

SPORTS CENTER FACILITY RENTAL APPLICATION

THE PARK DISTRICT RESERVES THE RIGHT TO REFUSE REQUESTS AT ITS DISCRETION

COUPONS MUST BE PRESENTED AT THE TIME THE APPLICATION IS TURNED IN.

Applicant _____

Today's Date _____

Address _____

Phone (day) _____

City _____ Zip Code _____

Phone (evening) _____

Organization _____ (certificate of insurance may be requested)

Name of Event _____

Family Event For Profit Not for Profit

Email Address _____

Will Food Be Served? Yes No (Health Dept. permit may be requested)

Number of People Expected? _____

Room(s) Requested: Room B Room C Mezzanine Indoor Soccer Field Gym Other _____

Date(s) Requested: _____ Day _____ Date

_____ Day _____ Date

Requested Time: _____

Is this a rental for a birthday party? If so, please complete the following information:

Child's Name _____ Child's Age (turning) _____

Please check which package you would like:

- Sports Birthday Party (1 hour on the sports surface, 90 minute in the party room)
 - Up to 12 Kids 13-24 Kids Basketball Soccer Dodgeball Floor Hockey Wiffleball Other _____
- Bubble Soccer Birthday Party (1 hour of bubble soccer, 90 minutes in the party room)
 - Up to 12 Kids 13-24 Kids
- Foam Dart Party (1 hour of foam dart action, 90 minutes in the party room)
 - Up to 12 Kids 13-24 Kids
- Team Party Package (1 hour on the sports surface, 90 minutes in the party room)
 - Up to 12 Kids 13-24 Kids

Please check any add-ons:

- Cupcakes: 12 for \$15 24 for \$25
- Pizza & Juice: 12 for \$25 24 for \$50
- Goodie Bags (includes candy, take-home item, etc.) 12 for \$60 24 for \$110
- Decorations \$40 for each party room
- Moonwalk \$150 if space is available

WAIVER AND RELEASE OF ALL CLAIMS

The undersigned participant agrees to obey all Park District rules and regulations, as well as Park District employees. As a user of this park/facility, I recognize and acknowledge that there are certain risks of physical injury and I agree to assume the full risk of any injuries, including death, damages or loss which I may sustain as a result of participating in any and all activities connected with or associated with use of stated park/facility. I agree to waive and relinquish all claims I may have, as a result of use of stated park/facility, against the Round Lake Area Park District and its officers, agents, from any and all claims from injuries, including death, damage or loss which I may have or which may accrue to me on account of my use of stated park/facility. I further agree to indemnify and hold harmless and defend the Round Lake Area Park District and its officers, agents, servants and employees from any and all claims resulting from injuries, including death, damages and losses sustained by me and arising out of, connected with, or in any way associated with the use of stated park/facility. I have read and fully understand the above details and Waiver and Release of All Claims. Before this facility application is considered approved, this Waiver and Release of All Claims must be signed by the person listed. Where users are under 18 years of age, this Waiver and Release of All Claims must be read and signed by their parent or legal guardian. **The undersigned agrees that he/she will be responsible to the Board of Commissioners of the Round Lake Area Park District for the use and care of Park District property. He/she further agrees that the activity will conform with that stated in the application and the Park District Ordinances. I understand alcohol is not allowed in parks or facilities.**

Signature, Person Responsible and Over 21 Years of Age _____

Date _____

\$50.00 Non-Refundable Deposit Paid Received By (staff initials) _____

ROUND LAKE AREA PARK DISTRICT FACILITY USAGE RULES AND REGULATIONS

1. All fees must be paid one week prior to facility usage. A \$50.00 damage deposit is due upon rental approval. A date will only be secured after the deposit has been paid. The damage deposit will be returned in the form of a check within two weeks of the event if there is no damage in the room. Any damage or cleaning charges will be taken out of this deposit.
2. Cancellation Policy: All cancellations must be made 14 days prior to the event date to receive a full refund. Cancellations made with less than 14 days' notice will result in forfeiture of the \$50.00 deposit. If the Park District is not able to accommodate the party request, a full refund will be issued.
3. All proper forms must be filled out completely and signed by the responsible party.
4. The Park District may loan out certain equipment to outside groups and individuals with written permission. Equipment approved for usage will be listed on the Birthday Party Application.
5. Advance building use requests will be honored during a three month time interval coinciding to each brochure, with the exception of a Park District affiliate group, which can request, without charge, regularly scheduled meetings for a calendar year.
6. Park District property/facilities shall not be used or rented for any political purpose.
7. Those individuals or groups bringing in and/or selling food must adhere to Public Health Laws and licensing requirements and are responsible for obtaining permits when applicable. A request for facility usage requiring Health Department licensing should be submitted well enough in advance to allow time for a permit to be processed and returned, (which generally takes about three weeks). While a facility request application may be temporarily approved upon its request, final approval will not be granted until a health permit has been submitted to the Park District.
8. Smoking is not permitted anywhere in the building.
9. Park District facilities may be available for rent on the Round Lake Area Park District legal holidays.
10. The Park District reserves the right to cancel an approved request 48 hours in advance of function.
11. A check-in and check-out sheet may be completed by Park District staff before and after each facility rental use to determine potential liability for damage by the user. Damages will be assessed above and beyond the cost of rental and/or cleaning fees.
12. All Non-Park District affiliated, for profit facility users/renters will be required to show proof of insurance coverage when renting for a fund raiser. The Park District requires a policy with a minimum of \$100,000 per occurrence, \$3,000,000 total coverage.
13. The Park District Executive Director must approve any and all fund raising events.
14. Any group or individual using the facility must provide adequate supervision if children are in attendance. Park District policy dictates that adequate supervision is at least one adult for each ten minors in attendance. This ratio may be altered depending on the age of minors in attendance. Minors are defined as those individuals under the age of 18.
15. No alcoholic beverages will be allowed in any rented facility at any time.
16. No group or individual renter/user is allowed to initiate, state or otherwise give the impression that the Park District is co-sponsoring their event, either in written or verbal capacity. The Park District reserves the right to review all communication and advertising concerning all events held at its facilities.
17. Proof of an individual or group's residency will be required when applicable. A resident group is defined as a group wherein at least 80% of the attendees reside within the District's boundaries.
18. The Park District Executive Director can, at their discretion, ban any individual or group that fails to honor facility rules and/or causes damage to Park District property of the facility, for a period up to one year.
19. Any group may request use of any facility or Park owned land, but the Park District Executive Director reserves the right to deny any request deemed inappropriate.

I have read and agree to the above rules regarding facility usage.

Signature of Applicant