payment is received.
2. The person who signs the Outdoor 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.
3. Outdoor Facility Rental Applications must be completely filled out in order to be considered. Full payment of the damage deposit and all rental fees must be received before any rental can be processed.
4. Outdoor 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.
5. Outdoor 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.
6. Special permission by the Roselle Park District is required when alcohol is marked 'yes' on the Outdoor 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.
7. The terms of the rental shall be clearly defined on the Outdoor Facility Rental Application and shall be approved by the Superintendent of Recreation and/or Recreation Supervisor.
8. An Outdoor 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.
9. 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.
10. The Park District reserves the right to cancel or relocate any rental to accommodate unforeseen circumstances.
11. 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.
12. 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.
13. All functions conducted on Park District property 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 damage deposit not being refunded to the rental client, additional fees being charged to the rental client and possible exclusion from future usage.
14. Decorations shall be safe and non-offensive. Confetti, glitter and water balloons are prohibited. Decorations must leave the outdoor 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 charged to the rental client for excessive cleaning and repairs.
15. The rental client will be responsible for all persons admitted to any portion of the outdoor facility 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.
16. 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 damage deposit not being refunded to the rental client, additional fees being charged to the rental client and possible exclusion from future usage.
17. All youth, under the age of 18, must be supervised at all times and not allowed to roam or run around Park District property unattended.
18. 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.
19. Smoking of any kind is not permitted on Park District property.
20. 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.
21. All trash/garbage must be placed in the appropriate receptacles.
22. 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 damage deposit not being refunded to the rental client and additional fees being charged to the rental client for excessive cleaning and repairs.
23. The rental client and all guests are responsible for vacating the facility at the designated 'departure time' on the approved Outdoor Facility Rental Application form. The rental client will be charged for the time used beyond the specified rental at the hourly rate.
24. The Roselle Park District assumes no responsibility for lost or damaged property.
25. The rental client will be respectful to all Turner Park neighbors and not trespass on private property of the neighboring homeowners.
26. Automobiles must be parked in the designated parking spaces.

Rental Rules & Regulations (cont'd)

27. 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 outdoor facility and/or equipment, excessive cleaning, unauthorized use of the outdoor facility or areas of the facility and policy violation during the rental.
28. 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.
29. In case of a cancellation for a paid rental, the Roselle 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 the total rental fees.
30. 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: _____