**Inverness Park District Facility Rental Policy & Application**

**Inverness Park District**

**300 North Highland Road**

**Inverness, IL 60067**

**Date(s) / Day of week Requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Number of guests expected \_\_\_\_\_\_\_\_\_\_\_\_\_Type of Event\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Event will start: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ AM or PM Event will end: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_AM or PM**

Note: 15 minute grace period is allowed prior to start time & end time for set up/clean up at no additional charge.

All rentals must be complete by 10 p.m.

**Renter \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**City/State/Zip\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone: (H)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(C)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email:** (PLEASE PRINT CLEARLY)

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

I/We agree to hold harmless the Inverness Park District, Cook County, Illinois, the Park Board, its officers employees and agents: and to assume responsibility for and defend at my/our expense all claims for damage to property and persons, including medical expenses for injuries incurred and arising incidental to the use of the facilities involved. It being further understood and agreed that the Inverness Park District assumes no obligation or responsibility in connection with said use of facility(ies). I/We further agree to assume all cost of damage to contents. I/We further agree to adhere to the statement of the Inverness Park District Facility Rental Policy and the terms and conditions set forth by the Park District as well as the terms and conditions relating to Park District Permits.

CANCELLATION CLAUSE: Applicant cancellations must be received in writing at least five (5) days prior to the reserved time. Failure to comply with this requirement will result in the loss of the deposit. The Inverness Park District reserves the right to cancel this permit when deemed necessary.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Applicant Date

Please fill out the application and return it to the Inverness Park District for approval. Deposit of $70.00 due at time of application & will be refunded in full, if terms of this agreement are met successfully.

TABLES, CHAIRS & SPECIAL REQUESTS:

**APPLICANTS MUST READ AND AGREE TO TERMS OF THIS AGREEMENT**

By signing this agreement, the renter has read and will comply with all stipulations set forth in this Inverness Park District Facility Rental Policy.

 **Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Please* ***complete, sign & return*** *all information on Pages 1 and 2.*

*Keep pages 3,4,5 for your reference.*

*Contact us with questions at 847-934-6300 or by email:* *ipd@invernessparkdistrict.com*

For Office Use Only

Date application received: Date deposit received:

Date fee paid: Amount: Check#

Date approval/denial given to applicant:

Deposit returned by:

Date:

Notes:

Fee per hour \_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_ X Hrs. \_\_\_\_\_\_\_\_\_\_\_\_\_ Hrs. = \_\_\_\_\_\_\_\_

*A building attendant will be present during your event for assistance.*

*For emergencies: Contact Nancy DiGioia 224-595-4100 or Lucia Flanagan 847-650-2913*

*Call 911 for police/fire assistance. Your location is 300 N. Highland Road, Inverness*

**INVERNESS PARK DISTRICT FACILITY RENTAL POLICY**

1. Inverness Park District sponsored activities shall have priority in all facilities.
2. Renters must be 21 years old or older and must be in attendance during the entire rental.
3. Rentals cannot be transferred.
4. The Inverness Park District reserves the right to reject any rental which it feels is not appropriate.
5. Groups with youths under the age of 18 must have one adult over age 21 for every 10 youth, unless authorized by Director. Any group which does not have adequate supervision or fails to maintain discipline will be asked to leave.
6. Children are not allowed to remain unsupervised in any area of the facility.
7. Proof of liability insurance may be required by the Inverness Park District.
8. Rentals are processed on a first-come, first serve basis. Rental applications will not be taken more than 90 days in advance, unless authorized by the Park District Director.
9. Full payment for event and security deposit must be received two weeks prior to event.
10. Times indicated on the Rental Agreement must be adhered to. A fifteen minute grace period is allowed before the start time and after the end time, allowing for set up and clean up. Additional time will be billed at the hourly rental rate.
11. The renter agrees to comply with the intent of the Americans with Disabilities Act and will not discriminate in any way.
12. Park District staff is empowered to restrict any misuse of the facility and protect Park District property before, during and after rental. Renters and their guests will fully cooperate with staff.
13. All renters and their guests are expected to act appropriately and not cause excessive untidiness to the facility with food , drink products, gifts, decorations or debris. The renter is financially responsible for any damages occurring to the building, grounds or equipment .
14. Alcohol is not allowed on park district property unless a permit with event specifications is issued that includes the purchase of event insurance by the Renter.
15. Smoking is not permitted in Inverness Park District facilities and prohibited within 50ft from building
16. All materials and decorations brought into the Inverness Park District facilities must be removed.
17. No helium balloons are allowed in the North Park gymnasium.
18. No confetti, bubbles, rice, glitter, silly string, mylar shred or other material difficult to remove from the floor will be allowed.
19. The use of candles, smoke or fog machines, lanterns, torches or fireworks is prohibited.
20. No wax or abrasive material may be used on the gym floor.
21. No decoration may be taped or tacked to any wall, door, window, ceiling, light fixtures, or any other surface in the room/facility, unless authorized by the Park District Director.
22. Decorations may be used if it will not cause damage to surfaces and must be removed after event.
23. All kitchen counters and sink must be cleaned and wiped dry.
24. A copy of any separate contract between the renter and any merchant/vendor providing goods or services during the event, must be provided prior to the start of the event.
25. The renter or their caterer may not bring alcoholic beverages onto Park District property or into the facility unless DRAM insurance & permit is obtained. All food should meet safety standards for hot/cold temperatures and for safe handling procedures.
26. The renter or their caterer are solely responsible for providing food to guests under food safe conditions; providing all set up and clean up. The use of the kitchen is for warming/cooling purposes only and not to prepare meals.
27. All agreements and contracts between renters and merchant/vendor are done independently of the Inverness Park District and are entered into at their own risk. The Inverness Park District accepts no responsibility for problems that develop between the renter and the merchant/vendor.
28. 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 and/or any other vendor used.
29. Garbage liners will be provided by the Park District. All garbage must to brought and place in dumpster outside of the facility at conclusion of event.
30. Rentals must conclude within the stipulated time, no later than 10 pm on any given night, unless special permission is granted, and the facility returned to the condition it was received.
31. Park District staff are not on duty to assist with set up/ clean-up duties or assistance with activities, unless prearranged.
32. The Inverness Park District is not responsible for loss, theft or damage of personal property or equipment.
33. The Park District reserves the right to modify the deposit and/or rental fees if deemed necessary based on conditions of the rental. Under normal circumstances, a security deposit of $70 is due upon receipt of Facility Permit Application and will be returned after the event, provided that there was no damages caused to the facility, no excessive clean up required, and the event occurred within the agreed times.
34. Any custodial service required for excessive clean up will be charged at a rate of $40 per hour and may be subtracted from the security deposit.
35. The renter gives the Park District the right to pursue collection methods for damages to the facility, or additional time used and agrees to pay for such methods. Checks for insufficient funds subject to $25 processing fee and bank penalty fees.
36. The Inverness Park District shall not be liable for damages or its failures to perform due to contingencies beyond its reasonable control, including, but not limited to, fire, storm, earthquake, explosions, flooding, power loss, public disorders, sabotage, lockouts, labor disputes, labor shortages, strikes, riots, equipment failure, building failures, or acts of God/nature. The Park District will make every attempt to contact you immediately if the facility is unusable due to uncontrollable circumstances.
37. It is understood that all renters and their guests will comply with the rules, regulations and ordinances of the Inverness Park District, Village of Inverness and the State of Illinois in use of the facility.
38. All guests must leave the facility before renter departs. Renter is responsible for the conduct of their invited guests and for any damage and negligent breakage that occurs during the rental to the building, grounds and equipment.
39. The applicant, his/her organization and members agree to release the Park District from liability in connection with the use of Park District property and/or facilities.
40. The applicant, his/her organization and members are bound by this Facility Rental Policy & permit/application, its terms and conditions, regulations and ordinances pertaining to the use of Park District property.
41. Maximum capacity for the North Park facility is 121 persons. The number of guests attending the rental event cannot exceed this number.
42. Rates and policies are subject to change.

Note: Submission of this application does not confirm reservation. Once approved, you will be notified and will be required to pay deposit and amount in full two weeks prior to event, unless otherwise arranged with Director.

UPDATED 11/2019