



Facility Rental Form

York Center Park District
1609 S. Luther Ave.
Lombard, IL 60148
Phone: (630) 629-0886
Fax: (630) 629-0888
Email: ycpdfun@yahoo.com



The Board Commissioners of York Center Park District are ever mindful that the public parks and facilities are held in trust by the Board for the use and enjoyment of the general public and that this is a valuable right. For these reasons, the Board intends to make the parks available for the various uses with these stipulations:

- A. The board will not delegate to any group its duty of administering the parks.
- B. Permission to use the parks and facilities will be granted only where the function can be reasonably accommodated by the park system and such use will not unduly interfere with the rights of the general public, the prior use by others or park programs, and will not present a clear and present danger to the public health and safety of the community.
- C. Permission to use the parks by groups for a non-sponsored park function should be upon application and issuance of a permit.
- D. Any permit issued may contain conditions that will protect park property and assure orderly and proper use of the parks.
- E. The granting of a permit is not to be construed, as an endorsement by the Board of the subject matter discussed, the opinions expressed, nor the organization sponsoring the function.
- F. Any permit granted may be revoked by the Director because of conflict with organized district activities, misrepresentation in the application or violations of the terms and conditions of the permit, the ordinances, rules, and regulations of the York Center Park District and the laws of the State of Illinois.

Rental Operating Hours

- A. Monday-Saturday, 9:00 a.m. – 10:00 p.m. (Sunday rentals are not available.)
- B. All rental agreements are contingent upon availability of York Center Park District Staff.

Facility Usage Rules

- A. Persons renting the facility shall be responsible for all persons in the group or organization and shall assume responsibility and liability for persons in attendance.
- B. Assume liability for any damage done to the building or equipment and will leave facility in satisfactory condition. (There is a damage walk-through before and after rental.)
- C. There is absolutely NO alcoholic beverages or illegal drugs permitted on York Center Park District property.
- D. Persons will vacate the building at the time designated on the Application Rental Form or an additional \$25 will be charged for every 15 minutes late.
- E. All activities shall be under control and shall be operated and supervised to the satisfaction of the York Center Park District.

Failure to comply with Facility Usage Rules will result in the loss of \$100 security deposit.

Available Rental Rooms

Museum (Maximum of 20 persons)

Gymnasium (Maximum of 100 persons)

Lower Recreation Room (Maximum of 30 persons)

Kitchen

Rental Price

Museum

\$25 (per hour) Resident

\$30 (per hour) Non-Resident

\$35 (per hour) Non-Profit Organization

Gymnasium

\$50 (per hour) Resident

\$60 (per hour) Non-Resident

\$70(per hour) Non-Profit Organization

\$100 (per hour) Commercial Organization

Lower Recreation Room

\$30 (per hour) Resident

\$35 (per hour) Non-Resident

\$40 (per hour) Non-Profit Organization

Kitchen

\$25(per hour) Resident

\$30 (per hour) Non-Resident

\$35 (per hour) Non-Profit Organization

Chairs

\$2 (per chair)

Note: 6 chairs per table

Tables

\$5 (per table)

Note: 6 feet

Security Deposit

A \$100 Security Deposit is required for all rentals and must be turned into the York Center Park District front office one week prior to the rental date. The Security Deposit will be refunded after the Maintenance Supervisor has completed an inspection of the facility.

Note: This includes non-profit organizations.

Certificate of Insurance

Any *organization* wishing to use the facilities or parks must submit a Certificate of Insurance naming York Center Park District as additionally insured. This must be turned into the York Center Park District front office one week prior to the rental date.

Facility Rental Procedures

- A. Application for Facility Rental Form must be completed and turned into the York Center Park District front office two weeks prior to the rental date.
- B. If application is approved by the Rental Coordinator, then the \$100 Security Deposit and Certificate of Insurance (if applicable) and the *full rental amount* is to be turned into the York Center Park District front office one week prior to the rental date. **Failure to comply can result in loss of desired rental reservation.**
- C. Cancellation of reservation must be made 48 hours prior to the rental time by notifying York Center Park District (630) 629-0886. **Failure to comply will result in loss of \$100 Security Deposit.**

**Facility Rental Application
York Center Park District**

Staff Use Only	
Date:	_____
Initials:	_____
R:	NR: _____

Date Submitted: _____

Name of person making request: _____

Address: _____

Home Phone: _____ Work Phone: _____

Name of Organization: _____

Organization Address: _____

Organization Phone Number: _____

Facility Rental Date (please choose 3):

1st Choice: _____

2nd Choice: _____

3rd Choice: _____

Check Rooms Renting:

Museum _____

Gymnasium _____

Lower Rec. Room _____

Kitchen _____

Facility Renting Time:

Rental Begins: _____

Rental Ends: _____

Total Number of Hours: _____

Attendance

Number of Adults: _____

Number of Children: _____

Total Number of People Attending: _____

Are you renting for a children's activity? Yes No

If yes, how many adults (at least 18 years of age) will be present to supervise during the entire length of the rental time?

Note: You must have at least a 1 to 10 ratio.

Will your group or organization be bringing any materials, such as literature or food onto the York Center Park District premises? Yes No

If yes, please describe:

Will your group be bringing any sound equipment onto the York Center Park District premises? Yes No

If yes, please describe:

Will you be renting any chairs or tables from York Center Park District? Yes No

If yes, please indicate how many:

Number of Chairs _____ **Number of Tables** _____

Note: 6 chairs to a table.

Will any temporary signs or portable structures be erected? Yes No

If yes, please describe:

**York Center Park District
Waiver and Release of all Claims**

Please read this form carefully and be aware that in signing up and participating in this program you will be waiving and releasing all claims for injuries you or your child might sustain arising out of this program.

1. Acknowledgement of Risk and Injury

“As a participant to this program, 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 such program.”

2. Waiver of Claim for Injury Clause

”I agree to waive and relinquish all claims I may have as a result of participating in the program against the Park District and its officers, agents, servants, and employees.”

3. Release Form Liability Clause

“I do hereby full 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 may have or which may accrue to me on account of my participation in this program.”

4. Indemnity and Defense Clause

“I further agree to indemnify and hold harmless and defend the Park District and its officers, agents, servants, and employees from any and all claims resulting from injuries, including death, damages, or losses sustained by me and arising out of, connected with, or in any way associated with the activities of this program.”

Signature: _____

Date: _____

PARTICIPATION WILL BE DENIED
If the signature of adult participant or parent/guardian and date are not on this waiver.

York Center Park District Office Use Only

Rental Approved By: _____ **Date Approved:** _____

Date of Rental Reservation: _____ **Posted on Calendar**

Staff Supervising Rental Date: _____ **Room Renting:** _____

Okay to Refund? Yes No **Date Refunded:** _____ **Amount Refunded:** _____

Certificate of Insurance: Yes, date received _____ Not Needed

	<u>Amount</u>	<u>Date Received</u>
Security Deposit Due:	_____	_____
Rental Amount Due:	_____	_____
Total Amount Due:	_____	_____

Park okay after use? Yes No

Okay to refund Security Deposit? Yes No

Date Refunded: _____ **Amount Refunded:** _____

Staff Initials: _____

Recorded in computer