

# Shelters/Parks Picnic Permit

814 Hart Rd, Round Lake IL 60073  
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www.rlapd.org

# Round Lake Area Park District

OFFICE USE ONLY	
Rental Number:	_____
Routed To:	_____ _____
CVV	_____

Name of Organization: \_\_\_\_\_ Organization COI Copy: \_\_\_\_\_ Exp: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Type of Event: \_\_\_\_\_ Date/Day: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

Total number of people attending: \_\_\_\_\_ Additional Dates: \_\_\_\_\_

**A \$50 refundable security deposit is required for every pavilion rental. ALL DEPOSITS & FEES MUST BE PAID IN FULL AT THE TIME OF APPLICATION. \*Electricity Provided**

Pavilions/Shelters	# of Picnic Tables	Capacity	Daily Fee	Total Fee
*Hart Woods – Woods Pavilion	8-10	100	\$80	\$130
*Hart Woods - Pond Pavilion	8-10	100	\$80	\$130
*Hart Woods - Playground Pavilion	8-10	100	\$80	\$130
Hart Woods Picnic - Area – A	2	16	\$25	\$75
Hart Woods Picnic - Area – B	4	50	\$25	\$75
Amarias Park – Pavilion	2	16	\$40	\$90
Cedar Valley – Picnic Area 1	2	30	\$25	\$75
Cedar Valley – Picnic Area 2	2	30	\$25	\$75
Huebner Shores – Shelter	4	50	\$40	\$90
Lakewood Grove – Shelter	3	20	\$40	\$90
Meadowview Park – Pavilion	4	40	\$40	\$90
North Shore Park (Large) – Shelter	4	40	\$40	\$90
Parkside – Shelter	3	30	\$40	\$90
Raymond – Shelter	4	40	\$40	\$90
Shaw – Shelter	2	15	\$40	\$90

### Cancellation Policy:

A cancellation fee of \$25 will be withheld from your refund if you cancel at least 10 days prior to your event date.  
A cancellation fee of \$50 will be withheld from your refund if you cancel less than 10 days from your event 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. Reservations must be booked 10 days in advance unless otherwise authorized and payment of the rental fees and the deposit are required upfront at the time of booking.
3. All or a portion of your deposit will be refunded if there is no damage, extra cleaning, or extra time 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 the deposit was paid in cash or check.
4. Cancellation Policy: Cancellations must be made 10 days prior and a \$25 administrative fee will be withheld from the refund. Cancellations made with less than a 10-day notice will result in the forfeiture of the \$50 deposit. If the date requested cannot be accommodated, a full refund will be issued.
5. The Park District may loan out specific equipment to outside groups and individuals with written permission. Equipment approved for usage will be listed on the equipment rental form.
6. Advance facility use requests will be honored during a three-month time interval coinciding with each brochure. However, Park District affiliate groups can request, without charge, regularly scheduled meetings for a calendar year.
7. Park District property/facilities shall not be used or rented for any political purpose.
8. 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. A request for facility usage requiring Health Department licensing should be submitted in advance to allow a license to be processed and returned, (which generally takes about three weeks). The facility request application will be temporarily approved upon its request. Final approval will not be granted until a health permit has been submitted to the Park District.
9. Smoking is prohibited anywhere on Park District grounds.
10. Park District facilities may be available for rent on the Round Lake Area Park District legal holidays.
11. The Park District reserves the right to cancel an approved request 48 hours in advance of the function.
12. 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 the user's damage. Damages will be assessed above and beyond the cost of rental and/or cleaning fees.
13. All Non-Park District affiliated; for-profit facility users/renters will be required to show proof of insurance coverage when renting for a fundraiser. The Park District requires a policy with a minimum of \$100,000 per occurrence, \$3,000,000 total coverage.
14. The Park District Executive Director must approve any and all fundraising events.
15. Any group or individual using the facility must provide adequate supervision if children are in attendance. Park District policy dictates that proper monitoring is at least one adult for every ten minors in attendance. This ratio may be altered depending on the age of children in attendance. Minors are defined as those individuals under the age of 18.
16. No alcoholic beverages will be allowed in any rented facility at any time.
17. Decorations may be adhered to the shelter using string, command strips, zip ties or a coated wire. No staples, nails, screws, tacks, pins or adhesive will be allowed.
18. 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.
19. 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 for up to one year.
20. 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
21. Renters are responsible for all clean-up of food, decorations, and supplies they bring.
22. It is up to the renter to contact the District to schedule a new rental date in the event of inclement weather.
23. The Park District requires that no more than 50 people are in attendance at any facility rental.

**WAIVER and RELEASE OF ALL CLAIMS**

I recognize and acknowledge that there are certain risks of physical injury to participants in the above program(s) and I agree to assume the full risk of any injuries, damages or losses regardless of severity which I or my minor child/ward may sustain as a result of participating in any and all activities connected with or associated with such program(s).

I agree to waive and relinquish all claims I or my minor child/ward may have as a result of participating in the program(s) against the District and its officers, agents, servants and employees.

I do hereby fully release and discharge the District and its officers, agents, servants, and employees from any and all claims from injuries, damages or losses which I or my minor child/ward 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 the activities of the program(s).

I further agree to indemnify and hold harmless and defend the District and its officer, agents, servants and employees from any and all claims resulting from injuries, damages and losses sustained by me or my minor child arising out of, connected with, or in any way associated with the activities of the program(s).

In the event of any emergency, I authorize District officials to secure from any licensed hospital, physician and/or medical personnel any treatment deemed necessary for me or my minor child/ward's immediate care and agree that I will be responsible for payment of any and all medical services rendered.

I have read and fully understand the above program details, Waiver and Release of All Claims and Permission to Secure Treatment.

The undersigned agrees that he/she will be responsible for the use and care of Park District property. He/she further agrees that the activity will conform to Park District Ordinances as stated in the application.

I understand alcoholic beverages are not allowed on Park District property.                      **Initials**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Must be 18 years of age.)

**OFFICE USE ONLY**

Request Denied Reason: \_\_\_\_\_

Request Approved Park Location: \_\_\_\_\_

Special Requests: \_\_\_\_\_

CREDIT CARD PAYMENT INFORMATION: **Credit card information supplied will be used with current rental form only.**

Please charge to: MC    Visa    DC    AMEX			
Card # _____	Exp. ____ / ____	Security code on back _____	Amount \$ _____
Check Routing# _____	Check Accounting# _____		
Name on Account: _____	Signature: _____		