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

Application for Use of Indoor Facilities

(Must be 21 years of age or older and in atten	dance for the entire du	ration of the rental)	Email		
Name of Organization (If a	pplicable)				
Address					
City					
Day/Date Requested		_ Start Time(this includes your set	:-up)	p) End Time (includes your clean up time)	
Type of Rental (ie. family pa	arty, practice, e years require a 10:1 o	etc.) hild to adult ratio	E	stimated attende	es
Room/Facility Desired:	Founders Ro	om Classroom	Gym-only	Gym+Party R	oom
Are you requesting to hav *Renter will be require					3 .
Please provide details: _					
Will you be having live m					
Will food or beverages be served			Yes or	No	
Are you requesting to serve alcoholic beverages? *If yes, renter must purchase Special Event Insurance			Yes* or	No	
*Special Event Insurance purchase insurance thro \$175 (under 100 people Special Event Insurance	ough the Par rental) or \$1	k District which p 95 (over 100 peop	rovides Hos le rental). 14	t Liquor insurar days noticed r	nce. Fee of equired for all
Rental Fee: \$	Special Even	t Insurance: \$	Tot	al Rental Charg	e:
The above named agrees to pay and to abide by the rules, policic and reimburse the Frankfort Par arise due to personal injury or proby the undersigned. I also under required of maintenance person required by the maintenance per I (we) agree that I (we) will be refacilities, and shall conform to the Park District. I (we) further agree above-named facilities in additional rules.	es and procedured District, with respect to the process of the pro	res set up by the Francespect to any claims, suffered or incurred in ee paid by us, is to reiton with the use of the the responsibility of the conduct of the growing policies relating to the Frankfort Park Distances	kfort Park District suits, attorney fectornection with a mburse the Frances facility or violate organization up which has beduildings and protrict in full for the	et and agree to save ees, and any other e or incident to the use kfort Park District fo ation of facility rules ising the facilities. en granted the use operties as establis e fee as agreed upo	e and hold harmless, expenses which may be of the park facilities or the additional time is. Any overtime pay of the above named hed by the Frankforton for the use of the
Staff Signature	Date		ignature of Pers	on Requesting Use	& Title

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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.
 - 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:
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RENTAL INFORMATION						
		Rates are per hour unless noted				
Facility	Capacity	Resident	Non-Resident	Bus/Org.		
Founders Room	120 seated	\$100	\$200	\$200		
Classroom	30 seated	\$40	\$60	\$80		
Gym - Athletic	Bleachers, 2 hour min	\$60	\$80	\$80		
Gym - Special Event	150 seated +bleachers,					
	Limit 250, 3 hour min	\$80	\$140	\$200		
Party Room with Gym	30 seated	\$20	\$20	\$20		
Main Park Pavilions	seating for 24, Limit 50	\$100 - 5 hr.	\$150 – 5 hr.	\$200 – 5 hr.		
Fort Frankfort Pavilion	seating for 36, Limit 50	\$100 - 5 hr.	\$150 – 5 hr.	\$200 – 5 hr.		
Splash Pad Party	seating for 24, Limit 60	\$200 - party	\$250 – Party	\$250 - Party		

- All rentals require a \$200 security deposit in the form a check or valid credit card left on file. Security Deposits are refundable if policies and procedures are followed. Those found to be in violation will forfeit their security deposit and risk additional charges which will be charged to the credit card on file and/or security deposit check on file will be deposited.
- Indoor Rentals are limited to 5.5 hours. Special Event requests must be made a minimum of 60 days before event date for approval from Administration.
- Kitchen is available when renting the Founders Room for no additional charge based on availability.
- Renters that do not adhere to the rental start and end time and/or require additional time for clean-up from park district staff will be charged double the hourly rate for the time used outside of the rental time. Fees for any damages will be deducted from security deposits.
- 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 Dire	• •	or their from (60 100	, status may be englis	io for diocounted fatos		
Indoor Rental times are as follows: Sunday 8:30 am - 10:00 pm Monday -Thursday 8:30 am - 10:00 pm Friday & Saturday 8:00 am - 10:00 pm 10 pm includes rental clean up time. Pavilion Rentals - 5-hour rental max Daily 10:00 am - 9:00 pm		Room Set up Please submit a room set-up on the attached form. Tables seat 6 comfortably and 8 maximum. If no set-up is provided the room will be set to the defaulted event set-up. Classrooms are limited to 8' tables # of Round tables (Size 58") # of Long tables (Size 8') # of Chairs for seated guests				
Additional Comments or Request:						
Staff Signature	Date	<u></u>	ignature of Person Requ	uesting Use & Title		
Account Number - must complete when using Visa, Master Card, Discover or American Express WE ACCEPT						
Cardholder Name		Exp. Date_	Charge	Amount \$		
Authorized Signature		Exp. Date_	Security	Code		
	Must have signature to be proce	essed				
funds. the issuer will be charged \$	\$25 to cover bank charges and fee su	urcharge to the Park District per transac	tion. Card on file will be used for d	amages or fees associated with		
		For Office Use Only al Status: COI Required:				
☐ Cash ☐ Check #	Charge Card Attacl	hments:	Permit Nun	ıber:		



