

# Facility Rental Regulations



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## RESERVING THE FACILITY

- A. Reservation of a Fox Valley Park District facility requires a completed, signed facility rental request application, a completed, signed facility rental agreement and a completed, signed facility rental contract/permit. Rental is not confirmed until a deposit is received. Final payment of rental fees are due a minimum of 2 weeks prior to the specified date of use or rental may be canceled.
- B. Facility rental requests are to be considered one day only, unless otherwise agreed upon. Room rental agreements for successive dates will be for a maximum of 6 months, at which time the agreement must be renewed. The Fox Valley Park District reserves the right to terminate any rental agreement with a 30 day notice.
- C. **The Fox Valley Park District reserves the right:**
  - 1. To approve or deny any request submitted for a facility rental (approval will not be unreasonably denied).
  - 2. To cancel or to move the scheduled activity to another Fox Valley Park District facility due to scheduled Fox Valley Park District function.
  - 3. To revoke any request previously granted at any time it is determined that the request contained any misrepresentation or false statement, or that any condition set forth in the policies governing the request is not being complied with, or that the safety of the participant in the activities of the applicant or their patrons or of visitors to the facility is endangered by the continuation of such activity.
- D. Renters shall reserve facility no more than four (4) months in advance. Exceptions may be made for special circumstances with the approval of the facility manager (i.e. family reunions, wedding anniversaries, wedding receptions).
- E. **To make a reservation:**
  - 1. Please complete and sign the facility rental request application and email or return it to the facility.
  - 2. All rental requests will be reviewed and the potential renter will be notified by phone as to status of his rental request within 2 business days of receipt of application.
  - 3. Once the facility rental request has been approved, the renter must come to the facility with the \$100 security deposit and sign both the facility rental agreement and the facility rental contract.

## RENTAL DEPOSITS AND PAYMENT INFORMATION

- A. A \$100 rental deposit is required per room at the time of rental confirmation. If renting multiple or adjoining rooms, the required deposit is \$50 for each additional room. Deposits will be refunded in full, providing there are no damages, contract breaches or extra hourly charges and all conditions of the rental are met. Deposits will be forfeited for excess hours or clean up.
- B. Conditions that lead to withholding part or all of the deposit include, but are not limited to, the following:
  - 1. Clean up is not completed as outlined in the facility rental regulations.
  - 2. Use of the room exceeds scheduled rental time.
  - 3. The number of persons attending the event exceeds the number of participants listed in the agreement.
  - 4. Fox Valley Park District equipment is damaged during rental period.
  - 5. Additional staff time charge required for special services or items not on prepaid facility charges but used by renter during rental period.
  - 6. Not adhering to facility rental regulations.

## CANCELLATION/REFUND POLICY

- A. Cancellations must be submitted in writing to the Facility Manager by the person who signed the contract at least 30 days prior to event in order to receive a deposit refund minus a \$5 service charge unless another booking is made at time of cancellation.
- B. No deposit refund will be granted on rescheduled bookings of a cancelled contract.
- C. Renters will be permitted to reschedule a booking one time without losing their deposit. The re-scheduled rental must occur within 30 days of the original scheduled date.

## AVAILABLE RENTAL HOURS

Hours vary per facility. Please see Rental Rates & Availability sheet.

Renter MUST VACATE the facility at the time designated on the facility rental contract. Failure to vacate will result in loss of deposit and possibly a service charge per hour (or any part thereof) equal to the room's prevailing rate.

# Facility Rental Regulations

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## ROOM USE

- A. Renter is responsible to see that all activities are properly controlled and supervised.
  - 1. The renter shall be completely responsible for the behavior of all guests attending the event and for their prompt departure at the end of the stated facility use.
  - 2. If your event requires police intervention, part or all of your deposit may be withheld.
- B. No minor (under 18 years of age) will be permitted to use the building unless an adult supervisor is present during the entire rental.
  - 1. Adequate adult chaperones must be provided for guests less than eighteen years of age (one chaperone per every ten minors).
  - 2. Minors will not be permitted in the building until an adult from the group is present.
- C. An individual using the building will be expected to stay in the immediate area of the room they are renting. If compliance with this regulation is not upheld, the rental contract will be revoked and will not be re-issued.
- D. Alcohol is prohibited in any park district facility or property unless authorized by permit, including parking lots. Only on Friday and Saturday evenings are rentals with a permit allowed to serve alcohol on the premises in certain facilities.
- E. No person shall enter or remain on Park District property in an intoxicated condition.
- F. NO SMOKING is allowed inside any park district facility.
- G. Rice, confetti, glitter or similar materials are not allowed inside or outside of the facility at any time. Birdseed may be used outside the facility.
- H. Lighted candles or open flames (with the exception of sterno cups and birthday candles) inside any of the buildings require approval from the Facility Manager.
- I. Inflatable rides such as Moon Walks can only be used when using FVPD-approved vendors with certificate of insurance listing Fox Valley Park District as additionally insured and with approval of the Facility Manager.
- J. Doors of the building must remain closed throughout event.
- K. Renters must load/unload through the front of the building unless permission is granted by facility attendant to utilize side doors for loading and unloading only.
- L. Please keep noise to a minimum. Renter may be asked to reduce noise level at our discretion. If compliance is not met, renter violates agreement of contract and may be asked to leave and lose future rental privileges and deposit.
- M. The rental room must be returned to the same condition in which it was found at the beginning of the event and failure to meet these duties may forfeit deposit.
- M. Renters are responsible for providing their own cables, cords, audio supplies and any other items not outlined in the contract.

## CATERING AND KITCHEN USE

- A. Food and beverage
  - 1. Renters may provide their own food and beverages, or they may utilize professional caterers for their event. Professional caterers must provide their Health Department License and applicable insurance.
  - 2. Renters are responsible for their own catering, linens, dishes and catering supplies. Any equipment or decorations brought on site must be delivered and picked up within your reserved time.
- B. Kitchen
  - 1. Renter is responsible for the condition of the kitchen and for the caterer in charge of renter's event.
  - 2. Kitchen must be returned to the same condition in which it was found at beginning of the event.
  - 3. Facility attendant must sign off on kitchen before the deposit can be refunded.

## SET UP AND CLEAN UP

- A. Fees include set up of tables and chairs providing a floor plan is submitted prior to rental date.
- B. The Fox Valley Park District will provide the following equipment free of charge:
  - 1. Chairs up the maximum capacity for room
  - 2. 3x3', 4x4' and 3x8' tables (varies by facility)
  - 3. Garbage cans
  - 4. 100' extension cord
  - 5. 100-cup coffee pot (coffee and cups not included)
- C. The Fox Valley Park District will provide the following equipment at a charge of \$25 per item as available:
  - 1. Podium
  - 2. Overhead projector and screen
  - 3. Microphone
  - 4. 100 cup coffee pot (coffee and cups not included)
  - 5. Round tables (\$10 each)
- D. Renter is responsible for leaving facility in the same condition it was found.
- E. Renter is required to place all trash in the containers provided.
- F. Renters must remove all decorations and place them in the appropriate provided trash receptacles. This includes removal of all tape and hanging materials.
- G. The facility attendant will be provided with a checklist to determine the cleanliness of the facility at the completion of the rental. Failure to comply will result in loss of deposit.
- H. The deposit will be retained for contract violations including the facility left dirty, missing equipment, damage to any equipment or to facility.
- I. If damages exceed the amount of deposit, the renter will be billed accordingly. Deposits, less amount retained for damages, if any, will be processed within fifteen (15) business days following the rental.
- J. All non-district equipment and supplies, including, but not limited to, band or DJ equipment, catering supplies, and decorations, must be delivered and removed during renter's reserved hours.
- K. Nothing may be stored on site without prior approval of facility manager. A fee will be charged for items brought early or left by the renter. Exceptions must be approved by facility manager.

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## PERMITS REQUIRED

- A. All live music or amplified sound.
- B. Event where alcohol beverages are consumed.
- C. Any activity that a fee is charged for parking or participation.
- D. Event that makes use of mechanical or inflatable amusement device.
- E. Distribution of food and or beverage for a fee or fundraiser.
- F. Event where lighted candles will be used.

## SECURITY – FOX VALLEY PARK DISTRICT POLICE

- A. Groups may be required to pay for extra security at a rate of \$35 per hour per officer.
- B. Renters are not allowed to provide their own security.

## INSURANCE

Groups may be required to provide proof of insurance.

## MUSIC

- A. Rentals planning to have live or amplified music must get approval from the Facility Manager and obtain a permit.
- B. Unless otherwise approved by the Facility Manager, amplified music will be restricted to the interior of the facility with noise exposure outside not to exceed 60db at the facility boundary.
- C. DJ's and musicians must bring their own extension cords and other supplies as needed.
- D. Renter may be asked to reduce music level at our discretion. If compliance is not met, renter violates agreement of contract and may be asked to leave and lose future rental privileges and deposit.
- E. Music selection played during event must be language and subject appropriate for use during an event at this community center. If not, the renter will be asked to change to a more appropriate music selection (avoid bad language lyrics).

## ALCOHOL PERMITS (PRISCO COMMUNITY CENTER ONLY)

- A. The serving of alcohol will be allowed through a licensed concessionaire who possesses a special events liquor license and "dram shop" insurance.
- B. The serving of alcohol will only be allowed on Friday and Saturday evenings between 6 p.m. and 10 p.m.
- C. Alcohol will not be permitted while other programs and events are being conducted in the adjacent community rooms.
- D. Alcohol will not be allowed outside of the permitted use area and will not be allowed in common building areas, outside on the premises or in the parking lot.
- E. District law enforcement will be present based upon the recommendation of the Police Chief. Fee is \$35 per hour, per officer.

## AQUATICS POLICIES (VAUGHAN ATHLETIC CENTER ONLY)

- A. Parents or guardians are responsible for supervising their children. Lifeguards are on duty to enforce rules and respond in case of emergency.
- B. Children under 12 years old must be accompanied and actively supervised by a guest 16 years and older to enter the facility.
- C. Everyone entering the facility for open swim must pay admission. This applies to guests that will be swimming and supervising swimmers, or those accompanying swimmers with the intention of staying on the deck.
- D. Guests under 48 inches tall must be wearing life jackets or be within arm's reach of their parent or guardian at all times.
- E. All life jackets must be U.S. Coast Guard approved. No other flotation devices are permitted.
- F. Guests must be 48 inches tall to ride on the waterslides.
- G. Adult swim is designated for ages 16 and older.
- H. Guests are encouraged to make any special needs known to the management, who will be happy to provide assistance.
- I. Alcohol and tobacco are strictly prohibited.
- J. Outside food and beverage, including coolers, are not allowed inside the facility.
- K. Cell phone usage is prohibited in the locker rooms.
- L. Guests must wear commercially sold swimsuits to participate in recreational aquatic activities.
- M. All apparel and footwear brought into the facility and worn on the deck must be clean.
- N. Patrons not yet toilet trained must wear a swim diaper and a plastic liner.
- O. Guests are required to shower before swimming.
- P. Children 5 years of age and older must use gender specific locker rooms or family changing rooms.
- Q. Management reserves the right to close the facility due to unsafe conditions.
- R. Admission into the facility may be refused to persons with potentially hazardous medical conditions.
- S. Please lock your belongings. The Fox Valley Park District is not responsible for loss or theft of any personal items.
- T. All guests are expected to conduct themselves in a safe and appropriate manner at all times. Profane, abusive, or threatening language will not be tolerated.
- U. Failure to abide by these regulations may result in disciplinary action and the possibility of ejection from the facility.
- V. Management may modify these regulations to ensure the safety of our guests.
- W. Vigilance Awareness Training will be conducted. Testing provides aquatic staff with training when safety mannequins are placed into the pool for practice rescues.

## BATTING CAGES (VAUGHAN ATHLETIC CENTER ONLY)

Batting Cage renters must complete a Batting Cage Rental Request Form and Regulations Agreement. Violations of the Rental Agreement will result in removal from the cage without a refund.