

Broadview Park District – Facility Rental Application

Renter's Name: _____ Renter's Email: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone Number: _____ Alternate Number: _____

Description of Event: _____

Facility/ Park to be used: _____

Date of Event: _____ Estimated Attendance: _____ Time of event: _____

Organization (if applicable): _____

Address: _____ City: _____ State: _____ Zip: _____

Will food be served? Y N Open to the public? Y N

Please read each statement below and initial

x – Initial

x – Employee initial

_____ _____ The rental deposit is \$200 and is only refundable barring that no damage is done to the property, mask are worn, and as long as the event takes place within the time allotted. The rental deposit is forfeited for going over time or damages. Deposit refund checks will be issued within **4 - 6 weeks of your event**. No checks are accepted; **cash, debit, and charge only**. All money for the rental in its entirety, cancellation notices and alterations to the event are due 2 weeks before the event. In the event of a cancellation within two weeks of the event, only the deposit check will be refunded. Funds will be applied towards another date. Any credits accumulated due to a cancellation must be used within approximately 12 months of the original application to remain valid. If the rental is cancelled less than 2 weeks from the scheduled time, all monies (including the deposit) are forfeited and will not be returned. Likewise, if all monies are not paid two weeks prior to the event, the park reserves the right to cancel the event without refund. If the event is scheduled less than two weeks away from the desired date, the deposit and all applicable balances are due at the time of the application. Incomplete applications of any sort will not be processed, no exceptions. **For all rentals, 1 complimentary hour before is allotted for set-up and ½ hour after is allotted for clean-up.**

Facility usage Agreement and Code of Conduct

Code of Conduct:

The Broadview Park District operates 5 parks and 3 facilities for the enjoyment of the community. The Park District expects a certain level of behavior from its patrons including, but not limited to the following:

- No person shall deface or destroy Park Property or facilities.
- Unapproved Alcohol and foul language have no place in the park setting and will not be tolerated.
- Pets are only allowed indoors if they are certified service animals, otherwise all pets should not enter the building and should be on a leash when on park grounds. Owner(s) should clean up after their pets and may use the waste bags stationed around the parks.
- Advertisements, including pamphlets, flyers, and handbills may not be distributed without approval. Furthermore, material of a political nature may not be allowed.
- Motorized vehicles are prohibited except on designated drives and parking lots.

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People disobeying the above code of conduct will be asked to leave the premises and/or will be reported to the Broadview Police Department without refund.

Facility Use Agreement:

1. Renter(s) must show proof of residency at the time of application for the resident rate to apply.
2. Renter(s) must have 501©(3) paperwork to qualify for nonprofit rate.
3. Guests of the event are to stay in the immediate area of the facility and common areas only. Renter is responsible for own actions and actions of those in attendance. Also, renter must ensure all activities are properly controlled and supported.
4. Renter(s) should not occupy the space until the agreed upon time on this rental agreement.
5. Renter(s) should vacate the premises at the agreed upon time or the deposit will be forfeited after the 30-minute grace period.
6. Renter(s) understand and agree that they are responsible for any damages to Park District property resulting from their use of the facility. Please report any damages as soon as they occur to the maintenance person working your event.
7. The Park District does not assume any liability for property lost or stolen on the premises during the time of the rental or otherwise. Renter(s) agree to waive the liability of the Park District from any losses, injuries, claims, suits, judgments, or damages that the renter may incur as a result of any activities associated with this agreement.
8. The use of alcoholic beverages is prohibited on the Park District's property without a liquor permit provided by the Broadview Park District. The selling of alcohol is prohibited, as well.
9. Any action that may make the rental unsafe for your guests is prohibited.
10. Upon request the use of kitchen facilities is made available; however, the Renter(s) are responsible for bringing their own utensils and supplies. The kitchen must be left in the condition it was in upon your arrival. Kitchen can be used for warming food, not cooking.
11. Renter(s) are solely responsible for always providing supervision during the use of the facility, including common areas. Renter(s) are also responsible for their guests' adherence to the rules stated within the agreement.
12. Renter(s) are not allowed any petting zoo on Broadview Park District grounds.
13. The Broadview Park District is not responsible for any inclement weather that may affect outdoor rentals. Cancellations must be made by one week before event to receive full refund.
14. Entrance/exit form must be thoroughly completed by Renter(s) and an employee of the Broadview Park District at the event before the Renter(s) leave. Failure to do so results in the forfeit of deposit.
15. Renter(s) cannot have mechanical rides, carnival rides, etc. without management approval.
16. Children are not allowed to be in the facility unattended, adult supervision is required at all times.
17. Renter(s) guarantees to defend, indemnify, and hold harmless the Broadview Park District, its Board of Commissioners, Executive Directors, and all other employees, staff, and volunteers against any and all liabilities, claims, damages, losses, costs, and expenses (including attorney's fees) arising directly or indirectly in connection with or as a result of this agreement.
18. Renter(s) must abide by the occupation limits of each facility.
19. Smoking is NOT allowed in the building or common areas, Renter(s) agree to abide by this policy and the ordinance set forth by Cook County.
20. Glitter and Confetti are not permitted.
21. It is the prerogative of the Park District to cancel any rentals if it is deemed the best interest of the park, in the event of an emergency, breach of the rental agreement, or in the event that the facility is required for a Park District program. Disorder among the patrons may be cause for cancellation of the rental and may cause denial of future rentals.
22. The closing hour for outdoor facilities is 9 p.m. The closing hour for indoor facilities is 11 p.m.
23. Grills are allowed, propane is preferred, but charcoal is allowed as long as charcoal is disposed of in the proper hygienic manner.
24. Renter(s) are responsible for leaving the facility as it was when they arrived, all clean-up of decorations are Renter(s) responsibility. Renters must not leave any items after event. If Renter(s) do not clean up their decorations and use the garbage cans appropriately, they will forfeit the deposit.
25. Rentals will not be granted to individuals or groups that will be charging admission or fees with the purpose of private monetary gain unless permission is granted by the Park District.
26. Teen Parties must have 1 off-duty police officer for every 50 teens that attend the party. It is the Renter(s) responsibility to procure the officer(s) and pay them. The party will not be allowed to take place unless the above is adhered to.
27. Exit form must be thoroughly completed by Renter(s) and an employee at the event before the Renter(s) leave. Failure to do so results in the forfeit of the deposit.
28. Events may NOT take place any time before 2:00 p.m. on weekends unless permission is granted by the Park District.

Renter(s) Signature

Todays Date

I understand that all money required for this rental is due on or no later than _____ and that if payment is not received, the Broadview Park District reserves the right to cancel the event, without refund. By signing above, you agree to adhere to the Rental Agreement and Code of Conduct laid out within this agreement.

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Schroeder Park	Residents (R) Rates are per hour unless otherwise specified	Non- Residents (NR) Rates are per hour unless otherwise specified	Non-Profit (R)	Non-Profit (NR)
Party Rental W/ Kitchen 125 People Max	\$150	\$175	\$100	\$110
Conference Room 50 People Max	\$85	\$110	\$45	\$60
Board Room 8 People Max No Food	\$50	\$75	\$35	\$50
Picnic shelter	\$40	\$50	\$25	\$35
Baseball Field	\$30	\$40	\$20	\$30
Baseball Field w/ light	\$45	\$55	\$25	\$35
Batting Cages	\$25	\$35	Same as (R) Rate	Same as (NR) Rate
Open Gym	\$50	\$65	Same as (R) Rate	Same as (NR) Rate
Pool Party	\$110	\$135	\$70	\$80
Splash Pads	\$75	\$85	\$55	\$65

Pioneer Park	Residents (R) Rates are per hour unless otherwise specific	Non- Residents (NR) Rates are per hour unless otherwise specified	Non-Profit (R)	Non-Profit (NR)
Multipurpose Room 40 People Max	\$90	\$115	\$60	\$75
Baseball Field	\$25	\$35	\$15	\$20
Picnic Area	\$25	\$25	\$15	\$20

Beverly Center	Residents (R) Rates are per hour unless otherwise specific	Non- Residents (NR) Rates are per hour unless otherwise specified	Non-Profit (R)	Non-Profit (NR)
Party Rental W/ Kitchen 150 People Max	\$175	\$200	\$125	\$150
Classroom Rental 50 People Max	\$50	\$75	\$35	\$50
Open Gym Rental 2-hour minimum	\$60	\$85	Same as (R) Rate	Same as (NR) Rate
Beverly Open Field	\$40	\$50	Same as (R) Rate	Same as (NR) Rate

Liquor Fee: \$125.00 Flat Rate

Non-Profits must bring proof *501c3 or Letter

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Office Use Only:

Verified Residency	Staff Initials

Park/facility needed	# of hours	Rate per hour	Kitchen Y/N (\$60 or \$75)	Liquor (\$125)	Total

Total Due:

Payment Type	Amount Paid	Cash	Date	Staff Initial
Deposit Payment				
Payment #1				
Payment #2				
Payment #3				
Payment #4				
Balance Payment				

Total Amount Paid \$ _____

Rental Approved By: _____ **Date:** _____

Deposit Returned: _____