



# 2019 RENTAL AGREEMENT

Completed forms can be emailed to [rmiller@gepark.org](mailto:rmiller@gepark.org), or mailed/dropped off to 800 St. Charles Road, Glen Ellyn, IL 60137.

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

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

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

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

Category \_\_\_\_ (A) GEPD Resident / Organization / Group \_\_\_\_ (B) Non-Resident Individual / Organization / Group

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

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

Rental: Start Time \_\_\_\_\_ End Time \_\_\_\_\_ Estimated Attendance \_\_\_\_\_ Invoice # \_\_\_\_\_

## RENTAL FEES

Please Select All That Apply	Area Includes Scoreboards Upon Request	Capacity or Time	Category A	Category B
			Glen Ellyn Park District Resident Individual/Organization/Group Hourly Rate	Non-Resident Individual/Organization/Group Hourly Rate
	Party / Meeting Room	20	\$30	\$45
	Gym	---	\$40/Court	\$55/Court
	Turf (September-April)	---	\$120 (half) / \$190 (full)	\$120 (half) / \$230 (full)
	Turf (May-August)	---	\$70 (half) / \$115 (full)	\$70 (half) / \$115 (full)
	Outdoor Volleyball <i>Lights when requested</i>	5am -10pm	\$15	\$20
	Dance Studio	---	\$50	\$75
Total			\$	\$

<b>POLICIES AND AGREEMENT</b>
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**PAYMENT POLICY**

A 50% (up to \$200.00) 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 request must include set-up and take down time if needed.

**REFUND POLICY**

If the rental is canceled at least **30 days** prior to the date of the function, the deposit/rental fee will be refunded. If the rental is canceled less than **2 weeks** prior to the function, no rental fee will be refunded.

**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. Rentals are subject to the rates that are in place at that time. If the rental fee is prepaid within 30 days of the reservation, the current rate would be locked in. If not, the renter is subject to the increased fee.

**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. A minimum of ten (10) working days is required to approve this request.**

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

<b>FOR OFFICE USE ONLY</b>
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Deposit Amount \$ \_\_\_\_\_ Date Paid \_\_\_\_\_ Mode of Payment \_\_\_\_\_

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

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

\_\_\_\_\_ Visa \_\_\_\_\_ MasterCard \_\_\_\_\_ Discover \_\_\_\_\_ American Express \_\_\_\_\_ Cash \_\_\_\_\_ Check

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

Credit Card Expiration Date (MM/YY) \_\_\_\_\_ / \_\_\_\_\_ CID \_\_\_\_\_ Amount \$ \_\_\_\_\_

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

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

## 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 refuse, 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 Glen Ellyn Park District facility without the appropriate alcohol permit.
12. **FOOD IS NOT ALLOWED IN THE CLIMBING WALL AREA, TURF OR COURTS.** 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.
16. Individuals, groups and organizations must agree not to discriminate on the basis of disability, in accordance with the American Disability Act, while utilizing any park district facility.

**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 \_\_\_\_\_