





## Streamwood Park District Community Center *Facility Rental Policies*

1. Reservations may be taken as early as 12 months in advance of the desired rental date and at least two weeks prior to the event. All contracts must be signed by an adult at least 21 years of age, who will be present during the rental.
2. A rental reservation will not be accepted without a deposit (if required) and a contract. All rental fees must be paid in full prior to the start of the rental or prior to the beginning of the month if on a monthly contract.
3. Rental reservations are not approved until the facility supervisor confirms the application within 7 business days of receipt of the application.
4. If a cancellation is made prior to seven (7) days before rental date, the deposit and all fees may be returned in full minus a \$20 cancellation fee. Cancellations made within seven (7) days prior to the rental date are subject to 75% the cost of the rental up to the amount of the deposit. No refunds will be given for cancellations made within 48 hours of the event. Changes may be made pending availability.
5. One representative from the renting group/organization is solely responsible for making all the arrangements and communications with the Park District staff.
6. Rental pricing is based on the renting representative's residency. A picture ID will be necessary to verify address.
7. Set up and take down time of tables and chairs by Park District staff is not included in the rental time. A renter's custom decorating time, caterer, DJ's set up time, and general clean up time must be included in the rental period. The room opens at the exact start of the rental. An additional fee will be charged for any additional time used (if available).
8. The use of nails, hooks, duct & scotch tape, double-faced tape or other such items used for decorating are prohibited. Masking tape is the only adhesive that may be used in Park Place. Only floor tape or electrical tape may be utilized on the gym floor.
9. All guests in attendance must remain in the rented room. Children are not allowed to remain unsupervised in other areas of the building, such as hallways, lockerrooms or bathroom facilities.
10. Room capacities must be adhered to. Room capacities are set by the Streamwood Fire Department to ensure your safety. Surpassing room capacities will result in the event being closed and guests will be asked to leave the premises. The deposit and rental fees will not be refunded in these cases.
11. Collecting admissions or tickets at the door, or selling/collecting admission/tickets on the premises (including parking lot) is prohibited unless you are an established nonprofit group, and/or have received prior permission from the Park District. The Park District reserves the right to negotiate a percentage of any fees to be collected at the door.
12. All Streamwood Park District rules and regulations must be strictly adhered to, including, but not limited to: No Smoking, illegal substances, alcohol or gambling for cash prizes (bingo, raffles, etc.). Community Center is a smoke-free facility.
13. Tables and chairs may not be taken down or removed during an event.
14. Lights must remain on in room during events.
15. Driving and/or parking in any area other than the parking lot is prohibited. No parking is allowed in fire lanes, on the lawn or sidewalks.

16. Park District kitchen refrigerator, freezer, and microwave may utilize upon a kitchen rental.
17. Each group is responsible for the general clean up of the room or facility being rented. General cleanup refers to removing all loose trash from the tables and floor and placing it into the refuse containers provided in the rooms. Also, all decorations must be taken down and removed at the conclusion of the event.
18. A Park District employee must be present during the rental period. Their responsibilities include assisting the renter with questions and assuring compliance with facility rules. The supervisor is not present to assist with activities held in the room.
19. A rental may be revoked at any time due to the misconduct of individuals in the group or for misuse of the property. Such behavior may result in immediate removal from the premises without refund.
20. Facility renter shall be financially accountable for any unseen expenses incurred by the Park District resulting from negligence on the part of the renter and/or his/her/its guests. By signing the Rental Agreement, the signer agrees to accept this responsibility. A security deposit will be required for the use of all rooms and facilities. Any costs for extra maintenance/damage repairs will be deducted from that deposit. If maintenance/damage costs exceed the deposit, the renter remains responsible for those costs. The repair and/or replacement costs must be paid within 2 weeks following the event. The group responsible for any such damage(s) may be denied future use of Park District Facilities.
21. Individual accident and health insurance is not provided by the Streamwood Park District. The representative that signs the Rental Agreement will be liable for any injuries or damage that may occur during the rental unless a Certificate of Insurance is provided that name the Streamwood Park District as additionally insured.
22. The Streamwood Park District is not responsible for lost, stolen, or damaged personal items or rental equipment.
23. The Streamwood Park District staff reserves the right to act in the best interest of the District with regard to items not specifically addressed in the above rules and regulations.

It is fully understood and agreed by the parties that the renter guarantees to indemnify and hold harmless the Streamwood Park District, its officers, employees, volunteers, and agents against any and all claims, damages, losses and suits of any manner which might arise as a result of the covered function and that the renter agrees to defend the Streamwood Park District, its officers, employees, volunteers, and agents and indemnify same against any and all expenses incurred in the defense of any suit of any type arising out of the covered function or any damages, judgments or decrees which might be awarded against the same in the event that suit should be brought as the result of the covered function as identified above.

***I have read and agree to abide by all policies and procedures listed on both sides of this form. Noncompliance with any of these policies may result in the loss of my deposit and/or early closure of my event, and possible loss of future rental privileges.***

\_\_\_\_\_

Renter / Representative

Date: \_\_\_\_\_

\_\_\_\_\_

SPD Representative

Date: \_\_\_\_\_

# Multiple Date Rental Breakdown

Month: \_\_\_\_\_

<i>Date (s)</i>	<i>Time</i>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

TOTAL: \_\_\_\_\_

Month: \_\_\_\_\_

<i>Date (s)</i>	<i>Time</i>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

TOTAL: \_\_\_\_\_

Month: \_\_\_\_\_

<i>Date (s)</i>	<i>Time</i>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

TOTAL: \_\_\_\_\_

Month: \_\_\_\_\_

<i>Date (s)</i>	<i>Time</i>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

TOTAL: \_\_\_\_\_

Month: \_\_\_\_\_

<i>Date (s)</i>	<i>Time</i>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

TOTAL: \_\_\_\_\_

Month: \_\_\_\_\_

<i>Date (s)</i>	<i>Time</i>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

TOTAL: \_\_\_\_\_