

## Application for Use of Indoor Facilities

Name of Applicant \_\_\_\_\_ Email \_\_\_\_\_  
(Must be 21 years of age or older and in attendance for the entire duration of the rental)

Name of Organization (If applicable) \_\_\_\_\_

Address \_\_\_\_\_

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

Day/Date Requested \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_  
5.5 hour max (this includes your set-up) (includes your clean up time)

Type of Rental (ie. family party, practice, etc.) \_\_\_\_\_ Estimated attendees \_\_\_\_\_  
Parties with guests ages under 20 years require a 10:1 child to adult ratio

Room/Facility Desired: Founders Room Classroom Gym-only Gym+Party Room

Are you requesting to have attractions, entertainers or inflatables? Yes\* or No  
\*Renter will be required to provide Certificate of Insurance and complete additional forms.

Please provide details: \_\_\_\_\_

Will you be having live music (DJ or Band)? Yes or No

Will food or beverages be served Yes or No

Are you requesting to serve alcoholic beverages? Yes\* or No  
\*If yes, renter must purchase Special Event Insurance

**\*Special Event Insurance - All renters requesting to serve alcoholic beverages are required to purchase insurance through the Park District which provides Host Liquor insurance. Fee of \$175 (under 100 people rental) or \$195 (over 100 people rental). 14 days noticed required for all Special Event Insurance requests. Renters are NOT permitted to sell alcohol or have cash bar.**

Rental Fee: \$ \_\_\_\_\_ Special Event Insurance: \$ \_\_\_\_\_ Total Rental Charge: \_\_\_\_\_

The above named agrees to pay the following rental fee of \$ \_\_\_\_\_ dollars and a security deposit of \$ 200, and to abide by the rules, policies and procedures 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 or violation of facility rules. 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 & Procedures for Indoor Rentals**

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 duration of the rental. If for any reason it is determined resident rentals are rented for Non-Residents, Frankfort Park District reserves the right to charge the Non-Resident rate to the card on file and for future rentals booked. Renters must provide identification to Park District staff upon check in for rental.
2. **No smoking or vaping of any kind allowed – the Frankfort Park District facilities are smoke free environments. Smoking and vaping of all tobacco and marijuana products are prohibited at all parks, park buildings and property outside of our buildings.**
3. Guests attending your event must remain in your designated room, unauthorized use of other areas is prohibited and will result in additional rental fees. Your guests and their actions are the renter's sole responsibility. No tailgating or loitering in the parking lot.
4. No glitter, confetti, nails, Velcro, or other permanent adhesives may be used on the walls. Masking or painters tape may be used. Renter must remove all tape and decorations before leaving. Failure to remove any of these items may result in loss of security deposit. No balloons are allowed in the gymnasium.
5. No functions are to be held for the purpose of advertising or promotion for organizations without prior authorization. **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.**
6. Renters must supply their own equipment and may not use Park District equipment unless prior permission has been granted.
7. Requests for use of tables and chairs must be requested and approved 2 weeks prior to rental to ensure adequate availability.
8. Any outside organizations renting must furnish the Park District with a certificate of insurance, naming the Park District as additional insured.
9. **Renters and guests are not to arrive earlier than their designated rental starting time and must be out of the building at the designated end time listed. Failure to do so will result in additional charges and/or forfeiture of security deposit.**
10. The Park District will have staff on duty during your rental to assist you. They will set up tables, remove trash and assist with general housekeeping. 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.
11. Rentals that have guests under 21 years of age require additional supervision of a child to adult ratio of 10:1.
12. Renters who are serving alcohol with a permit must not have any underage drinking or excessive use of alcohol. This will result in staff calling the police and removal from the facility with no refund.
13. 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.
14. All food, beverages and decorations must be cleaned up and put into the provided garbage bags.
15. The Park District cannot be responsible for any personal belongings left in the building after a rental.
16. A fee will be charged in order to compensate the park district for manpower, supplies, equipment, damages and insurance, which can be at the discretion of the Executive Director.
17. No firearms, weapons or fireworks shall be carried into buildings.

### **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.

### **Rental Modification Policy:**

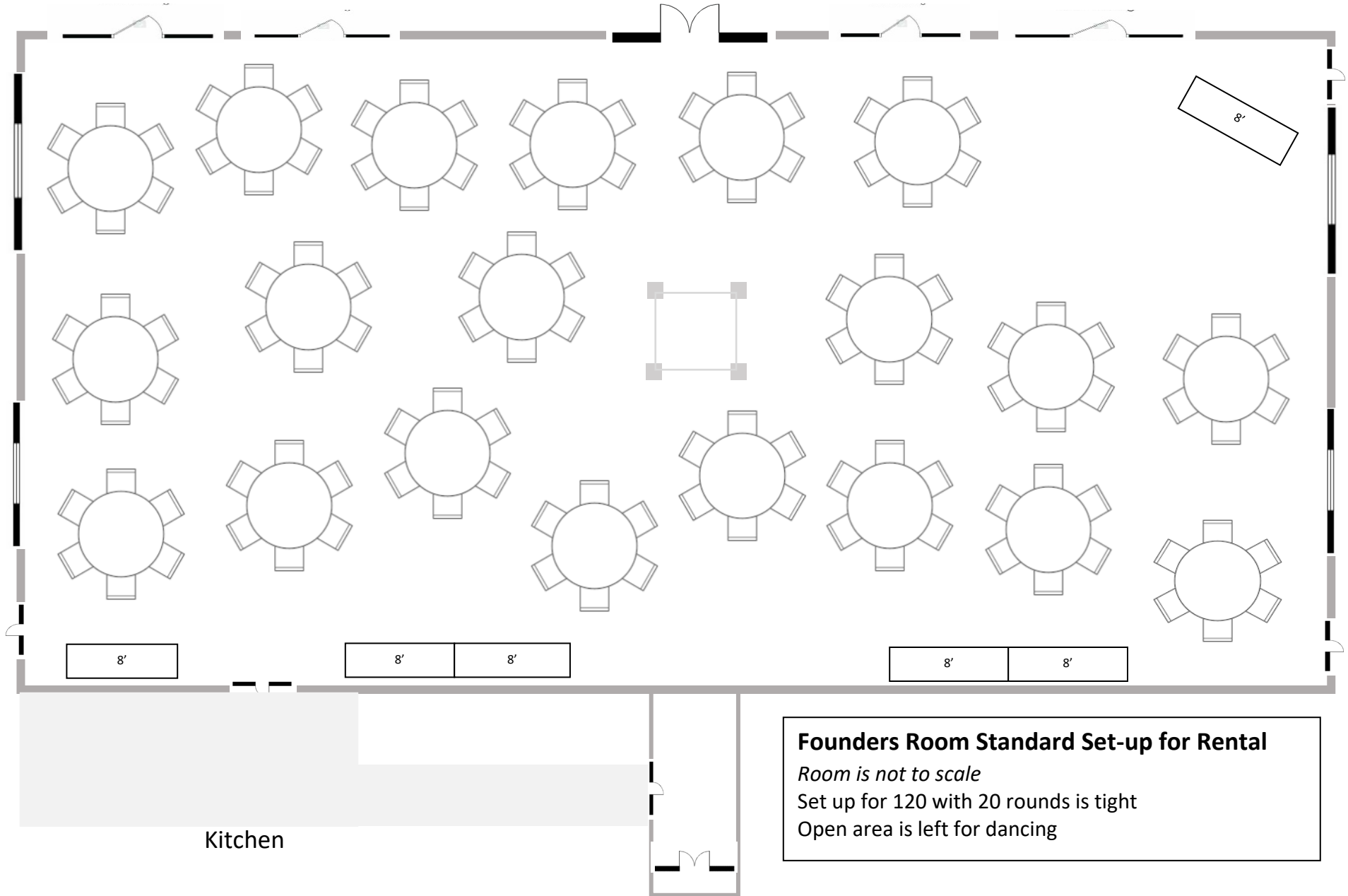
- c. All rental modifications will be approved based on staff and facility availability.
- d. To change the rental date you must cancel and complete a new Application for Rental of Facilities.
- e. Any changes to the rental times made 14 days prior to the rental will be charged a \$25 processing fee.
- f. Any changes to the rental times made under 14 days of the rental will be charged a \$50 processing fee.

***Failure to follow policies and procedures will result in forfeiture of security deposit and/or additional charges to the renter. I agree that have read and understand all of the Policies and Procedures.***

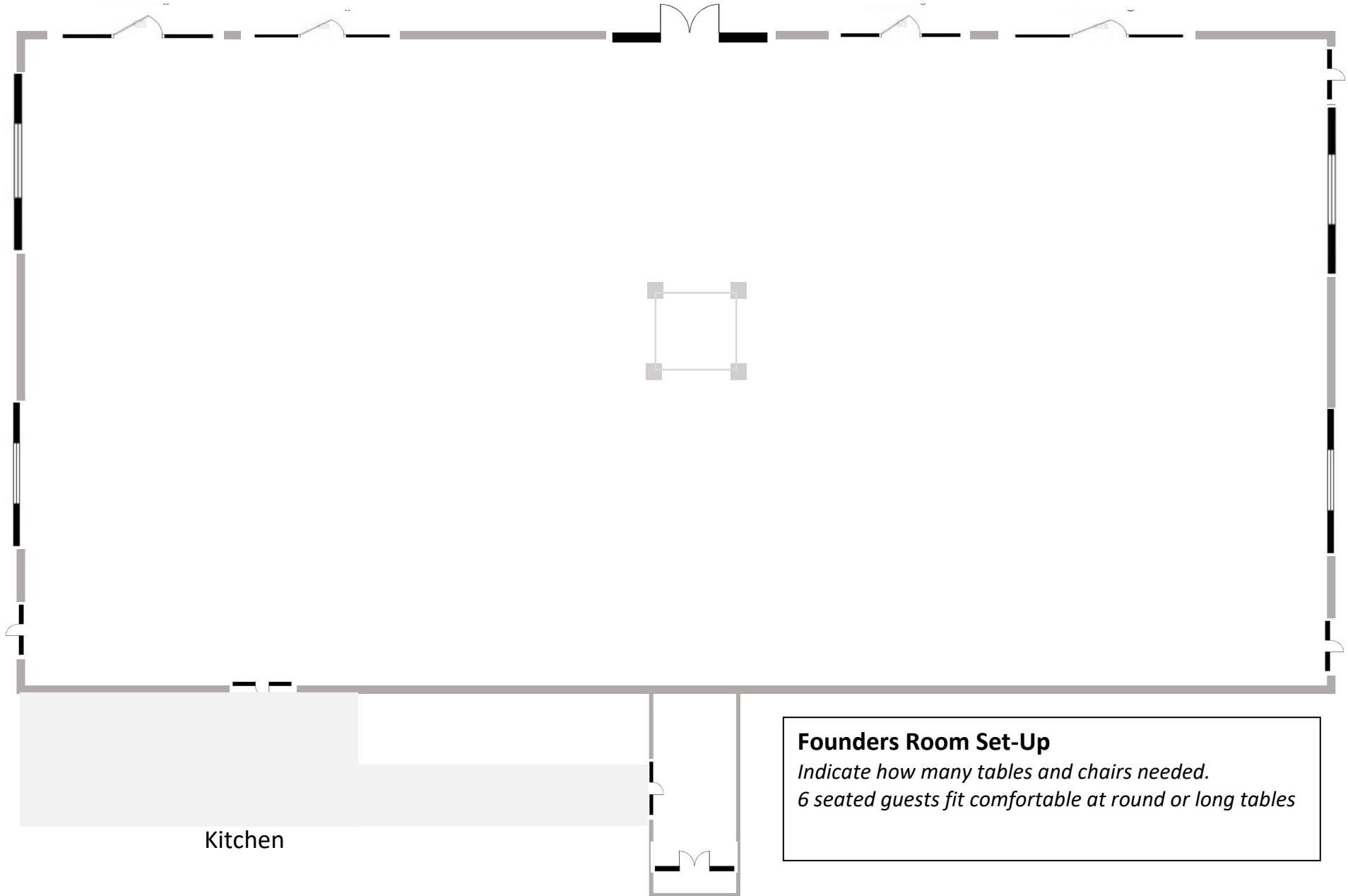
Signature: \_\_\_\_\_

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





**Founders Room Standard Set-up for Rental**  
*Room is not to scale*  
Set up for 120 with 20 rounds is tight  
Open area is left for dancing



**Founders Room Set-Up**  
*Indicate how many tables and chairs needed.  
6 seated guests fit comfortable at round or long tables*