

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: _____

RENTAL INFORMATION				
Facility	Capacity	Rates are per hour unless noted		
		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 Rm- only w/ Gym rental	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 Directors discretion.

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 up 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

 Signature of Person Requesting Use & Title

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

Cardholder Name _____ Exp. Date _____ Charge Amount \$ _____

Authorized Signature _____ Security Code _____

Must have signature to be processed

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NSF RETURNED PAYMENT POLICY: For any payment returned to the Park District for non-sufficient

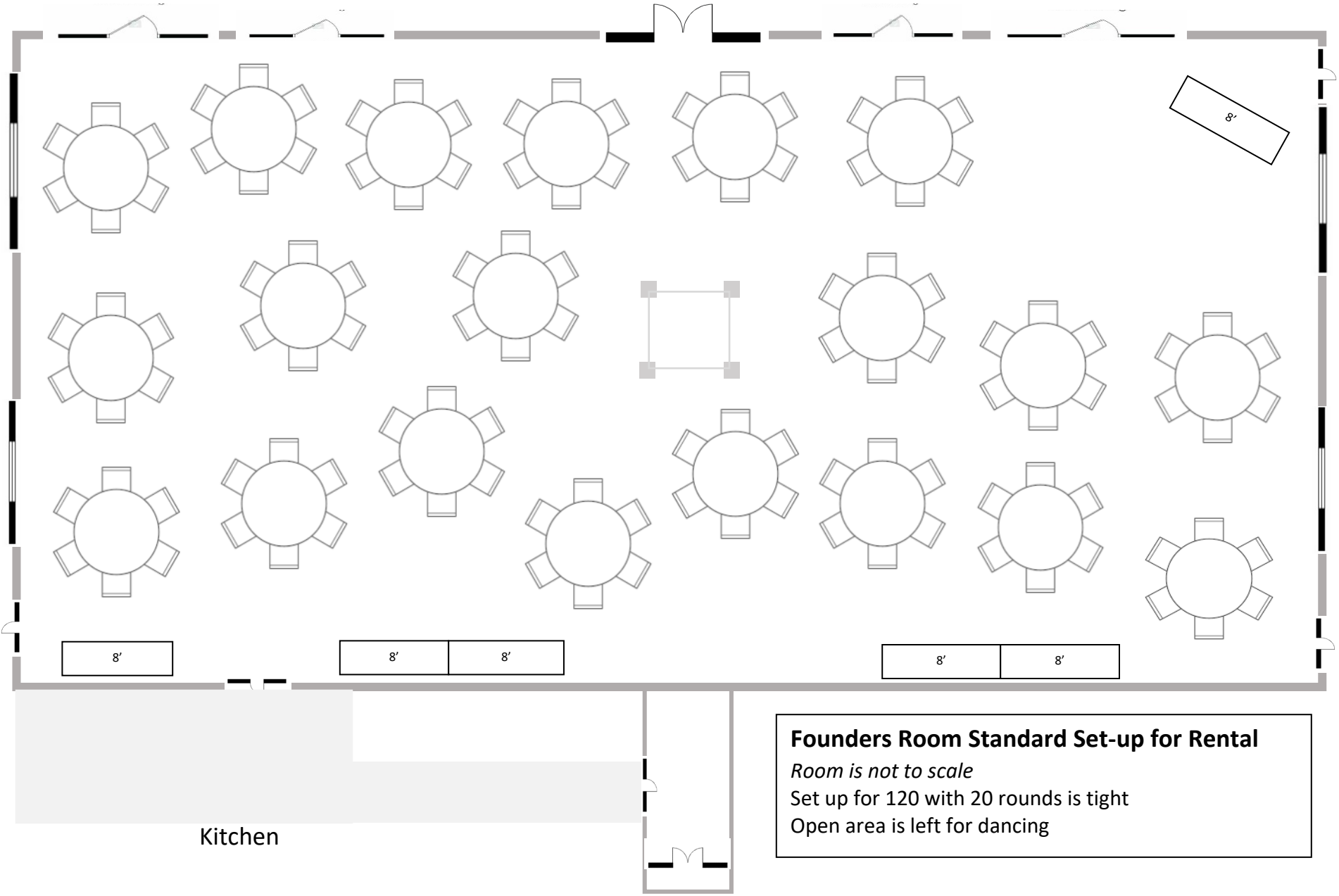
funds. the issuer will be charged \$25 to cover bank charges and fee surcharge to the Park District per transaction. Card on file will be used for damages or fees associated with



For Office Use Only

Date _____ Staff _____ Residential Status: _____ COI Required: _____ Submitted: _____

Cash Check # _____ Charge Card Attachments: _____ Permit Number: _____



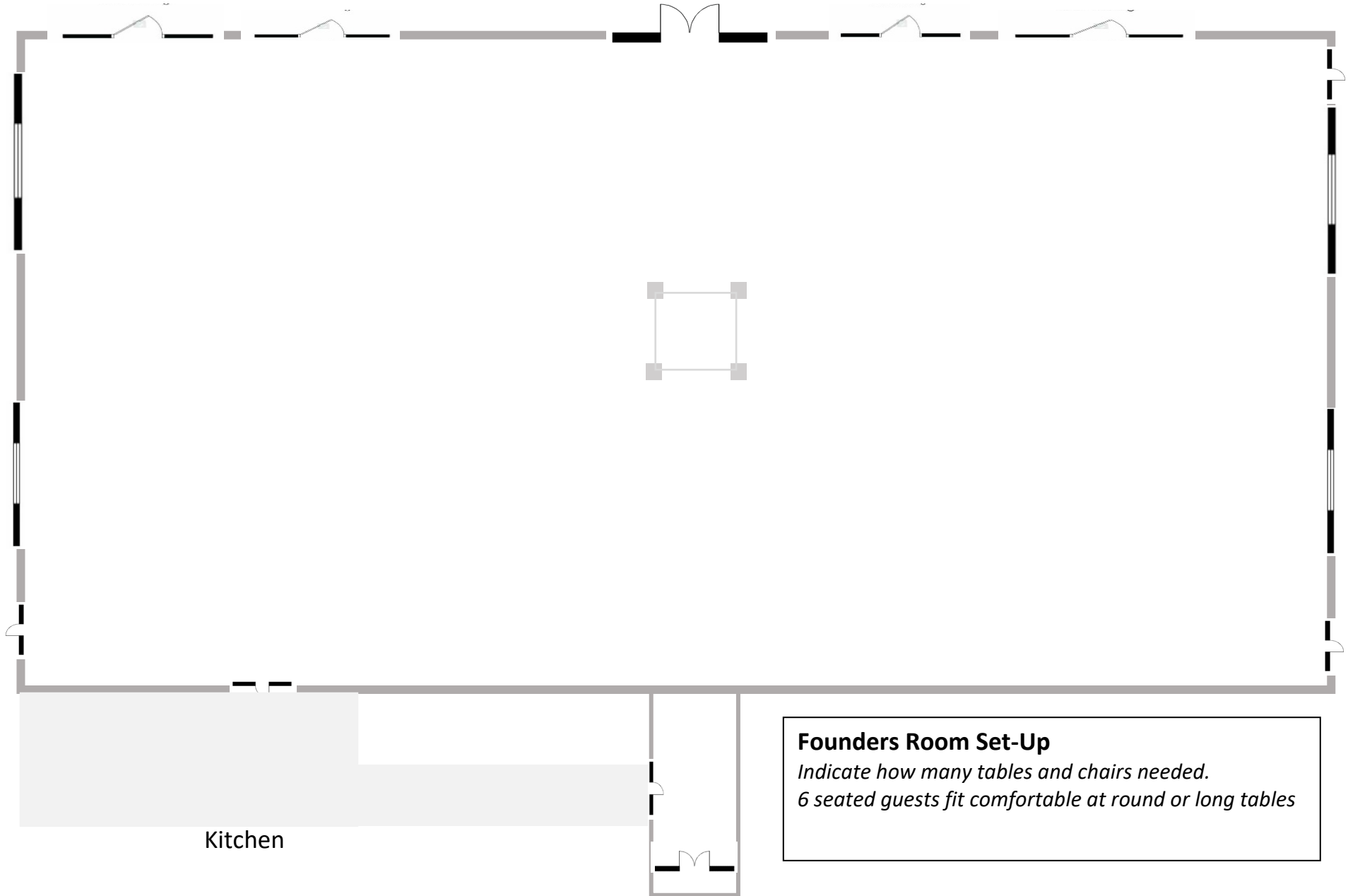
8'

8' 8'

8' 8'

Kitchen

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



Kitchen

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