

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

For Office Use Only	
Date _____	Staff _____
Residential Status: _____	
COI Required: _____ Submitted _____	
<input type="checkbox"/> Cash	<input type="checkbox"/> Check # _____ <input type="checkbox"/> Charge Card
Attachments: _____	

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

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 a 25% cancellation fee of the rental fee.
 - b. Cancellations made within 14 days of the event will be required to pay a 40% cancellation fee of the rental fee.
- _____ 4. Rental Modification Policy:
 - a. To change the rental date you must cancel and complete a new Application for Rental of Facilities.
 - b. Any changes to the rental times made 14 days prior to the rental will be charged a \$25 processing fee.
 - c. Any changes to the rental times made under 14 days of the rental will be charged a \$50 processing fee.
 - d. All rental modifications will be approved based on staff and facility availability.
- _____ 5. No persons shall use any Park District facilities that are not exclusively for the use of their function.
- _____ 6. If for any reason it is determined the excessive resident rentals are rented for Non-Residents Frankfort Park District reserves the right to charge the Non-resident rate on all future rentals booked.
- _____ 7. No functions are to be held for the purpose of advertising or promotion for organizations without prior authorization.
- _____ 8. 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.
- _____ 9. Any organization or group must supply their own equipment and may not use Park District equipment unless prior permission has been granted.
- _____ 10. Set-up requests must be provided prior to activity for the use of chairs and tables.
- _____ 11. A fee will be charged in order to compensate for manpower, supplies and insurance, which will be at the discretion of the Executive Director.
- _____ 12. Any outside organizations must furnish the Park District with a certificate of insurance, naming the Park District as additional insured.
- _____ 13. 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.
- _____ 14. 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.
- _____ 15. All children must be supervised at all times. An adult to Child ratio of 1:10 is required.
- _____ 16. 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.
- _____ 17. Any underage drinking or excessive use of alcohol will result in the police being called and removal from the facility
- _____ 18. 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.
- _____ 19. **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.
- _____ 20. All food, beverages and decorations must be cleaned up and put into the provided garbage bags.
- _____ 21. 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 decorations before leaving. Failure to remove any of these items may result in loss of security deposit.
- _____ 22. The Park District cannot be responsible for any personal belongings left in the building after a rental.
- _____ 23. 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 Friday 9:00 a.m. -5:00 p.m.
Saturday Closed
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

Account Number - must complete when using Visa, Master Card, or American Express

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--



Cardholder Name _____ Exp. Date _____ Charge Amount _____

Authorized Signature _____ Security Code _____

Must have signature to be processed

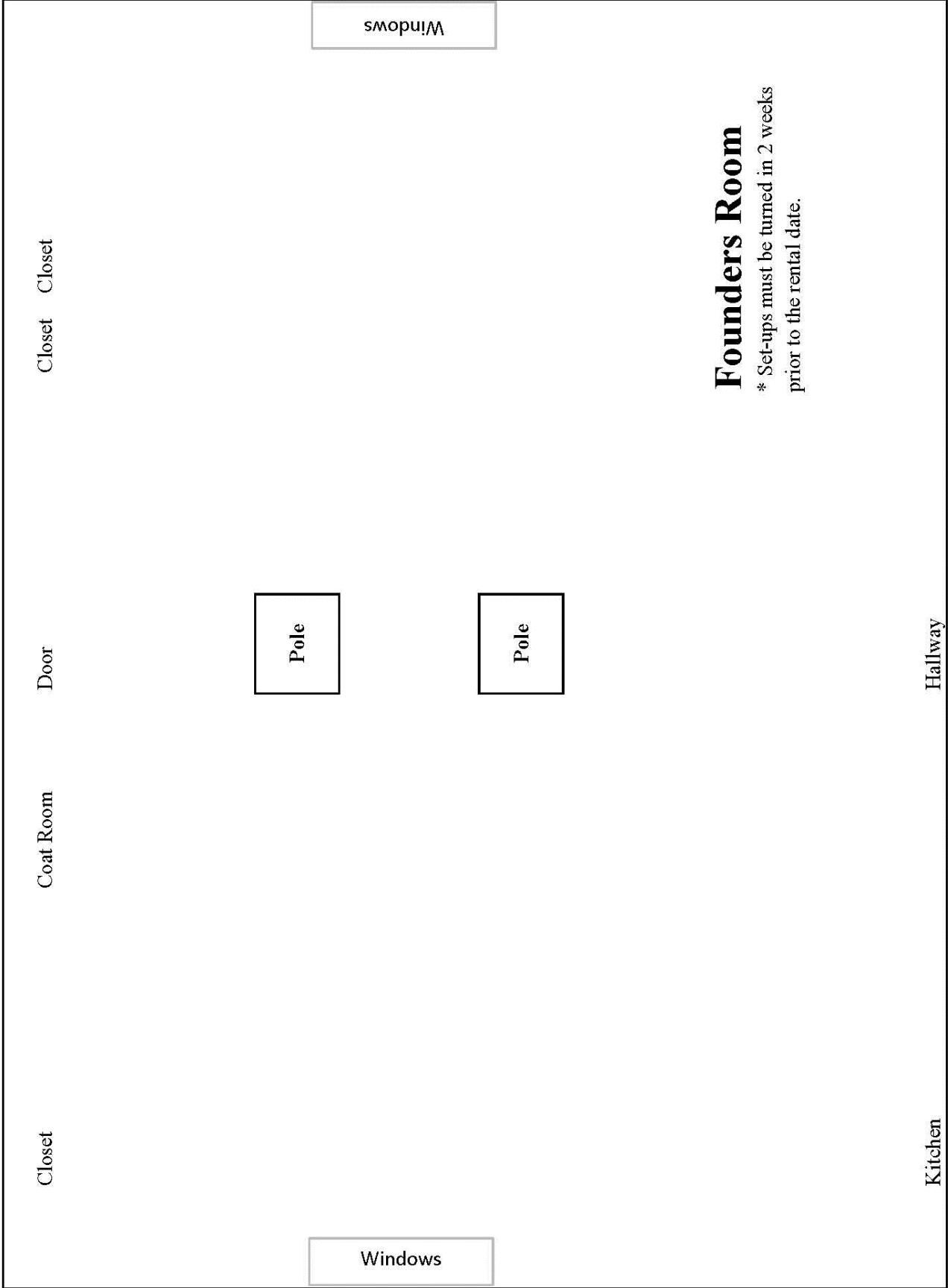
NSF RETURNED PAYMENT POLICY:

For any payment returned to the Park District for non-sufficient funds, the issuer will be charged \$25 to cover bank charges and fee surcharge to the Park District per transaction.

Additional Comments or Request: _____

Staff Signature _____ Date _____

Signature of Person Requesting Use & Title _____



Founders Room

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