

WAUCONDA PARK DISTRICT
COMMUNITY CENTER ROOM RENTAL APPLICATION



Wauconda
Park District

Rental Day & Date: _____ Application Date: _____

Contact Name: _____

Organization Name: _____

Address: _____ City: _____

Best Contact #: _____ Best Time to Call: _____

E-mail Address: _____

Type of Activity: _____

Number of People: _____ Room(s) Needed: _____ Kitchen: ___ Yes ___ No

RENTAL INFORMATION

Time of Rental (This must include set-up & clean-up time as you will NOT be able to get into or stay in room beyond times listed).

HOURS: FROM _____ UNTIL _____ (Party Time: _____)

EQUIPMENT NEEDS:

Round Tables

Rectangular Tables

Chairs

Miscellaneous Equipment: _____

FEES:

Set-up/Take-down Charge (\$25-50 people or less; \$50-more than 50 people): \$ _____

Rental Fees: \$ _____

Additional Charges: \$ _____

TOTAL FEE: \$ _____

OFFICE USE ONLY

Permit Number: _____

Security Deposit: _____ Amount _____ Date Recd. _____ Date Returned _____ Contacted After Approved _____

Room Fees Paid: _____ Amount _____ Receipt # _____ Date _____ Room Set-Up Received _____

Rules & Regulations _____

Rental Supervisor: _____ Rental Approval: _____

WAUCONDA PARK DISTRICT - WAIVER FORM

Room Rental

The Wauconda Park District is committed to conducting its recreation programs in a safe manner and holds the safety of participants in high regard. The Wauconda Park District continually strives to reduce such risks and insists that all participants follow safety rules and instructions that are designed to protect the participants' safety. However, participants and parents/guardians of minors registering for this program/activity must recognize that there is an inherent risk of injury when choosing to participate in recreational activities.

WARNING OF RISK

Recreational activities/programs are intended to challenge and engage the physical, mental and emotional resources of each participant. Despite careful and proper preparation, instruction, medical advise, conditioning and equipment, there is still a risk of serious injury when participating in any recreational activity/program. Participants must understand that certain risks, dangers and injuries due to acts of God, inclement weather, slipping, falling, equipment failure, failure in supervision, premises defects and all other circumstances inherent to recreational activities/programs exist. In this regard, it must be recognized that it is impossible for the Wauconda Park District to guarantee absolute safety.

WAIVER AND RELEASE OF ALL CLAIMS AND ASSUMPTIONS OF RISK

I recognize and acknowledge that there are certain risks of physical injury to participants in this program/activity, and I voluntarily agree to assume the full risk of any and all injuries, damages or loss, regardless of severity, that my minor child/ward or I may sustain as a result of said participation. I further agree to waive and relinquish all claims I or my minor child/ward may have (or accrue to me or my child/ward) as a result of participating in this program/activity against the Wauconda Park District, including its officials, agents, volunteers and employees (hereinafter collectively referred as "Wauconda Park District").

I do hereby fully release and forever discharge the Wauconda Park District from any and all claims for injuries, damages, or loss that my minor child/ward or I may have or which may accrue to me of my minor child/ward and arising out of, connected with, or in any way associated with this program/activity.

Participant's Signature _____ Date _____
(18 years or older or Parent/Guardian)

MISCELLANEOUS INFO

Renter's Initials

- 1) This agreement is only valid for 3 months and must be renewed.
- 2) Alcohol is NOT permitted on park grounds without special permits & insurance.
- 3) Received Rules & Regulations.

Room Diagram



Rental Rules/Policies

Please initial by each rule/policy below

_____ Curfew is 12:00 a.m. midnight. Clean-up should start well in advance to assure completion before, or by midnight. This policy will be strictly adhered to. If this curfew is violated, the renter will be charged an additional \$20 for every 15 minutes past curfew.

_____ The facility must be left in order by the renter. This includes tables, stove, oven, refrigerator and all garbage. Additional time used by the renter for set-up/clean-up should be included in rental time. Renter should leave the room(s) as they found it. Rental Manager will remove trash placed in receptacles as needed, but all trash items should be off tables, chairs, floor, etc. and put in proper receptacle during rental.

_____ The park district will charge additional fees for both damage and added cleaning required by our maintenance staff. Any damage done to the building/room will be billed to you.

_____ The renter is responsible for the conduct of all involved people. Members of the group may not use other areas of the building. Food and beverages are to be limited to the rental rooms only and are not allowed in the hallways or other rooms.

_____ Cancellation notice to the Wauconda Park District of more than 7 days will be required. If proper notice is not given, 20% of rental fee will be deducted. **NO REFUNDS IF CANCELLED LESS THAN 2 BUSINESS DAYS BEFORE THE RENTAL DATE.**

_____ Youth groups must have one adult for every 10 children.

_____ The Wauconda Park District is not responsible for damage to or loss of personal property or for any injuries that may occur to renters or their attendees and nothing shall be sold, given, exhibited, or displayed without permission.

_____ Indoor decorations may be placed on tables, tied to window handles or taped (with masking tape ONLY) onto walls. **No decorations are to be taped to windows or mirrors.** Decorations outside the building or on grounds are strictly forbidden. Helium balloons must be weighted down and cannot touch the ceiling. A Rental Manager will open and close the building. This person will be present for the entire rental.

Alcohol

Please submit a written request for use of alcohol with your completed rental form. The Board of Commissioners must approve your request. Ample time must be given in order to approve this request. Four weeks from the date of the rental is the deadline for submitting your letter. If this request is approved, dram shop insurance is required and the Wauconda Park District will be named as the additional insured. You may purchase this through the park district for a cost of \$200.00. **This is for beer and wine only.**