

# Facility Use Permit

Name of program, group, or individual requiring room rental space: \_\_\_\_\_

**Type of request:**

- New request
- Schedule change

**List each date your group/event will meet.**

**Do not list a range of dates; write out each date separately.**

**Type of event:**

- Park District program or meeting
- Community Group \_\_\_\_\_
- Private Rental
- Birthday Party

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Indicate which day(s) of the week the event will take place:**

- Monday       Friday
- Tuesday       Saturday
- Wednesday       Sunday
- Thursday

**Facility requested by:**

Name \_\_\_\_\_

Group/Company Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Home phone \_\_\_\_\_

Cell phone \_\_\_\_\_

email \_\_\_\_\_

**Birthday Party:**

- 11:30am - 1:30pm
- 2:00pm - 4:00pm
- 4:30pm - 6:30pm

**Cabana:**

- 11:30am - 3:30pm
- 3:30pm - 7:30pm
- 11:30am - 7:30pm

**Full Facility:**

- 8:00pm - 10:00pm
- 9:00am - 11:00am (Sundays only)

**Number of:**

- \_\_\_\_\_ resident children
- \_\_\_\_\_ non-resident children
- \_\_\_\_\_ resident adult
- \_\_\_\_\_ non-resident adult

**Other:**

Open daily 11:30am to 7:30pm\*

(\*Wednesday 11:30am to 6pm)

Start: \_\_\_\_\_ AM/PM

Finish: \_\_\_\_\_ AM/PM

**Additional requests:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Indicate your facility preferences/needs:**

- grass area
- concessions
- volleyball courts
- after hours full facility rental
- party tent

I/We, the undersigned, hereby certify that I am/we are the sponsor(s) or appointed representative(s) of the organization requesting use of the facility. I/We hereby expressly agree, individually and on behalf of said organization, to indemnify and forever hold harmless the Hoffman Estates Park District as to any claim or claims which arise out of the use of the facility. In addition, I/We have read the rules governing the use of park district facilities, as printed on the reverse side of this form, and expressly agree, individually and on behalf of said organization, to abide by these rules while using the facility.

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

FOR OFFICE USE ONLY

**Room Fee:** \$ \_\_\_\_\_ **N/R Fee:** \$ \_\_\_\_\_ **Additional:** \$ \_\_\_\_\_ **Total:** \$ \_\_\_\_\_

**Security Deposit**

Date: \_\_\_\_\_ Received by: \_\_\_\_\_

Deposit: \$ \_\_\_\_\_ Check: # \_\_\_\_\_

Credit Card Type \_\_\_\_\_

Number \_\_\_\_\_ exp. \_\_\_\_\_

Signature: \_\_\_\_\_

**Rental Payment**

Date: \_\_\_\_\_ Received by: \_\_\_\_\_

Cash: \$ \_\_\_\_\_ Check: # \_\_\_\_\_

Credit Card Type \_\_\_\_\_

Number \_\_\_\_\_ exp. \_\_\_\_\_

Signature: \_\_\_\_\_

Room Condition at Checkout \_\_\_\_\_

# Rules Governing Use of Park District Facilities

1. All functions conducted in Hoffman Estates Park District facilities must be in accordance with the district's standards and, therefore, not be in violation of any park district regulations or ordinances.
2. No group or individual may use a Hoffman Estates Park District facility without completing and signing the Request for Room Use application and paying the required fees and deposits.
3. Only the room(s) or gym space specified on the rental permit may be used by your organization.
4. The 50% payment is due at time of the rental request. In the event of cancellation by Renter, the deposit herein shall be forfeited.
5. The rental fees are due and payable in full on or before the rental date before rental starts. If paying by check, payment must be received 7 business days prior to rental.
6. The established closing hour of each building is posted on the door and at the front desk. Permission and fees for after-hours rentals must be arranged with the Hoffman Estates Park District prior to scheduled use. All rentals over 100 people or rentals after hours require an additional \$250 damage deposit.
7. An additional charge will be assessed if the renter requires any equipment needed other than what is provided for a normal room setup.
8. The building and all rooms shall be left in a clean and orderly state after the scheduled use. Any decorations must be fireproof and used in a manner that will in no way deface the building and all decorations must be removed immediately after the function. If decorations are not removed and/or the room is not returned to its original state a cleanup charge will be assessed. You will also be held financially responsible for any damage to the facility while in your use.
9. No permits shall be issued for meetings or parties of minors unless chaperoned by a person 21 years of age or older. This adult must sign the application and will be held responsible for the conduct of the group.
10. Renter is solely responsible for the actions of any member of renter's group and shall provide adequate adult supervision (age 16 or older) of Renter's group at all times. Renter shall minimally provide one adult supervisor for every ten children ages six and older (1:10 ratio) and one adult supervisor for every five children under the age of six (1:5 ratio).
11. Any use of loudspeakers of public address instruments is prohibited except by special permission from the Hoffman Estates Park District.
12. The posting of advertisements of any product or service for sale is not permitted.
13. No alcohol may be served or consumed on Hoffman Estates Park District property.
14. No person shall smoke, burn or exhale any cigar, cigarette, pipe, electronic-cigarette or any other device designed to inhale and/or exhale tobacco or any other vaporizer related products within any Hoffman Estates Park District facility.
15. The Hoffman Estates Park District may require Certificates of Insurance from affiliated organizations, independent clubs or private groups, that name the Hoffman Estates Park District as additionally insured.
16. Charging of admission fees, which shall include the taking of a free-will collection or donation, is not permitted without the express written consent of the Hoffman Estates Park District.
17. Renter shall fully comply with Pool Rules and Regulations.
18. The Hoffman Estates Park District shall provide lifeguard staff during Renter's use of facility. Renter fully understands and agrees that lifeguards are not responsible for supervising Renter's group. Lifeguards are responsible for enforcing rules and regulations and responding to emergencies.
19. Renter is solely responsible for the safety and security of any property brought to the facility. The Hoffman Estates Park District is not responsible for lost, stolen or damaged personal items.
20. Renter shall ensure that there is at least one supervisor fluent in English and on site at all times during Renter's use of the facility.
21. The Hoffman Estates Park District retains the right to cancel this agreement at any time and for any reason, including, but not limited to inclement weather, misconduct of the Renter, (or any member of the Renter's group) or for misuse of property, for purposes deemed necessary for public safety or preservation of property, if termination serves the interests of Park District residents or because the Renter has breached any of its obligations under this agreement.
22. Renter agrees to protect, indemnify, save, defend, and hold harmless the Hoffman Estates Park District including its officers, officials, employees, agents and volunteers (collectively "Park District") from and against any and all liabilities, obligations, claims, damages, causes of action, costs and expenses, (including reasonable attorney fees) which the Park District may become obligated by reason of any accident or injury (including death by drowning) arising indirectly or directly in connection with or under this use agreement, whether such loss, damage, injury or liability is contributed to by the negligence of the Hoffman Estates Park District or by the premises themselves or any equipment thereon whether latent or patent, or from other causes whatsoever.
23. Renter shall maintain general liability insurance for bodily injury, personal injury and property damage during the term of this agreement, specifically including contractual liability coverage. The insurance shall name the Hoffman Estates Park District as additional insured and shall contain no special limitation on the scope of protection afforded the Hoffman Estates Park District. The insurance shall have limits of not less than \$1,000,000 per occurrence for injury or death. Renter's insurance shall be primary insurance as respects the Hoffman Estates Park District. Any insurance or self-insurance maintained by the Hoffman Estates Park District shall be in excess of Renter's insurance and shall not contribute with it. Renter's insurer shall agree to waive all rights of subrogation against the Hoffman Estates Park District.
24. Renter shall provide a certificate of insurance verifying compliance with the above insurance requirements and naming the Hoffman Estates Park District as an additional insured, accompanied by a properly executed additional insured endorsement using CG2011 or equivalent, and specifying the rental date(s) no later than fourteen (14) days prior to the rental date(s).
25. This agreement must be signed by an authorized agent or representative of Renter, age 21 or older.