Challenge Course
Hart Woods

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Round Lake Area Park District

- **Call for Times and Availability 847.886.5096**
- **Two Weeks in Advance Required**

Name of Organization:_____Organization COI Copy:_____Exp:_____

Last Name:_____First Name:_____DOB:_____

Address:_____City:_____State:_____Zip:_____

Primary Phone:_____Alt. Phone:_____Email:_____

Group Type: (please circle one) Schools: **Elementary** **Middle** **High** **College** **Not for Profit** **Corporate**

Event: (please circle one) **Cooperative** **Teams** **Portable** Special Requests: _____

Date/Day:_____Time: _____ to_____Total number of people attending: _____

Additional Dates:_____

Cooperative Games	**2 Hrs. $10 per participant**	$_____
Teams Challenge Course	**2 Hrs. $12 per participant**	$_____
	3 Hrs. $15 per participant	$_____
Portable Games (we come to you)	**2 Hrs. $16 per participant**	$_____

Cancellation Policy:

A cancellation fee of $25 will be withheld from your refund if you cancel at least 14 days prior to your event date.

A cancellation fee of $50 will be withheld from your refund if you cancel less than 14 days from your event date.

Damage deposit due today:	**$_____50_____**
Total amount paid at booking:	**$_____**
Total amount on payment plan (if applicable)	**$_____**
Payment due date:	**_____**

Round Lake Area Park District Facility Usage Rules and Regulations

1. Complete the rental agreement application, read and sign all pages, and provide deposits to be processed for all facilities to secure and book your rental date. All proper forms must be filled out completely and signed by the responsible party.
2. All fees must be paid 14 days prior to event. Fees can be paid in full at the time of booking or can be scheduled for automatic payment to be processed 14 days prior to your event date.
3. All or a portion of your deposit will be refunded if no damage, extra cleaning or extra time occurred during your reservation. The damage deposit will be returned in the form paid at the time of booking. Allow up to 2 weeks for check processing if deposit was paid in cash or check.
4. Cancellation Policy: All cancellations must be made 14 days prior to the event date to receive a refund. Cancellations made with less than 14 day notice will result in a forfeit of a $25 administrative fee from your refund. 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 equipment rental form.
5. Advance building use requests will be honored during a four 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 sheets 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 organizations/groups requesting facility usage will be required to have a COI (certificate of liability insurance). The Park District requires a policy with a minimum of $100,000 per occurrence, $3,000,000 total coverage. All COI's must list the Round Lake Area Park District as additionally insured.
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 or recreational drug use 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. 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.
18. 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.
19. Decorations must be limited to the party room. Adhering decorations to the walls or ceilings, balloons, piñata's are only allowed in the party rooms. No staples, nails, screws, tacks, pins or adhesive other than painters tape will allowed.
20. Renters are responsible for all clean-up of food, decorations and supplies they bring.

Facility Waiver and Release
Important Information

The Round Lake Area Park District is committed to conducting its recreation programs and activities in a safe manner and holds the safety of participants in high regard. The Round Lake Area Park District continually strives to reduce such risks and insists that all participants follow safety rules and instructions that are designed to protect the participants' safety. However, participants and parents/ guardians of minors registering for programs/ activities listed on the previous page must recognize that there is an inherent risk of injury when choosing to participate in recreational activities/ programs.

You are solely responsible for determining if you or your minor child/ward are physically fit and/or skilled for the activities contemplated by this agreement. It is always advisable, especially if the participant is pregnant, disabled in any way or recently suffered an illness, injury or impairment, to consult a physician before undertaking any physical activity.

Warning of Risk

Recreational activities are intended to challenge and engage the physical, mental and emotional resources of each participant. Despite careful and proper preparation, instruction, medical advice, conditioning and equipment, there is still a risk of serious injury when participating in any recreational activity. Understandably, not all hazards and dangers can be foreseen. Depending on the particular activity, participants must understand that certain risks, dangers and injuries due to inclement weather, slips and falls, poor skill level or conditioning, carelessness, horseplay, unsportsmanlike conduct, premises defects, inadequate or defective equipment, inadequate supervision, instruction or officiating, and all other circumstances inherent to indoor and outdoor recreational activities exist. In this regard, it must be recognized that it is impossible for the RLAPD to guarantee absolute safety.

Waiver and Release of All Claims and Assumption of Risk

Please read this form carefully and be aware that in signing up and participating in the identified programs, you will be expressly assuming the risk and legal liability and waiving and releasing all claims for injuries, damages or loss which you or your minor child/ward might sustain as a result of participating in any and all activities connected with and associated with these programs/activities (including transportation services and vehicle operations, when provided).

I recognize and acknowledge that there are certain risks of physical injury to participants in these programs, and I voluntarily agree to assume the full risk of any and all injuries, damages or loss, regardless of severity, that my minor child/ward or I may sustain as a result of said participation. I further agree to waive and relinquish all claims my minor child/ward or I may have (or accrue to me or my child/ward) as a result of participating in these programs against The Round Lake Area Park District, including its officials, agents, volunteers and employees.

I do hereby fully release and forever discharge The Round Lake Area Park District, including its officials, agents, volunteers and employees from any and all claims for injuries, damages, or loss that my minor child/ward or I may have or which may accrue to me or my minor child/ward and arising out of, connected with, or in any way associated with these programs/activities. I have read and fully understand the above important information, warning of risk, assumption of risk and waiver and release of all claims. If registering via fax, my facsimile signature shall substitute for and have the same legal effect as an original form signature.

Signature:_____ Date:_____

Parent/Guardian must sign for participant under 18 years of age.

All participants will be required to complete and sign a liability waiver before participating in this event.

CREDIT CARD PAYMENT INFORMATION:

Please charge to: MC Visa DC AMEX

Card #_____ Exp. __ __ / __ __ Security code on back_____ Amount $_____

Check Routing#_____ Check Accounting#_____

Name on Account:_____ Signature:_____