

RIVERDALE PARK DISTRICT

FACILITY RENTAL AGREEMENT FORM

(Required Information)

Today's Date _____

Applicant's Name _____ Group/Organization (Optional) _____

Address _____ City, State, Zip _____

Telephone # _____ Cell # _____ Emergency # _____

Description of Event _____ Number of Guests _____

Date of Event _____ Requested Hours _____ to _____

E-mail Address _____

Can we email/text you information about the Park District: Yes _____ No _____

Facility Requested (circle):	<u>Memorial</u> 151 W 137 th Street 708-849-9853	<u>Ivanhoe Fieldhouse</u> 14401 S. Stewart Street 708-849-9853	<u>Rec Center</u> 13700 Eggleston 708-849-9853
Seating Capacity:	(80)	(90)	(Gym/200)

Resident: \$100 Security Deposit
\$250 Rental Rate
\$350 Total
\$75 per Additional Hour

Non-Resident: \$100 Security Deposit
\$350 Rental Rate
\$450 Total
\$100 per Additional Hour

Linen Fee: \$75 Additional Deposit - \$250 Linen Usage

Linen Fee: \$75 Additional Deposit - \$300 Linen Usage

NOTE: BUILDING RENTALS, 5 ½ HOURS INCLUDES SET-UP & CLEAN-UP _____
INITIALS

NOTE: PICNIC PERMIT HOURS (8am TIL DUSK)

Any Picnic with over 100 Guests Requires Certification of Insurance, Security, Dumpster & Porta Potties

Rental Rate: **Resident Fee** \$75 NON-REFUNDABLE **Non-Resident Fee** \$100 NON-REFUNDABLE

Park Picnic Rentals (circle):

Franson 145 th Atlantic	Pekny 144 th Stewart	Cooper 144 th Atlantic	Prairie 141 st Stewart
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Riverdale Park Picnic Shelters (circle): New Shelter Old Shelter
138th & Wentworth

Resident: \$75 Security Deposit
\$150 Rental Rate
\$225 Total

Non-Resident: \$75 Security Deposit
\$250 Rental Rate
\$325 Total

Small Bounce House: (4 Hours only)
\$100 Security Deposit
\$200 Rental Rate
\$300 Total

Combo Bounce House: (4 Hours only)
\$125 Security Deposit
\$275 Rental Rate
\$400 Total

ALL RENTALS SUBJECT TO AVAILABILITY/FULL PAYMENT DUE 4 WEEKS PRIOR TO EVENT
OFFICE USE ONLY

Deposit: _____

Date Paid: _____ \$ _____

Facility Fee: _____

Date Paid: _____ \$ _____

Addition Fee(s): _____

Date Paid: _____ \$ _____

Total: _____

X _____
Rental Processor

X _____
Authorization

Facility/Equipment Rental Rules & Regulations (PLEASE READ)

It is the intent of the (RPD) Riverdale Park District to make our facilities available to the public on a fair and equitable basis. A person seeking usage of RPD facilities shall sign the application form stating that he or she has read and understands any district rules, regulations, and guidelines for rentals and use of park buildings, land, property, and/or any other park district facility. RPD reserves the right to deny use of park district facilities. Applicant will comply with the laws of the State of Illinois, The Village of Riverdale, and all the rules and regulations set forth by the Riverdale Park District and:

Indoor Rules & Regulations

1. Applications must be completed in full, signed by an adult (**21 yrs. or older**) who will assume responsibility for the group and be present during the **entire** rental period. **Inaccurate information will result in cancellation of the permit with the loss of rental charges and/or deposits.** Please be aware that the signee of the application is waiving and releasing all claims for injury for themselves and to the others of his/her group that might arise out of the rental. The RPD shall assume no responsibility for any accident, theft, or loss of property. The renter shall hold the RPD Board and staff members harmless for any costs or liability resulting from activities or programs of the renter. [REDACTED]
2. Rental applications should be made at least 30 days in advance. The park district will attempt to accommodate requests with less than 30 days' notice, but approval of such depends upon facility and staff availability. Full payment is required less than 30 days. [REDACTED]
3. Valid state issued ID's must be presented for verification of residency. Residents: anyone that lives in the village of Riverdale; Non-Residents: Anyone that resides outside the village of Riverdale. **Note: RPD has the right to refuse rentals to individuals and/or groups that would be in conflict with agency principals.** [REDACTED]
4. Indoor facility requests require a refundable security deposit of \$100. The security deposit is required at the time of application in the form of cash, credit/debit card, or money order. [REDACTED]
5. Upon approval, the applicant must submit full payment for the rental **4 weeks** prior to the rental date or the park district reserves the right to cancel the reservation. [REDACTED]
6. Rental reservation cancellations must be made **3 weeks** in advance of the rental date to receive a full refund. If cancelled with less than **3 weeks** notice, the park district reserves the right to retain all or a portion of payment provided staff is unable to rent the facility to another party. [REDACTED]
7. All individuals, groups, and organizations will be responsible for the orderly condition of the facility. If RPD maintenance staff determines damages have occurred and/or that excessive cleanup is needed after the rental (**beyond the normal sweeping, mopping, and emptying of garbage**), the security deposit will be forfeited to cover the cost of additional maintenance staffing and/or repairs. If the cost of repairs exceeds the amount of the security deposit, the individual signing the application shall be responsible for the balance and will be billed accordingly and/or subject to criminal prosecution. Failure to vacate the building at contracted time will result in **loss of deposit**. Otherwise, **THE RENTAL SECURITY DEPOSIT WILL BE RETURNED 14 BUSINESS DAYS AFTER THE EVENT.** [REDACTED]
8. RPD will only provide table and chairs. No park district property for furnishings shall be removed from the building. [REDACTED]
9. There shall not be any grease-producing products cooked in the kitchen area of any buildings. All decorations must be free standing. No decorations will be placed on walls, ceiling, or windows if decorations will cause damage. **No glitter, confetti, or silly string allowed. No candles or burners unless on cake or to warm food.** [REDACTED]
10. Will not sell tickets or charge any fees for entry in the RPD facility, or offer items or services for on premise purchase. [REDACTED]
11. Vehicles shall be parked **ONLY** in designated areas. [REDACTED]
12. **Gambling and smoking are prohibited on park district property. Alcoholic beverages will only be permitted with an alcohol permit.** [REDACTED]
13. Observe room capacity: Field House-90, Memorial Building-80, and Rec Center-200 [REDACTED]

Picnic Areas/Shelter Picnic Rules & Regulations

1. Outdoor facility requests require a refundable security deposit of \$50. The security deposit is required at the time of application in the form of cash, credit/debit card, or money order. [REDACTED]
2. Shelters must be left in clean condition. Garbage must be placed in containers provided. [REDACTED]
3. **All parks close at dusk.** Applicant should be present with permit at the time of their rental. [REDACTED]
4. Charcoal fires are allowed in grills only. No grills are allowed under shelters. **No dogs allowed on park district property.** Violators will be subject to eviction and loss of security deposit. [REDACTED]
5. Bands and excessively loud speaker systems or boisterous behavior breaching the public peace are not permitted. The Riverdale Police Department has authority to enforce violations. [REDACTED]
6. **Vehicles shall be parked ONLY in designated areas. No motorized vehicles permitted in park at any time. Violators will be subject to fines and/or denial of deposit.** [REDACTED]
7. Will observe maximum capacity per shelter: (100); surpassing occupancy limit will result in forfeit of security deposit, and if not brought into compliance, possible termination of picnic. [REDACTED]

NO REFUNDS FOR INCLEMENT WEATHER!!!! Facility rental policies are subject to change without prior notice. [REDACTED]

I have read and understand the rules and regulations of the RPD. [REDACTED]

Applicant Signature