



Rental Permit Application - Outdoor Facility

This Rental Permit Application and all supporting documentation may be mailed or dropped off to: Golf Maine Park District, Dee Park Recreation Center, 9229 W. Emerson Street, Des Plaines, IL 60016. All facility rental requests must be made twenty-one (21) days in advance. All applicants must be twenty-one (21) years of age or older.

Applicant/Organization Information

Applicant Name: _____ **Date of Application:** _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Primary Phone: _____ **Secondary Phone:** _____

Email: _____ **Fax:** _____

Applicant's Date of Birth (must be 21 years or older) _____

Name of Organization: _____

Organization Status (choose one): **Profit** _____ **Non-profit:** _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Authorized Representative of Organization: _____

Primary Phone: _____ **Secondary Phone:** _____

Email: _____ **Fax:** _____

Outdoor Facility Request Information

If any of the outdoor facilities permitted for use are deemed unusable by the Park District due to the weather or conditions, permitted groups will be asked to move to another area. If there is not another area available, the permit is no longer valid for that day of issue. The Park District has a rain number to call in case of inclement weather. The rain number is (847) 297-5779. Please do not call more than one (1) hour prior to permit times.

Facility Requested: _____ **Date(s) Requested:** _____

Start Time: _____ **End Time:** _____

Description of Activity: _____

Number of Anticipated Participants: _____

Outdoor Facility Rates

Facility	Resident Fees	Non-Resident Fees	Security Deposit (Groups of 1-199)	Security Deposit (Groups of 200+)	Equipment Provided
East Picnic Shelter	\$10 per hour	\$25 per hour	\$100 (Max Capacity 20)	N/A	3 Picnic Tables
West Pavilion	\$10 per hour	\$25 per hour	\$100 (Max Capacity 20)	N/A	3 Picnic Tables
Water Spray Park	\$50/2 hours	\$75/2 hours	\$100	N/A (Max Capacity 100)	2 Picnic Tables
Dee Park Baseball Ball Field	\$30 per hour	\$40 per hour	\$200	\$500	None
Cricket Pitch	\$50/2 hours	\$75/2 hours	\$200	\$500	None
Cricket Pitch Lights (7pm or later)	\$30 per hour	N/A	N/A	N/A	N/A

Additional Special Use Items

Applicant may arrange for additional special use items (see below) to place on the Park District's property, subject to Park District's approval. Applicant will be charged \$25.00 per special use item.

Special Use Item	Qty.	Details	Requirements
Amplified Equipment		<input type="checkbox"/> DJ <input type="checkbox"/> Stereo/iPod/MP3 <input type="checkbox"/> Live Band	Certificate of Liability Insurance
Canopy Tent (larger than 10' X 10')		Size:	Certificate of Liability Insurance/Placed in designated area
Personal Grill		Size:	Park District staff will be notified/use only in designated area
Any food vendor		List:	Certificate of Liability Insurance/ Current Health Certificate
Inflatables		List:	Certificate of Liability Insurance/must use own generator
Generator(s)		Used for:	Certificate of Liability Insurance
Stage/Platform		Size:	Certificate of Liability Insurance
Dumpster		Park District will provide dumpster upon request	Must place all garbage in dumpster/excessive garbage will result in an additional fee of \$25.00.
Total Items:		X \$25	
Special Event (requires additional Security Staff provided by Park District (\$25.00 per hour))		Use of Athletic Fields/Picnic Shelters/Water Spray Park/Additional Park Space	Certificate of Liability Insurance/ security deposit based on group size

Rental Rules and Regulations

1. Facility rental applications must be completed in full, signed by an adult (21 years or older) who assumes responsibility for the group and be present during the entire usage period. Inaccurate information will result in cancellation of the permit.
2. Facility rental applications must be made twenty-one (21) days in advance to receive consideration on a first come first served basis.
3. Full payment of all fees is required fourteen (14) days prior to the event. A permit will be considered canceled should payment in full not be received fourteen (14) days prior to the commencement of the permit.
4. The outdoor facility will be used only during the hours as stated on the permit. Applicant's set-up and clean-up must be included in the time stated on the request for a permit. This permit must be available for inspection by authorized personnel.
5. Individuals/groups are required to vacate the facility at the time designated on this Rental Permit Application.
6. The undersigned will clean and police the area by removing all refuse, litter, etc. that has accumulated as a result of the use of the facility. The Park District requires a \$50.00 refundable damage deposit at time of booking to secure the date. If applicable, the deposit will be retained to cover excessive clean-up cost and/or damage to property or equipment. If the cost of clean-up and/or repairs/replacement of equipment exceeds the amount of the security deposit, the individual signing the application shall be responsible for the balance and will be billed accordingly.
7. Renter will be required to provide a certificate of insurance with minimum coverage including Commercial General Liability of \$1,000,000 per occurrence and \$2,000,000 of general aggregate insurance, as well as naming the Golf Maine Park District and its officials, officers, employees, agents, and volunteers as additional insureds. Renter shall furnish the Park District with all certificates and policies of insurance, including appropriate additional insured endorsements, required under this Rental Permit Application prior to the commencement of the permit.
8. All functions require sufficient and competent adult supervision and chaperones for youths, which must be provided by the permit holder, with a minimum of one (1) adult for every fifteen (15) children.
9. To avoid consumer confusion the following verbiage must be included on any approved publicity and/or advertising - "This is not a Golf Maine Park District sponsored event. We are not affiliated, associated, authorized, endorsed by, or in any way officially connected with Golf Maine Park District." A copy of the publicity/advertising must be submitted to Golf Maine Park District prior to posting.
10. Facility usage policies are subject to change without prior notice.
11. The Golf Maine Park District reserves the right to cancel rentals due to unavoidable circumstances. All moneys will be returned in this instance.
12. Alcoholic beverages are prohibited on the Park District's property.
13. No Person shall smoke a cigarette, cigar, pipe, or any other form of tobacco or similar substance used for smoking, including smokeless tobacco, e-cigarettes, and unregulated nicotine products on or within fifteen (15) feet of Park District's property.
14. All rules, regulations and policies of Golf Maine Park District must be adhered to, including,

but not limited to, "An Ordinance Regulating the Use of the Parks and Property Owned or Controlled by Golf Maine Park District." It is the responsibility of the renter to see that their guests follow all facility rules.

I, the undersigned, hereby certify that I am the appointed representatives requesting the use of the outdoor facility. I declare that the information contained in this Rental Permit Application is true and correct to the best of my knowledge. I hereby attest that I am at least twenty-one (21) years of age.

I have read and understand the above rules and regulations and agree to abide by them. I agree to abide by al federal, state, local and Park District laws, ordinances, rules and regulations, including, but not limited to, "An Ordinance Regulating the Use of the Parks and Property Owned or Controlled by Golf Maine Park District." I understand that failure to meet all requirements set forth herein may result in the denial or cancellation of the rental permit.

Signature of Applicant

Date

(Please Print Name)

Signature of Sponsor/Organization Official

Official's Title

(Please Print Name)

Date

Hold Harmless Agreement

Applicant and/or the sponsoring organization ("permittee") agree to reimburse the Golf Maine Park District for all loss incurred by it in repairing or replacing damage to Park District property proximately caused by the permittee, its officers, employees, agents, volunteers or any other persons using the Park District's facility who were or should have been under permittee's control.

Permittee further agrees to defend without costs, indemnify and hold harmless the Park District, its officials, officers, agents, employees and volunteers from any liability to any persons, damages, losses or injuries arising out of or alleged to arise out of the permitted event which was proximately caused by the actions of permittee, its officials, officers, employees, agents, volunteers or any other persons using the facility who were or reasonably should have been under the control of permittee.

I, the undersigned, acknowledge that I have read and fully understand the Hold Harmless Agreement.

Signature of Permittee

Date

(Please Print Name)

<u>FOR OFFICE USE ONLY</u>		
Deposit Paid: \$ _____	Date: _____	Staff: _____
Total Rental: \$ _____	Amount Due: \$ _____	Due by: _____
Balance Paid: \$ _____	Date: _____	Staff: _____
Approved by: _____	Date: _____	Permit #: _____