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## RENTAL AGREEMENT 2018

Today's Date \_\_\_\_\_ Name of Individual/Organization \_\_\_\_\_

Contact Person \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Category \_\_\_ (A) GEPD Resident, Organization/Group \_\_\_ (B) Nonresident Individual, Organization/Group

Type of Activity \_\_\_\_\_

Rental Date(s) \_\_\_\_\_

Start Time \_\_\_\_\_ End Time \_\_\_\_\_ Estimated Attendance \_\_\_\_\_ % of park district residents \_\_\_\_\_

Please Select All That Apply	Area *Includes Scoreboards	Capacity Or Time	Category A GEPD Resident Organization / Group *Half Turf/Full Turf Hourly Rate	Category B Nonresident Individual, Organization / Group *Half Turf/Full Turf Hourly Rate
	Party / Meeting Room	20	\$30	\$45
	Gym		\$35/Court	\$50/Court
	Gym (All 3 courts)		\$90	\$130
	Turf		*\$120/\$230	*\$120/\$230
	Turf Summer (May-Aug)		*\$60/\$115	*\$60/\$115
	Turf Non-Prime Weekday	7am-4pm	*\$70/\$138	*\$70/\$138
	Turf Non-Prime Weeknight	10pm-12am	*\$95/\$184	*\$95/\$184
	Outdoor Volleyball • Lights when requested	5am -10pm	\$10	\$15
	Dance Studio		\$50	\$75
	Total		\$	\$



## POLICIES AND AGREEMENT

### PAYMENT POLICY

A 50% (up to \$200) deposit will be due in order to hold the rental date(s). The balance will be due 2-weeks prior to the 1<sup>st</sup> rental date. If a rental request is made within 2 weeks of the event, the total fee must be paid at that time. Rental requests must include set-up and take down time if needed.

### PLEASE NOTE

If the rental is canceled at least 30 days prior to the start date, the deposit will be refunded. If the reservation is canceled less than 30 days prior to the function, there will be no refund on the deposit. There will be no refunds for rentals made within 2 weeks of the event.

I hereby certify that I (organization) understand the Glen Ellyn Park District facility usage policies attached to this application and agree to abide by them.

Signature \_\_\_\_\_ Date \_\_\_\_\_



### FOR OFFICE USE ONLY

Deposit Amount \$ \_\_\_\_\_ Date Paid \_\_\_\_\_ Mode of Payment \_\_\_\_\_

Balance Due \$ \_\_\_\_\_ Date Paid \_\_\_\_\_ Mode of Payment \_\_\_\_\_

\*Certificate of Insurance (\$2,000,000) \_\_\_\_\_

\_\_\_\_ Visa      \_\_\_\_ MasterCard      \_\_\_\_ Discover      \_\_\_\_ Cash      \_\_\_\_ Check

Credit Card Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Card Expiration (month & year) \_\_\_\_\_ Amount \$ \_\_\_\_\_

Signature of Credit Card Holder \_\_\_\_\_

\*Certificate of Insurance must list the "Glen Ellyn Park District" as an additional insured



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## FACILITY USAGE GUIDELINES

1. It is understood that you/your organization will comply with rules, regulations and ordinances of the Glen Ellyn Park District, Village of Glen Ellyn and the State of Illinois in use of park district facilities.
2. Use of the facility may be terminated by the Glen Ellyn Park District in the event of an emergency or in the event that the facility is required for any Glen Ellyn Park District program, in the event of breach of this agreement.
3. Glen Ellyn Park District functions, then school districts and village functions, take preference over any other use of the facility.
4. All organizations and individuals renting or using the facility shall hold the Glen Ellyn Park District harmless from any action or suit by person or persons occasioned by use of the park district facility by said individual/organization. The park district reserves the right to require a Certificate of Insurance for use of the facilities.
5. All persons using Glen Ellyn Park District facilities shall confine themselves to the area of the facility for which temporary use has been granted.
6. Rental groups may have access to the locker rooms as long as the users are respectful and do not impede on use by the facility members. The rights to use the locker rooms can and will be revoked if the rental group is found to be using this area incorrectly.
7. At no time will a rental group have access to the elevated walking track unless authorized.
8. There is a zero tolerance policy in terms of the use of profanity and/or violence. This pertains to participants, coaches, and spectators. Those who violate this policy will be asked to leave the facility. If asked to leave and refused, the authorities will be contacted to remove the individual or group. No refunds of rental fees will be given for loss of time due to this policy.
9. The facility or equipment shall not be used by any person for private business or any activity in which any individual/organization makes a personal profit or gain.
10. Sufficient, competent adult supervision or chaperones must be provided by the individual/organization for all functions.
11. Smoking is not permitted. Alcoholic beverages are not permitted in any park district facility without the appropriate alcohol permit.
12. FOOD IS NOT ALLOWED IN THE TURF OR COURT AREAS. Food may be served in any of the rental rooms and/or designated areas authorized by staff.
13. The facility will be opened and closed at the time designated on the application and corresponding with the normal hours the facility is open.
14. Each individual/organization is financially responsible for any damage occurring to the building, grounds or equipment being used.
15. The supplying of inaccurate information on this application or violation of Glen Ellyn Park District rules and/or ordinances will be cause for breach of contract. No refund will be granted.

I hereby certify that this individual/organization has agreed to follow the Glen Ellyn Park District stipulations and shall hold harmless, without exception and without recourse, from all liability for accident and/or injury which may be attributed to negligence of members of the Glen Ellyn Park District, its officers and/or employees.

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_