

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 \_\_\_\_\_ Email \_\_\_\_\_

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Cell 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 \_\_\_\_\_ Gymnasium \_\_\_\_\_ (Includes party room)

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

Food or Beverages Served: Yes \_\_\_\_\_ No \_\_\_\_\_ Will Alcoholic Beverages be Served? Y \_\_\_\_\_ N \_\_\_\_\_

Will There Be A Charge For Alcohol? Y \_\_\_\_\_ N \_\_\_\_\_ How is Food Being Brought In? Caterer \_\_\_\_\_ Own \_\_\_\_\_

Will Any Cooking Be Done on Site? Y \_\_\_\_\_ No \_\_\_\_\_ Will You Be Having live music (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 \_\_\_\_\_ \*Renter will be required to provide Certificate of Insurance.

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 (under 100 people) OR \$195 (over 100 people), Naming the Frankfort Park District the Insured. 14 days noticed required for all permit requests.

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

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date

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

Revised May 1, 2018

## Policies and procedures for the use of Park District facilities

- \_\_\_\_\_ 1. Rental applications must be completed in full, signed by an adult over the age of 21 who assumes responsibility for the event and will be present during the entire rental period.
- \_\_\_\_\_ 2. All rental applications must be submitted no later than 14 days prior to the rental date requested.
- \_\_\_\_\_ 3. Cancellation Policy:
  - a. Cancellations made earlier than 14 days will be required to pay \$120 cancellation fee.
  - b. Cancellations made within 14 days of the event will be required to pay \$120 cancellation fee plus 20% of the rental fee.
  - c. Any changes to the date or times of a rental may result in the charging of cancellation fees.
- \_\_\_\_\_ 4. No persons shall use any Park District facilities that are not exclusively for the use of their function.
- \_\_\_\_\_ 5. No functions are to be held for the purpose of advertising or promotion for organizations without prior authorization.
- \_\_\_\_\_ 6. No rental facility shall be used for the purpose of generating revenue. This includes but is not limited to charging admission, selling raffle tickets, and/or selling food and beverages.
- \_\_\_\_\_ 7. Any organization or group must supply their own equipment and may not use Park District equipment unless prior permission has been granted.
- \_\_\_\_\_ 8. Set-up requests must be provided prior to activity for the use of chairs and tables.
- \_\_\_\_\_ 9. A fee will be charged in order to compensate for manpower, supplies and insurance, which will be at the discretion of the Executive Director.
- \_\_\_\_\_ 10. Any outside organizations must furnish the Park District with a certificate of insurance, naming the Park District as additional insured.
- \_\_\_\_\_ 11. Participants are not to arrive earlier than their designated starting time, and must be out of the building at the designated end time listed. Failure to do so may result in additional charges.
- \_\_\_\_\_ 12. The Park District will have staff on duty during your rental to assist you. They will set up tables, remove trash and assist you in any way they can. It is the sole responsibility of the host to provide supervision for any and all activities during the rental. All guests should enter and exit through the main entrance.
- \_\_\_\_\_ 13. All children must be supervised at all times. An adult to Child ratio of 1:10 is required.
- \_\_\_\_\_ 14. Guests attending your event must remain in your designated room. Use of other areas of the center is prohibited. Your guests are your sole responsibility.
- \_\_\_\_\_ 15. Any underage drinking or excessive use of alcohol will result in the police being called and removal from the facility
- \_\_\_\_\_ 16. 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.
- \_\_\_\_\_ 17. **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.
- \_\_\_\_\_ 18. All food, beverages and decorations must be cleaned up and put into the provided garbage bags.
- \_\_\_\_\_ 19. No glitter, confetti, nails, velcro, or other permanent adhesives may be used on the walls. Masking or painters tape may be used. **No balloons are allowed in the gymnasium.** Please remove all tape and decoration before leaving. Failure to remove any of these items may result in loss of security deposit.
- \_\_\_\_\_ 20. The Park District cannot be responsible for any personal belongings left in the building after a rental.
- \_\_\_\_\_ 21. No firearms or fireworks shall be carried into buildings.

### **Failure to follow policies may result in forfeiture of security deposit.**

I have read and understand all of the Policies and Procedures as noted above:

Signature: \_\_\_\_\_

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

FACILITY	RENTAL FEES			SECURITY DEPOSIT		
	RES.	NR.	Bus/Org.	RES.	NR.	Bus/Org.
Founders Room*	\$75/Hr	\$150/Hr	\$200/Hr	\$150	\$300	\$300
Classroom*	\$35/Hr	\$50/Hr	\$75/Hr	\$70	\$100	\$100
Gymnasium*	\$40/Hr	\$60/Hr	\$80/Hr	\$80	\$120	\$120
Gym Special Event **	\$80/Hr	\$140/Hr	\$200/Hr	\$160	\$280	\$280
Main Park Pavilion	\$100/Day	\$150/Day	\$200/Day	\$100	\$150	\$150
Fort Frankfort Pavilion	\$75/Day	\$125/Day	\$175/Day	\$100	\$125	\$125
Splash Pad Party	\$175/Ses	\$225/Ses	\$225/Ses	\$175	\$175	\$175

**Facility Rental Fees**

**\*2Hr Minimum**

**\*\* 3Hr Minimum**

- No charge for the use of the kitchen when renting other program space (based on availability). Security Deposits are fully refundable if space is left clean. Clean up rate will be applied toward Security Deposit for any additional clean up.
- Community Group Usage is available at no charge during regular business hours when facilities are not in use for Park District Programming.
- Organizations that are able to provide proof of their non-profit (501C3) status may be eligible for discounted rates at the Executive Directors discretion.

**Rental times are as follows:**

Sunday 9:00 a.m. – 10:00 p.m.  
Monday –Thursday 8:00 a.m. – 10:00 p.m.  
Friday & Saturday 8:00 a.m. – 11:00 p.m.

**Business Hours:**

Monday /Wednesday 8:30 a.m. -5:00 p.m.  
Tuesday 8:30 a.m. -7:00 p.m.  
Thursday/Friday 8:30 a.m. -5:00 p.m.  
Saturday 9:00 a.m. -12:00 p.m.  
Sunday Closed

**Founders Room Table Options**

Room Set Up Chart Attached

\_\_\_\_ Number of Round tables (Size 58’')

\_\_\_\_ Number of Banquet tables (Size 8’)

\_\_\_\_ Number of Chairs

**Room Capacity:**

Founders Room: 150 Guests

Founders Gym: 250 Guests

Additional Comments or Request: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Staff Signature Date

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

Closet

Coat Room

Door

Closet Closet

Windows

Windows

Pole

Pole

# Founders Room

\* Set-ups must be turned in 2 weeks prior to the rental date.

Kitchen

Hallway