

# 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](http://www.yorkcenterparks.org)

Email: [ycpdfun@yahoo.com](mailto: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 – Saturday: Dawn to Dusk

### **Available Parks to Rent**

Knolls Park 16<sup>th</sup> Street

Villa Roosevelt Park 14<sup>th</sup> St. and Luther Ave.

Grammercy Park Grammercy Lane

Lake Yelenich 1609 S. Luther

### **Rental Prices**

Resident: \$25 + \$100 security deposit = \$125

Non-Resident: \$100 + \$200 security deposit = \$300

Organization: \$75 + 200 security deposit = \$275

Picnic Tables: 5 picnic tables are included with each rental. 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 with groups over 20 people. The security deposit made must be turned into the York Center Park District front office two weeks prior to the rental date. The security deposit will be refunded after the Building and Grounds Supervisor 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.
- 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 or DJ's (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

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Website: www.yorkcenterparks.org

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### Staff Use Only

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

Initials: \_\_\_\_\_

R: \_\_\_\_\_ NR: \_\_\_\_\_

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.

1<sup>st</sup> Choice: \_\_\_\_\_

2<sup>nd</sup> Choice: \_\_\_\_\_

3<sup>rd</sup> Choice: \_\_\_\_\_

### **Park Rental Time:**

Rental Begins: \_\_\_\_\_

Rental Ends: \_\_\_\_\_

### **Attendance:**

Number of Adults: \_\_\_\_\_

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:

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**Will your group be bringing any sound equipment onto the York Center Park District premises?                      Yes                      No**

If yes, please describe:

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**Will any temporary signs or portable structures be erected?                      Yes                      No**

If yes, please describe:

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**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