

Park Rental Form

York Center Park District

1609 S. Luther Ave.

Lombard, IL 60148

Phone: (630) 629-0886

Fax: (630) 629-0888

Website: www.yorkcenterparks.org

Email: ycpdfun@yahoo.com

The Board Commissioners of York Center Park District are ever mindful that the public parks and facilities are held in trust by the Board for the use and enjoyment of the general public and that this is a valuable right. For these reasons, the Board intends to make the parks available for the various uses with these stipulations:

- A. The Board will not delegate to any group its duty of administering the parks.
- B. Permission to use the parks and facilities will be granted only where the function can be reasonably accommodated by the park system and such use will not unduly interfere with the rights of the general public health and safety of the community.
- C. Permission to use the parks by groups for a non-sponsored park function should be upon application and issuance of a permit.
- D. Any permit used may contain conditions that will protect park property and assure orderly and proper use of the parks.
- E. The granting of a permit is not to be construed, as an endorsement by the Board of the subject matter discussed, the opinions expressed, nor the organization sponsoring the function. Any permit granted may be revoked by the Director because of conflict with organized district activities, misrepresentation in the application or violations of the terms and conditions of the permit, the ordinances, rules, and regulations of the York Center Park District and the laws of the State of Illinois.

Rental Operating Hours

Monday – Sunday: Dawn to Dusk *An additional \$20 will be charged for Sunday rentals

Available Parks to Rent

Number of Picnic Tables at Site

Knolls Park 16 th Street	8
Villa Roosevelt Park 14 th St. and Luther Ave.	6
Knolls Community Park 1416 S. Meyers	4 *2 under shelter 2 in grass next to shelter
Lake Yelenich 1609 S. Luther	5 *No picnic shelter in park

Rental Fees

A \$200 refundable security deposit is required for all rentals

Resident: \$50

Non-Resident: \$75

Corporation/Organization: Group of 20-99 \$100 Group of 100-200 \$150

Groups of 100-200 people require an additional porta-potty at a charge of \$120

*Corporations/organizations must provide a certificate of insurance. The Certificate of Insurance must include the following *minimum* limits of insurance coverage required for special events on Park District property - **\$1,000,000 per occurrence; \$2,000,000** aggregate coverage for general liability. The York Center Park District must be named on the Certificate of Insurance *as primary, non-contributory additional insured* under the general liability policy for the event. The Certificate of Insurance must include the name of the corporation/organization as well as the date, time and location of the event.

Picnic Tables: If additional tables are needed there is a \$10 per table charge.

*Need proof of residency, copy of valid drivers license, and a Visa or MasterCard for the deposit.

Security Deposit

A security deposit is required for all rentals. The security deposit must be turned into the York Center Park District front office the same day that the rental application is turned in. The security deposit will be refunded after the Superintendent of Parks and Facilities has completed an inspection of the park.

Note: This includes non-profit organizations.

Certificate of Insurance

Any *organization* wishing to use the parks must submit a Certificate of Insurance naming York Center Park District as additionally insured. This must be turned into the York Center Park District front office two weeks prior to the rental date.

Park Usage Rules

- A. Persons renting the park shall be responsible for all persons in the group or organization and shall assume responsibility and liability for persons in attendance.
- B. Assume liability for any damage done to the park or equipment and will leave the park in satisfactory condition. (There is a damage walk-through before and after rental.)
- C. There is absolutely NO alcoholic beverages or illegal drugs permitted on York Center Park District property.
- D. All activities shall be under control and shall be operated and supervised to the satisfaction of the York Center Park District.
- E. No parking in unauthorized areas.
- F. Renters must understand that the park is NOT mutually exclusive, only the shelter area which they have rented is exclusive to the renter.
- G. Any resident wishing to use the park at the same time may do so.
- H. No solicitation or vendors allowed.
- I. No tents or any other equipment may be erected in the parks without the Director’s approval.
- J. No motor vehicles allowed in the parks.
- K. We ask that you stay within the park grounds and respect those residents whose private property borders the park area, especially in regards to the noise factor.
- L. Organizations or groups with over 100 people MUST receive board approval.
- M. Parks must be vacated at Dusk.
- N. No LIVE bands, DJ’s, or generators are allowed in the parks (portable music must not hinder local residents).

Failure to comply with Park Usage Rules will result in the loss of security deposit.

Park Rental Procedures

- A. Application for Park Rental Form must be completed and turned into the York Center Park District front office two weeks prior to the rental date.
- B. If application is approved by the Rental Coordinator, then the Security Deposit and Certificate of Insurance (if applicable) and the *full rental amount* is to be turned into the York Center Park District front office two weeks prior to the rental date. **Failure to comply can result in loss of desired rental reservation.**
- C. Cancellation of reservation must be made 48 hours prior to the rental time by notifying the York Center Park District at (630) 629-0886. **Failure to comply will result in loss of security deposit.** Transfer of rental date may be accommodated up to 48 hours of original rental date at no charge. In the case of inclement weather on rental day, rental charge will still be assessed.

Park Rental Application

York Center Park District

Staff Use Only
Date: _____
Initials: _____
R: _____ NR: _____

1609 S. Luther Ave.
Lombard, IL 60148
Phone: (630) 629-0886
Fax: (630) 629-0888
Website: www.yorkcenterparks.org
Email: ycpdfun@yahoo.com

Date Submitted: _____

Name of person making request: _____

Address: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____

Name of Organization: _____

Organization Address: _____

Organization Phone: _____

Park Rental Date (please choose three):

Note: Some dates may not be available due to our priority ranking system and scheduling.

1st Choice: _____

2nd Choice: _____

3rd Choice: _____

Park Rental Time:

Attendance:

Rental Begins: _____

Number of Adults: _____

Rental Ends: _____

Number of Children: _____

Note: Park hours are dawn to dusk.

Please place an "X" by the park requesting:

Knolls Park _____ Villa Roosevelt _____ Grammercy _____ Lake Yelenich _____

Are you renting for a children's activity? Yes No

If yes, how many adults (at least 18 years of age) will be present to supervise during the entire length of the rental time? _____

Note: You must have a 1:10 ratio.

Will your group or organization be bringing any materials, such as literature or food onto the York Center Park District premises? Yes No

If yes, please describe:

Will your group be bringing any sound equipment onto the York Center Park District premises?

Yes No

If yes, please describe:

Will any temporary signs or portable structures be erected?

Yes No

If yes, please describe:

**York Center Park District
Waiver and Release of all Claims**

The York Center Park District is committed to conducting its recreation programs and activities in a safe manner and holds the safety of participants in high regard. The York Center 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 the below listed programs/activities must recognize

that there is an inherent risk of injury when choosing to participate in recreational activities/programs. You are solely responsible for determining if you or your minor child/ward are physically fit and/or skilled for the activities contemplated by this agreement. It is always advisable, especially if the participant is pregnant, disabled in any way or recently suffered an illness, injury or impairment, to consult a physician before undertaking any physical activity.

WARNING OF RISK

Recreational activities are intended to challenge and engage the physical, mental and emotional resources of each participant. Despite careful and proper preparation, instruction, medical advice, conditioning and equipment, there is still a risk of serious injury when participating in any recreational activity. Understandably, not all hazards and dangers can be foreseen. Depending on the particular activity, participants must understand that certain risks, dangers and injuries due to inclement weather, slips and falls, poor skill level or conditioning, carelessness, horseplay, un-sportsmanlike conduct, premises defects, inadequate or defective equipment, inadequate supervision, instruction or officiating, and all other circumstances inherent to indoor and outdoor recreational activities exist. In this regard, it must be recognized that it is impossible for the York Center Park District to guarantee absolute safety.

WAIVER AND RELEASE OF ALL CLAIMS AND ASSUMPTION OF RISK

Please read this form carefully and be aware that in signing up and participating in the programs listed below, you will be expressly assuming the risk and legal liability and waiving and releasing all claims for injuries, damages or loss which you or your minor child/ward might sustain as a result of participating in any and all activities connected with and associated with these programs (including transportation services and vehicle operations, when provided). I recognize and acknowledge that there are certain risks of physical injury to participants in these programs, 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 these programs against the York Center Park District, including its officials, agents, volunteers and employees.

I have read and fully understand the above important information, warning of risk, assumption of risk and waiver and release of all claims. If registering on-line or via fax, my online or facsimile signature shall substitute for and have the same legal effect as an original form signature.

Signature: _____ Date: _____

PARTICIPATION WILL BE DENIED

If the signature of adult participant or parent/guardian and date are not on this waiver

York Center Park District Office Use Only

Rental Approved By: _____ Date Approved: _____

Date of Rental Reservation: _____ Posted on Calendar

Staff Supervising Rental Date: _____ Park Renting: _____

Okay to Refund? Yes No Date Refunded: _____ Amount Refunded: _____

Certificate of Insurance: Yes, date received _____ Not Needed

<u>Date</u>	<u>Amount</u>	<u>Date Received</u>
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Security Deposit Due:	_____	_____	_____
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Rental Amount Due:	_____	_____	_____
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Total Amount Due:	_____	_____	_____
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Park okay after use? Yes No

Okay to refund Security Deposit? Yes No

Date Refunded: _____ Amount Refunded: _____

Staff Initials: _____

Recorded in Computer