Founders Community Center
140 Oak Street
Frankfort, IL 60423
Ph. 815-469-9400
Fax 815-469-9275

FRANKFORT Park District

For Office Use Only

Date_____Staff_____
Residential Status_____
☐Cash ☐Check#_____☐Credit Card
Permit Number _____

APPLICATION
FOR USE OF SPLASH PARK

Rentals will be available Monday – Friday from 4:30 - 6:30 pm & Saturday - Sunday from 3:30 – 5:30 pm for a rental fee of $225 for Residents and $275 for Non-Residents. A $200 Security Deposit is also required. The rental includes use of the Splash Park for two hours and use of the Splash Park Pavilion for two-and-a-half hours (15 minutes before & 15 minutes after the rental time). This includes the renter's set-up and clean up time. Pavilion holds 50 people.
Please note: No grilling or liquor allowed at Commissioners Park.

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

Address_____ **City**_____ **State**_____ **Zip**_____

Phone_____ **Email**_____

Day/Date Requested_____ **Estimated # of Attendees (Max 60)** _____

CONDITIONS OF PERMIT
The above named agrees to pay the following fee of **$225/NR $275** dollars and a security deposit of **$200**, 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 or property, or other damage to the premises.

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

VISA MasterCard DISCOVER

Cardholder Name_____ Exp. Date_____ Charge Amount_____

Authorized Signature_____ Security Code_____
Must have signature to be processed

_____
(Signature of Person Requesting Use)

Approved_____ Unapproved_____

_____
Recreation Supervisor Date

FRANKFORT PARK DISTRICT
140 Oak Street, Frankfort, IL 60423

Policies & Procedures for Splash Park Use

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.
2. **No smoking or vaping of any kind allowed – the Frankfort Park District facilities are smoke free environments. Smoking and vaping all tobacco and marijuana products are prohibited at all PARKS, park buildings and property outside of our buildings.**
3. Guests attending your event must not engage in indecent acts or other personal behaviors that are not permitted in public. Renters have use of the park space but are not authorized to use athletic space that is permitted for organized activities. Your guests and their actions are the renter's responsibility. No tailgating or loitering in the parking lot.
4. **No glitter, confetti, nails, staples, Velcro, or other permanent adhesives may be used on the Splash Park Pavilion.** 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.
5. No glass bottles or containers are allowed in the parks as they create a safety hazard.
6. 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.**
7. Renters must supply their own equipment and may not use Park District equipment unless prior permission has been granted.
8. Renters may bring and erect tables and small pop-up tents. There are underground utilities in the area, tents that require stakes are not permitted.
9. Organizations will be asked to furnish the Park District with a certificate of insurance, naming the Park District as additional insured.
10. Renters and guests are not to arrive earlier than their designated rental starting time and must be out of the splash park at the designated end time listed. Failure to do so will result in additional charges and/or forfeiture of security deposit.
11. Rentals that have guests under 21 years of age require additional supervision of a child to adult ratio of 10:1.
12. 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.
13. All food, beverages and decorations must be cleaned up and put into the provided garbage cans. Renters are encouraged to bring additional garbage bags for waste that does not fit in the provided trash cans.
14. The Park District cannot be responsible for any personal belongings left after a rental.
15. 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.
16. No Alcohol is permit
17. No firearms, weapons or fireworks are permitted on park district property.
18. No balloon release or rice throwing is permitted.
19. No loud or excessive music is permitted.
20. 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 24 hours before the event to receive a full refund less a $25 cancellation fee**

Cancellations initiated by renter <u>not</u> due to weather:

a. Cancellations made earlier than 14 days will be required to pay a $25 cancellation fee
b. Cancellations made within 14 days of the event will be required to pay a $50 cancellation fee. All rental modifications will be approved based on staff and facility availability.
c. To change the rental date you must cancel and complete a new Rental Application.

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

Signature:_____ Date:_____