

FACILITY RENTAL AGREEMENT

PLEASE REVIEW CAREFULLY AND SIGN ON BACK PAGE

Conditions of Rental

1. The renter signing this agreement signifies that he/she is at least 21 years of age.
2. This rental is not confirmed until the renter has signed this Facility Rental Agreement and paid all applicable deposits.
3. **In order to receive the in-district discount, the renter must document that he/she is a Hanover Park Park District resident, pay any and all required security deposits, be present for the entire event as scheduled above, and be the person responsible for the above event.**
4. Once booked, the rental will not be transferred to a different household.
5. The times indicated on this agreement are the specific times that the renter will have access to the rooms booked. If additional time is needed for set-up or clean-up, the renter must rent the facility for that time. This rule is extended to caterers, DJs, decorators, and anyone else associated with the renter's event.
6. **The rooms rented will be opened and closed at the times indicated on this agreement. The Park District clock shall indicate the official time.**
7. **All renters who arrive early or exceed their requested time will be charged a penalty fee of \$50.00 in addition to the room rental fees for the actual time used.**
8. **If a renter fails to leave the facility on schedule or performs other actions which cause delay or inconvenience to the next rental, the offending renter will automatically forfeit his/her security deposit in full and may be responsible for damages caused to the other rental.**
9. **Any changes made to a scheduled rental will result in an administrative fee.** Not all changes may be accommodated. If a change is accommodated, the fee to do so will be as follows: 8 or more days prior to the event: \$25.00 7 or fewer days prior to the event: \$50.00
10. **No smoking is allowed in any Hanover Park Park District facility in compliance with the Illinois Clean Air Act.**
11. No smoking is allowed within 15 feet of the Hanover Park Park District Community Center building in compliance with the Smoke Free Illinois Act.
12. The renter and his/her guests will comply with the rules, regulations and ordinances of the Hanover Park Park District, Village of Hanover Park, and the State of Illinois.
13. The renter and his/her guests are expected to act in an orderly fashion.
14. The renter is financially responsible for any damages occurring to the building, grounds or equipment.
15. Sufficient adult supervision (21 years and older) is required for youth functions and must be provided by the renter. The renter must have one (1) adult for every ten (10) children under the age of 21.
16. **Children (under the age of 21) must be supervised at all times and must remain in the rented area.**
17. Children are not permitted to play outside of the rented area.
18. If children are not properly supervised and do not remain in the rented area, additional charges may result. These fees will be at the discretion of the Park District staff and, by signing this document, the renter agrees to pay any such fees.
19. Depending on the type of the renter's function, the Hanover Park Park District reserves the right to hire security personnel and add these costs to the rental fee.
20. The Hanover Park Park District provides no medical or health insurance for renters or groups using its facilities. Depending on the type of function, the renter may be required to provide a certificate of insurance, signifying that the renter has sufficient insurance coverage.
21. **No individuals or groups may use the Hanover Park Park District facilities with the purpose of private monetary gain or fundraising without special permission from the Community Relations Supervisor.**
22. Renters may be held responsible for the condition of the Mezzanine, including the building entrance, general public areas and restrooms, as determined by the Building Supervisor.

23. **Use of a live band or any type of “canned music” (D.J., etc.) requires prior approval by the Park District and must have been specifically requested on the Room Rental Application.**
24. No loitering is allowed in the Community Center or Centre Court Athletic Club areas.
25. The renter agrees to comply with the intent of the Americans with Disabilities Act and not discriminate in way against a person with a disability. If an accommodation due to a disability is required, the renter will be responsible for all arrangements, fees, and costs required to meet compliance.
26. Noncompliance with these facility usage stipulations will result in cancellation of the usage, even if the rental time has not expired, and forfeiture of all monies paid.
27. The renter gives the Hanover Park Park District the right to pursue collection methods for bad checks, facilities left unclean, damage to a facility, additional unscheduled time used, and, by signing this document, agrees to pay for such methods.
28. The Hanover Park Park District shall not be liable for damages of its failure to perform due to contingencies beyond its reasonable control, including, but not limited to, fire, storm, earthquake, explosions, public disorder, sabotage, lockouts, labor disputes, labor shortages, strikes, riots, equipment failures, building failures of acts of God/nature.
29. Building Supervisors are not permitted to accept tips in any amount from the renters.
30. All guests of scheduled functions are to park their vehicles in the Walnut Street parking lot.
31. **No burning of candles or incense is permitted.**
32. Public restrooms are located on the 1st and 2nd floors of the Community Center. *For health and safety reasons, as well as common courtesy, please dispose of diapers, personal products, and toilet tissue in the appropriate containers.*
33. **Renters using a caterer’s delivery and serving services must provide their agreement with the caterer. The caterer must provide a certificate of insurance naming the Hanover Park Park District as additional insured. Coverage is available through www.eventhelper.com/partner/pdrma**
34. **Renters using a DJ must provide their agreement with the DJ who must provide a certificate of insurance naming the Hanover Park Park District as additional insured. Coverage is available through www.eventhelper.com/partner/pdrma**
35. **Any equipment the renter wishes to include during the rental, the Hanover Park District needs to be approved in the facility and on the grounds.**
36. **Any custodial service required over and above the group’s normal clean-up will be charged at the rate of \$20 per hour and subtracted from the damage and clean-up deposit.**
37. GYMNASIUM RULES In addition to all of the above, the following rules apply to gymnasium rentals:
 - a. No food or beverage is allowed in the gymnasium.
 - b. No street shoes are allowed, only athletic shoes or soft-soled dance shoes are permitted.
 - c. Due to potential damage to the gymnasium floor, no clothing or accessories with beads, sequins or glitter will be allowed in the gymnasium.
 - d. Washroom facilities to be used are in the women’s and men’s locker rooms.

Renter's Room Usage Responsibilities

1. **The person responsible for the rental is the person who completes and signs the Room Rental application and Facility Rental Agreement. That person is required to present identification to the Building Supervisor before the rented area(s) will be opened. Prior to the room rental and before leaving the building, the person responsible is required to sign off with the Building Supervisor as to the condition of the rented areas and public areas, as well as the general behavior of the guests in the rental party.**
2. THE PERSON RESPONSIBLE FOR THE RENTAL MUST STAY IN ATTENDANCE DURING THE ENTIRE RENTAL TIME.
3. No decorations may be taped, tacked or attached to any wall, door, window, light fixture or drapes in the facility.
4. **No confetti, glitter or rice may be used anywhere inside or outside the facility.**
5. **The renter must keep all food and drink in the room he/she is renting.**
6. No inflatable attractions, smoke and fog machines are allowed.
7. No preparation of food from scratch may be done using the facility's kitchen, as it does not have a Health Department Permit for preparation. It is to be used strictly as an assembly and warming kitchen.
8. If the fire alarms of the Community Center are activated as a result of the rental, the renter will be responsible for all costs incurred.
9. **The renter or the renter's caterer may not bring alcoholic beverages onto Park District property or into the facility.**
10. The renter shall be responsible for all claims for damage to contents of the facility and the premises as a whole, caused by any employee of the caterer or any other vendor used.
11. The renter is responsible for the following items:
 - a. All service to his/her guests.
 - b. Buffet or food presentation.
 - c. The renter must bring his/her own kitchen supplies. The kitchen has a stove/oven, refrigerator, sink, coffee pot, microwave, and counter space. Nothing else is provided. It is the renter's responsibility to bring his/her own dishes, utensils, pots and pans, coffee pots, etc.
 - d. Clean up all food from the rooms rented, including the kitchen.
 - e. Discarding of all paper cups, plates, plastic flatware and any miscellaneous debris from gifts or packages.
 - f. The removal of all equipment, dishes, utensils, table linen and service-ware from the facility.
 - g. The thorough cleaning of the kitchen (floor, sink, counters, refrigerator, stove).
 - h. The thorough cleaning of the rooms rented including tables, chairs, and floors.
 - i. **All rooms rented, including the kitchen, must be left in the same conditions as they were found. This includes vacuuming or sweeping, and mopping the floors of the rooms.**
 - j. **Removal of all trash from the facility. THE RENTER MUST BRING HIS/HER OWN 30-GAL TRASH BAGS. ALL TRASH MUST BE TAKEN OUT TO THE DUMPSTER IN THE WALNUT STREET PARKING LOT BEFORE LEAVING.**
 - k. The renter shall be held accountable for the actions of his/her guests.
 - l. If renting past 11:00 pm (after park district hours), the renter will be charged time and a half.

Park District's Responsibilities

1. A Park District Building Supervisor will be on duty for all rentals. As the main representative of the Park District during evenings and weekends, the Building Supervisor has the authority to:
 - a. Make decisions about whether an individual's or group's activities violate Park District regulations.
 - b. Remove from the premises anyone who disregards Park District rules.
 - c. Terminate any function if rules are violated.
 - d. Restrict the renter's misuse of the facility.
 - e. Protect Park District property from the renter and his/her guests due to conduct before, during and after the rental time.
 - f. The Park District Building Supervisor is not responsible for assisting the renter with set-up, clean up or assist with the activities of the rental.**
 - a. However, there is the option to receive help from the building supervisor with set up and clean up for an additional \$75.00 fee per room.**
 - i. This includes setting up and taking down tables and chairs, sweeping, and mopping the rental facility.**
 - ii. Please note that the renter is still responsible for clean-up and disposal of their trash, as well as a thorough cleaning of the kitchen.**
 - g. Building Supervisors are not permitted to accept tips in any amount from the renters.
 2. The Park District shall have the facility available on the date and time specified in this agreement.
 3. The Park District shall comply with the requirements in the rental agreement.
 4. The Park District will provide the needed tables and chairs for the renter's event. Tables available include 72" round tables, 6' rectangular tables, and chairs.
 - a. Please note that 50 chairs and 10 tables will be provided for each room rental
 - b. Additional chairs or tables may be added for \$4 per table and \$4 per set of 8 chairs.
 5. The conditions and responsibilities stated above are subject to change.

Cancellation and Refund Policy

When notice of cancellation of a room rental is given to the Park District, cancellation fees will be applied as follows. Working days are defined as 8:30 am to 5 pm, Monday-Friday. Holidays occurring mid-week are not counted as working days.

2nd Floor Activity Rooms and Gymnasium

30 or more working days prior to rental	-	\$75.00 cancellation fee (withheld from deposit)
7 or less days prior to rental	-	Loss of entire security deposit

Boardroom, & Art Studio

30 or more working days prior to rental	-	\$50.00 cancellation fee (withheld from deposit)
7 or less days prior to rental	-	Loss of entire security deposit

Security Deposit and Payment Terms

- 1. The security deposit is due at the time of signing this agreement.**
- 2. The rental fee must be paid in full at least 30 days prior to your rental date.**
- 3. ANY PAYMENTS MADE 29 OR LESS DAYS PRIOR TO THE RENTAL DATE MUST BE MADE BY CASH OR CREDIT CARD.**

PLEASE SIGN & DATE BELOW.

Agreement: *The undersigned hereby acknowledges that he/she has read this agreement, understood all of this agreement and agrees to abide by and follow it. He/she also agrees to inform and explain all the stipulations to his/her guests, participants and caterer and/or DJ, if used. He/she also understands and agrees to hold harmless the Hanover Park Park District Board of Commissioners and its employees from claims resulting from their use of the Hanover Park Park District facilities.*

Printed Name of Renter

Signature of Renter

Date: _____

OFFICE USE ONLY

Prepared by: _____ Date: _____