



## 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. **In the event of rain, the party may be moved to another available date or a full refund will be given.**
  - b. **The renter is responsible for contacting the Park District in the event of cancellation no later than 48 hours before the event to receive a full refund less a \$25 cancellation 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. Pavilion comes with picnic tables, anywhere from 2 to 4 tables and access to restroom facilities. There are standard electrical outlets in the pavilions.
- \_\_\_\_\_ 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 or groups using third party vendors 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 pavilion at the designated end time listed. Failure to do so may result in additional charges.
- \_\_\_\_\_ 14. All children must be supervised at all times. An adult to Child ratio of 1:10 is required.
- \_\_\_\_\_ 15. No glass bottles or containers are allowed in the Parks or Pavilions.
- \_\_\_\_\_ 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. **Smoking including tobacco, marijuana or vaping of any substances are not permitted at Frankfort Park District parks, 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. Renters are encouraged to bring additional garbage bags for waste that does not fit in the provided trash cans.
- \_\_\_\_\_ 19. **No glitter, confetti or similar items are permitted.**
- \_\_\_\_\_ 20. Nails, staples, velcro, or other permanent adhesives may NOT be used on the walls or structures. Masking or painters tape may be used. Please remove all tape and décor before leaving. **Failure to do so, may result in loss of security deposit.**
- \_\_\_\_\_ 21. **No balloon releases or rice throwing is allowed. No firearms or fireworks are allowed.**
- \_\_\_\_\_ 22. NO Loud or excessive music is allowed.

**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: \_\_\_\_\_