

FRANKFORT PARK DISTRICT  
140 Oak Street  
Frankfort, IL. 60423  
Ph. 815-469-9400  
Fax 815-469-9275

Date \_\_\_\_\_

Cash  Check # \_\_\_\_\_

Charge Card

Employee \_\_\_\_\_

For Office Use Only

## APPLICATION FOR USE OF FACILITIES

Applicant Name \_\_\_\_\_

Address \_\_\_\_\_ Home Phone (\_\_\_\_) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Bus. Phone (\_\_\_\_) \_\_\_\_\_

Organization Name \_\_\_\_\_ Organization Phone (\_\_\_\_) \_\_\_\_\_

Organization Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Date Requested \_\_\_\_\_ Time (Include **set up and clean up**) Start \_\_\_\_\_ Finish \_\_\_\_\_

Estimated Number In Group \_\_\_\_\_ Purpose Of Activity: Meeting \_\_\_\_\_ Party \_\_\_\_\_

Room/Facility Desired: Founders Room \_\_\_\_\_ Vending Room \_\_\_\_\_ Tent \_\_\_\_\_ Gymnasium \_\_\_\_\_

Classroom \_\_\_\_\_ Kitchen \_\_\_\_\_ Main Park Pavilion \_\_\_\_\_ Fort Frankfort Pavilion \_\_\_\_\_

Food or Beverages Served: Yes \_\_\_\_\_ No \_\_\_\_\_

How is Food Being Brought In? Caterer \_\_\_\_\_ Own \_\_\_\_\_ Will Any Cooking Be Done on Premises? Y \_\_\_\_\_ N \_\_\_\_\_

Will Alcoholic Beverages be Served? Y \_\_\_\_\_ N \_\_\_\_\_ Will There Be A Charge For Alcohol? Y \_\_\_\_\_ N \_\_\_\_\_

Will You Be Having A DJ Or Band? Y \_\_\_\_\_ N \_\_\_\_\_ Will There Be Adult Chaperones? Y \_\_\_\_\_ N \_\_\_\_\_

Will There Be Any Special Attractions Or Inflatables? i.e. dunk tanks, climbing walls, moon jumps Y \_\_\_\_\_ N \_\_\_\_\_

All Permits Requesting Use of Alcoholic Beverages Shall Require Written Approval of The Frankfort Park District Board of Commissioners. You Are Required To Provide The Park District With Special Event Insurance In The Amount of \$175.00 (under 100 people) OR \$195.00 (over 100 people), Naming the Frankfort Park District the Insured.

Tables # \_\_\_\_\_ Chairs # \_\_\_\_\_  
(A Cancellation Fee of \$25.00 will be charged)

Set Up? Y \_\_\_\_\_ N \_\_\_\_\_ Clean Up? Y \_\_\_\_\_ N \_\_\_\_\_  
(A Fee of \$100 will be charged for each)

The above named agrees to pay the following fee of \$ \_\_\_\_\_ dollars and/or a security deposit of \$ \_\_\_\_\_, And to abide by the rules set up by the Frankfort Park District and agree to save and hold harmless, and reimburse the Frankfort Park District, with respect to any claims, suits, attorney fees, and any other expenses which may arise due to personal injury or property damage suffered or incurred in connection with or incident to the use of the park facilities by the undersigned. I also understand that the fee paid by us, is to reimburse the Frankfort Park District for the additional time required of maintenance personnel in connection with the use of this facility. Any overtime pay required by the maintenance personnel shall be the responsibility of the organization using the facilities.

I (we) agree that I (we) will be responsible for the conduct of the group which has been granted the use of the above named facilities, and shall conform to the official operating policies relating to buildings and properties as established by the Frankfort Park District. I (we) further agree to reimburse the Frankfort Park District in full for the fee as agreed upon for the use of the above named facilities in addition to any loss due to breakage, defacing of property, or other damage to the premise

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Person Requesting Use & Title

# GUIDELINES FOR THE USE OF PARK DISTRICT FACILITIES

1. No persons shall use any Park District building facilities that are not exclusively for the use of their function.
2. No functions are to be held for the purpose of advertising or promotion of outside organizations without prior authorization.
3. Any organization or group must supply their own equipment and may not use Park District equipment unless prior permission has been granted.
4. Special requests must be provided prior to activity for the use of chairs, tables and any other equipment that you may deem necessary.
5. **No smoking allowed** – the Frankfort Park District is a tobacco free environment. Smoking and all tobacco products are prohibited at all our parks, park buildings and any park property outside of our buildings.
6. A fee will be charged in order to compensate for manpower, supplies and insurance, which will be at the discretion of the Executive Director.
7. Any outside organizations must furnish the Park District with a certificate of insurance, naming the Park District as additional insured.
8. Participants are not to arrive earlier than their designated starting time, and must be out of the building at the designated time listed on the permit.
9. All children must be supervised at all times.
10. No improper speech or conduct, damage to park property, nor shall any person engage in any indecent act or other personal behavior not accepted in public places.
11. **No glass objects** shall be brought into or used within the park system which might shatter and cause damages to other users of the park facilities without Park District consent.
12. All food, beverages and decorations must be cleared up and put into the provided garbage bags.
13. No firearms or fireworks shall be carried into buildings.
14. All bathroom facilities are to be free of litter.
15. All Park facilities shall be put back in order and all trash cleared out of rented area. You must be 21 years of age to rent any Park District facility.

<u>FACILITY</u>	<u>RENTAL FEES</u>		<u>SECURITY DEPOSIT</u>	
	<u>RES.</u>	<u>NR</u>	<u>RES.</u>	<u>NR</u>
Founders Room*	\$60.00/ Hr	\$120.00/ Hr	\$120.00	\$240.00
Classroom*	\$20.00/ Hr	\$35.00/ Hr	\$ 50.00	\$100.00
Lg. Classroom w/ sink*	\$25.00/ Hr	\$40.00/ Hr	\$ 50.00	\$100.00
Gymnasium*	\$60.00/ Hr	\$120.00/ Hr	\$120.00	\$240.00
Main Park Pavilion	\$75.00/ day	\$150.00/ day	\$100.00	\$200.00
Fort Frankfort Pavilion	\$50.00 / day	\$100.00/ day	\$100.00	\$200.00
Tent Rental	\$100.00/ day	RESIDENTS ONLY	\$100.00	N/A
Splash Pad Party	\$150.00/session	\$200.00/session	\$150.00	\$150.00

**OPTIONAL FEES**

1. Room Set Up Charges \$100.00 Flat Fee \* 2 HR MINIMUM
2. Room Clean Up Charge \$100.00 Flat Fee

No charge for the use of the kitchen when renting other program space (based on availability).

Security Deposits are fully refundable if program space is left clean. Clean up rate will be applied toward Security Deposit for any additional clean up.

I have read and understand all of the guidelines:

Name: \_\_\_\_\_

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