



Golf Maine Park District

8800 W. Kathy Lane
Niles, IL 60714-5708

Phone (847) 297-3000, ext 21 or Fax (847) 297-6179

FP

DP

Rental Date _____

**PLEASE READ AND SIGN
REGULATIONS ON THE
REVERSE SIDE**

APPLICATION FOR RENTAL/USE PARK DISTRICT FACILITIES

Organization Making Request: _____

Name of Person Making Request: _____

Street Address: _____ City & Zip Code: _____

Home Phone: _____ Work Phone: _____ Cell No: _____

Date(s) Requested: _____ Hours: _____

Facility Requested: _____ No of Participants Anticipated: _____

Set-Up Requested: _____ Equipment Requested _____

What Type of Activity is Planned? _____

Will You Be Charging a Fee and/or Selling Anything? _____ Yes _____ No

If Yes, Please Explain _____

(This portion of application is for OFFICE USE ONLY)

FEE INFORMATION (CHECK APPROPRIATE AREA)

_____ RESIDENT
_____ NON-RESIDENT

Feldman Park:

_____ Gym:
_____ All _____ Half
_____ Multi-Purpose Room:
_____ All _____ Half
_____ Gazebo
_____ AV Equip: _____
_____ Other: _____

Dee Park:

_____ Gym
_____ East Room
_____ Kitchen/Lower Lobby
_____ Picnic Shelter
_____ Ballfield with lights
_____ Ballfield - no lights
_____ Sand Volleyball
_____ Other: _____

Fees:

\$ _____
\$ _____
\$ _____
\$ _____
\$ _____
\$ _____
\$ _____
\$ _____

Total Rental Fees \$ _____
Security Deposit \$ _____
Total Fees Owed \$ _____
Payment \$ _____
Balance Due by: _____ \$ _____
(14 days prior to rental)

Date Balance Paid: _____ Amount: _____ Receipt #: _____

Date Balance Paid: _____ Amount: _____ Receipt #: _____

Accepted and Entered by Office Staff (Name): _____ Date: _____

Approved by: _____ Disapproved/Reason: _____

Distribution: Applicant, Admin, Office, Security, Maintenance Copy to Applicant - Date: _____

RENTAL RULES AND REGULATIONS

1. Park District sponsored activities shall have priority in all facility usage. The District reserves the right to cancel a rental at any time for any reason. Rental fees and charges are subject to change without notice. A 25% surcharge on stated rental fees **may** be assessed to out-of district residents.
2. Rentals must be applied for in person at which time the required security deposit is due. The minimum rental period is two (2) hours at Dee Park and three (3) hours at Feldman Recreation Center. Full payment of all fees is required 14 days prior to the event. Multiple use rentals in excess of 30 days will require a separate payment schedule. Fees may be negotiated for longer term rentals.
3. *Individuals signing the rental/use application must be at least 21 years of age, be present during the entire rental period and assume responsibility for all actions of the group* and usage of the room and equipment including the chaperoning of minors. Children must be supervised at all times. Running, excessive noise and/or rowdiness will not be tolerated, especially in the lobby and foyer areas. If the rental is responsible for a false fire alarm, the entire deposit MAY be forfeit.
4. A security deposit will be charged. Deposits shall be refunded if the facility is found clean and undamaged. Groups or individuals using Park District facilities are responsible for the building being in a clean and orderly state after their scheduled use or risk a damage/clean-up assessment deducted from the security deposit.
5. If a reservation is canceled more than 30 days prior to the event, total fees paid will be refunded minus a \$20.00 administrative charge. If a reservation is canceled 14 - 30 days prior to the event, renter's security deposit is forfeited. For cancellations less than 14 days prior to the event, 50% of total fees paid will be refunded.
6. The District reserves the right to require additional security for large groups and to charge an additional \$20.00 per hour for this service. Additionally, if there is alcohol a second security may be required, at an additional \$20.00 per hour.
7. Rental information including forms, fees, space availability, and rules and regulations are available at the Park District's website www.gmpd.org or at the Administrative Office, 8800 Kathy Lane, Niles, Illinois 60714. Business hours are 8:30 a.m. to 4:30 p.m., Monday-Friday.
8. A rental/use application agreement may be revoked at any time due to misconduct of individuals, falsification of information, misuse of property or failure to comply with District rules and regulations. Rental payment will be forfeited and future applications will not be approved for groups or individuals involved.
9. The Park District reserves the right to prohibit any rental/use application which is contrary to public safety and welfare.
10. The District is not responsible for providing equipment or services not requested.
11. In addition to the rental times stated in the application, renters are allowed a 30 minute set-up time before the event and 30 minute clean-up time after the event. Additional fees will be charged for use of the facility in excess of these times.
12. Smoking anywhere in the building is prohibited at all times.
13. Food and beverages are prohibited at all times in the gymnasium, foyer and lobby areas.
14. Alcoholic beverages are prohibited on Park District property (unless all requirements for alcohol usage have been met and the Park District has issued an appropriate permit to the Renter indicating approval).
15. If all guidelines are followed, refunds will be issued approximately fifteen (15) business days after your rental.

AGREEMENT

We/I agree to indemnify and hold harmless and defend the Golf Maine Park District, Cook County, Illinois, the Park District Board of Commissioners, its members and employees from any and all claims resulting from this facility usage. We/I further agree to assume responsibility for, and defend at our/my own expense, all claims for injury/damage to property and persons, including medical expenses for injuries incurred and arising incidental to the use of the Park District facility involved. It is further understood and agreed that the Golf Maine Park District assumes no obligation or responsibility in connection with the use of the facility.

We/I have read and understand the above rules and regulations and agree to abide by them.