

# Pleasant Dale Park District Facility Rental Agreement

Today's Date: \_\_\_\_\_ Rental Day/Date: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

City/Zip: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Organization: \_\_\_\_\_

Type of Event: \_\_\_\_\_

## Facility Requested:

Activity Room A   Activity Room B   Activity Room A&B   Multipurpose Room

Half Gym   Full Gym

Walker Park Gazebo   Walker Park Pavilion   White Buffalo Shelter

Tennis Court 1   Tennis Court 2   Tennis Court 3

Basketball Court 1   Basketball Court 2   Basketball Court

Inline Skate   Volleyball Court   Cornhole Set

## Equipment:

Picnic Pack   Cornhole Bags   Bounce House

Little Tykes Setup w/ Bounce House   Other:

## Rental Info:

Arrival (includes setup): \_\_\_\_\_ Departure (includes clean up): \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

COI Required: Y N

Special Use Permit Required? Y N

# Pleasant Dale Park District Facility Rental Agreement

## Please read and sign the “Terms of Rental”:

A 50% deposit of the total rental fee is due at the time of rental booking. A full refund will be given for cancellations received 15 days or more prior to the scheduled rental date. A refund of 50% of the full rental cost will be given for cancellations received 8-14 days prior to the scheduled rental date. A refund of 25% of the full rental cost will be given for cancellations received 1-7 days prior to the scheduled rental date. No refunds will be given for any cancellations received on the scheduled rental date.

Whenever possible, the Park District will accommodate requests to reschedule facility rentals. Rescheduling options are subject to facility and staff availability. A rescheduling fee of 10% of the total rental cost will apply.

All facility rentals require a security deposit.

Any rental with 100+ attendees may require a 30-day advance reservation.

Renter is responsible for any damage to Park District property incurred during rental. The park does not move picnic tables to accommodate requests. Refunds will not be issued due to inclement weather. Please keep a copy of this agreement with you on the day of rental to serve as your Rental Permit.

**I have read rules, regulations, and terms of rental for facility rentals with Pleasant Dale Park District, and I agree with them.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Please read and sign the “Terms and Conditions of Facility Use”:

The following terms and conditions incorporated herein are part of the rental agreement. INSURANCE and INDEMNIFICATION Renter agrees to protect, indemnify, save, defend and hold harmless the Park District, its officers, volunteers, employees, and agents (hereafter collectively referred to as “District”) from and against any and all liabilities, claims for compensation, obligations, claims damages, penalties, causes of action, cost and expenses, including reasonable attorney’s fees, for which the District may become obligated by reason of any accident, injury or death of persons or loss of or damage to property, arising indirectly or directly in connection with or under, or as a result of this agreement, whether such loss, damage, injury, or liability is contributed to by the negligence of the District or by the premises themselves or any equipment thereon whether latent or patent, or from other causes whatsoever. Renters, including organizations, businesses, and events that utilize any vendors shall maintain commercial general liability (CGL) and, if necessary, commercial umbrella insurance with a limit of not less than \$1,000,000 each occurrence. If such CGL insurance contains a general aggregate limit, it shall apply separately to this location. CGL insurance shall be written on Insurance Services Office (ISO) occurrence form CG 00 01 10 93, or a substitution form providing equivalent coverage, and shall cover liability arising

## **Pleasant Dale Park District Facility Rental Agreement**

from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract (including tort liability of another assumed business contract). The Pleasant Dale Park District, including its Board of Commissioners, officials, employees, agents, and volunteers (collectively "Park District") shall be included as an insured under the CGL, using ISO additional insured endorsement CG 20 11 or a substitute providing equivalent coverage, and under the commercial umbrella, if any. This insurance shall apply as primary insurance with respect to any other insurance or self-insurance afforded to the Park District. Any insurance or self-insurance maintained by the Park District shall be excess of the renter's insurance and shall not contribute with it. This insurance requirement may be waived or modified upon written approval by the Park District.

### **RULES and REGULATIONS**

1. All park permits and facility contracts must be signed by an adult (18 or older) who must be present during the entire rental period. The renter is solely responsible for all rental terms and conditions.
2. The required deposit will be equal to 50% of the total rental fee. All rentals require a security deposit.
3. Renter and Renter's guests/invitees must comply with all Park District rules, applicable local, state, and federal laws, and all regulations listed within this agreement.
4. The Park District is not responsible for personal injuries sustained on the premises during Renter's use.
5. Renter is solely responsible for determining if the facilities are safe and/or appropriate for Renter's activities.
6. All groups or individuals using the building or grounds are responsible for the rental area being in a clean and orderly state after their scheduled use. All trash should be placed in provided containers. Decorations may be used if they do not deface the building and must be removed at the end of the function.
7. No Park District equipment shall be removed from any facility. No one may bring any equipment to a park or Park District facility without approval from the Park District.
8. No keys shall be given to any person or group.
9. No alcoholic beverages shall be allowed on park property or within park facilities.
10. The Park District facilities are smoke-free. Smoking is strictly prohibited on Park District property.
11. If Renter does not show on the day of rental, this will constitute a forfeiture of the rental fee and deposit.
12. Hours of operation vary throughout the year. Rentals must conclude 30 minutes prior to closing of the facility unless special permission from the Director has been given. Setup and takedown time for all rentals must be included in the time frame of the rental request.
13. No solicitation or gambling is allowed.

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14. No tables or chairs are to be removed from the building without prior consent from the Director.
15. No permits shall be issued for facility rentals unless chaperoned by a person 18 years of age or older.
16. Renter is solely responsible for providing any and all supervision and/or security services during the rental period. Children must be supervised at all times during rental period.
17. No cars shall be allowed in areas other than designated parking areas.
18. All permits for use of facility grounds are revocable at the discretion of the Pleasant Dale Park District. Violations may result in denial of future use of buildings and grounds.
19. Renters will be responsible for any and all costs related to damage to Park District property arising out of the use of Park District property, other than ordinary wear and tear. Excessive damage includes but is not limited to floor scrapes, appliance damage, equipment damage, landscaping damage, and significant amounts of food or stain found on the floors, counters, or equipment. Excessive clean-up costs will be charged at the discretion of the Park District.
20. Tents, canopies, and other structures of any kind are not allowed without prior approval from the Park District.
21. Ground fires are prohibited.
22. Use of grills and fire pits are not allowed without prior approval from the Park District. Coals must be disposed of properly and fire its must be extinguished by the Renter prior to leaving the premises.
23. If entertainment is to be used in any Park District facility, it must be approved prior to the event by the Director. Renters must be considerate of neighbors and other users of the park.
24. Refunds will not be given due to inclement weather. Pleasant Dale Park District Facility Rental Agreement
25. All NSF checks negate this contract until a new payment is made. New payments must be made by cash or credit card. A \$35 NSF fee will apply for all returned checks.
26. The Park District reserves the right to amend the rental rules as needed to serve the best interests of the Park District.
27. No aircrafts, including drones, are allowed in any park.
28. No person shall smoke, use, or digest any substance containing cannabis, any tobacco product (excluding smokeless tobacco), electronic cigarette, alternative nicotine product, tobacco accessory or smoking herb at, in, or on and Park District property.
29. No dogs or any pets allowed in any park.
30. No guns allowed in any park.

**I have read and agree to all the terms and conditions of this agreement and understand that the Pleasant Dale Park District rules, regulations, and policies are incorporated into this agreement by reference.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# Pleasant Dale Park District Facility Rental Agreement

## Pleasant Dale Park District Special Use Permit Application

Groups providing special activities including moon jumps/inflatables, tents larger than 10x10, entertainment, portable toilets, catered food, vendors, and other services as determined are required to have a Special Use Permit.

Insurance requirements for Special Use Permits\*:

1. The certificate(s) of insurance must include the minimum limits of insurance coverage required for special use.

2. The Pleasant Dale Park District must be named on the Certificate(s) of Insurance as the Certificate Holder.

3. The Certificate(s) of Insurance description area must list Pleasant Dale Park District as a primary, non-contributory additional insured under the general liability policy for the event.

4. The Certificate(s) of Insurance must be submitted to Pleasant Dale Park District 2 weeks prior to any rental.

*\*Non-issuance/revocation of the permit may occur for failure to provide acceptable insurance coverage*

- **Will there be tents or canopies 10x10 or larger?** N/A \_\_\_\_\_

# of tents or canopies \_\_\_\_\_ Sizes \_\_\_\_\_

COI received \_\_\_ Date \_\_\_\_\_ Initials \_\_\_\_\_

- **Will there be moon jumps/inflatables?** N/A \_\_\_\_\_

What kind? \_\_\_\_\_

Company \_\_\_\_\_

- **Will there be a generator present?** Y N

Size \_\_\_\_\_ COI received \_\_\_ Date \_\_\_\_\_ Initials \_\_\_\_\_

- **Will there be onsite catering services?** N/A \_\_\_\_\_

Catering company \_\_\_\_\_

COI received \_\_\_ Date \_\_\_\_\_ Initials \_\_\_\_\_

- **Will there be other entertainment or vendors (entertainment, music, face painters, etc.)?** N/A \_\_\_\_\_

Vendor names \_\_\_\_\_

COI received \_\_\_ Date \_\_\_\_\_ Initials \_\_\_\_\_

- **Will you be bringing any grills?** NA \_\_\_\_\_

# of grills \_\_\_\_\_ Gas \_\_\_\_\_ Charcoal \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# Pleasant Dale Park District Facility Rental Agreement

## BOUNCE HOUSE RULES AND OPERATING INFORMATION

NO shoes NO food NO gum/candy NO jewelry NO flipping

NO sharp objects NO glasses NO smoking

### ADULT MUST SUPERVISE JUMPERS AT ALL TIMES!

#### Operation Rules:

- Ensure there is no possibility of blower cord coming unplugged
- Inspect the blower tube's tie straps to ensure a tight connection • Do not allow children to play near the blower
- Do not operate blower in rain, keep blower 20 ft (minimum) away from water
- Each blower requires a constant source of power 110 volt on a 20-amp circuit. DO NOT plug two blowers into the same outlet.
- Do not inflate when winds exceed 20mph
- Unload jumpers immediately if winds exceed 25mph
- If ride begins to deflate, assist jumpers to exit immediately
- Ensure jumpers strictly follow all safety rules
- Ensure the weight, height, and occupancy restrictions are followed
- Sort jumpers by size. Only riders of the same size and age group should be allowed in the inflatable at the same time
- Attendant to assist jumpers while they exit the inflatable Safety Rules:
- Remove shoes, glasses, any hard or sharp objects like buckles, pens, keychains, purses, and caps
- Remove all hanging and/or sharp jewelry
- Food, drinks, gum, and silly sting are not allowed in the inflatable
- Bouncing is not allowed on the entry ramp
- No climbing or hanging from the inside or outside walls or windows
- Do not pull on the inflatable roof or netting
- Flipping, piling on, wrestling, and rough play is not allowed
- If the inflatable begins to deflate, exit immediately

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_