

Round Lake Area Park District Facility Usage Rules and Regulations

1. All fees must be paid one week prior to facility usage. A \$50.00 damage deposit is due upon rental approval. A date will only be secured after the deposit has been paid. The damage deposit will be returned in the form of a check within two weeks of the event if there is no damage in the room. Any damage or cleaning charges will be taken out of this deposit.
2. Cancellation Policy: All cancellations must be made 14 days prior to the event date to receive a full refund. Cancellations made with less than 14 days notice will result in the forfeiture of the \$50.00 deposit. If the Park District is not able to accommodate the part request, a full refund will be issues.
3. All proper forms must be filled out completely and signed by the responsible party.
4. 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 three 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 group 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 affiliated, for profit facility users/renters will be required to show proof of insurance coverage when renting for a fund raiser. The Park District requires a policy with a minimum of \$100,000 per occurrence, \$3,000,000 total coverage.
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 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. Proof of an individual or group's residency will be required when applicable. A resident group is defined as a group wherein at least 80% of the attendees reside within the District's boundaries.
18. 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.
19. 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.

All rental and party packages (Neighborhood, Prairie Grass, Sports Center, etc.) must be paid in full one week prior to the rental/party date. If the rental/party is not paid in full one week prior to the rental/party date the rental/party will be cancelled and the \$50.00 deposit forfeited.

I have read and agree to the above rules regarding facility usage.

By checking this box I approve this electronic signature.

Signature of Applicant (Person Responsible and Over 18 Years of Age)

Date _____