

APPLICATION FOR PERMIT TO USE PARK DISTRICT FACILITIES

Annerino Community Center | 201 Recreation Drive | Bolingbrook, IL 60440 | P (630) 739-0272 | F (630) 739-1039
 Bolingbrook Recreation & Aquatic Complex | 200 S. Lindsey Lane | Bolingbrook, IL 60440 | P (630) 739-1700 | F (630) 759-5651
 Hidden Oaks Nature Center | 419 Trout Farm Rd. | Bolingbrook, IL 60440 | P (630) 739-2600 | F (630) 759-3056

Application Date/Time:
Received by:

MUST BE FILLED OUT COMPLETELY

Person Responsible: _____

Email Address: _____ Organization: _____

Address: _____ Home/Cell Phone: _____

City: _____ State _____ Zip _____

Facility Requested: _____ Room: _____

Date(s) requested: _____ Day(s): M TU WE TH FR SA SU

Arrival Time (including setup): _____ Departure Time: _____

Type and purpose of activity: _____

Room set up requested: CLASS ROOM MEETING THEATER BOARD BANQUET SQUARE CONFERENCE

Number of chairs: _____ Number of tables: _____ Additional Needs: _____

Number of participants expected: Adults: _____ Children: _____

Are you planning to have: food & beverage (no alcohol)* _____

Describe your group: Private Rental _____ Non-for-Profit _____ (Proof of status required)

WAIVER

As a user of the above Park District Facility or Park, I recognize and acknowledge that there are certain risks of physical injury and I and those in my charge agree to assume the full risk of any injuries, including death, damages or loss which I and those in my charge may sustain as a result of participating in and any and all activities connected with or associated with such use of Park District Facilities or Park. I agree to waive and relinquish all claims I and those in my charge may have as a result of use Park District Facilities or Parks against the Park District and School District and its officers, agents, servants and employees.

I do hereby fully release and discharge the Park District and School District and its officers, agents, servants and employees from any and all claims from injuries, including death, damage or loss which I am those in my charge may have or which may occur to us on account of our participation in the use of Park District Facilities or Parks.

I further agree to indemnify and hold harmless and defend the Park District and School District and its officers, agents, servants, and employees from any and all losses sustained from injuries, including death, damages and losses sustained by me and those in my charge and arising out of, connected with, or in any way associated with the activities in the use of Park District Facilities or Parks.

Signature: _____
 (Adult Over 21)

Processed by: _____	Fee: _____
Date: _____	Deposits: _____
Reservation Number: _____	Additional Fee (if any): _____
Totals: _____	

BOLINGBROOK PARK DISTRICT FACILITY TERMS AND CONDITIONS

Groups and organizations wanting to use Park District facilities must apply for a facility user permit. Permit applications are available at any of the District recreation centers.

- All permits are subject to Bolingbrook Park District Ordinances.
- A refundable damage and cleaning deposit is required upon submitting a request for permit.
- Individuals or Organizations are not permitted to use Park District facilities for financial gain without approved written proposal received a minimum of 30 days prior to the event.
- The Bolingbrook Park District reserves the right to have a designated employee visit any permitted facility or park for the purpose of supervision.
- The Bolingbrook Park District will not be responsible for any accident or loss of property.
- All rental monies must be paid two weeks in advance. Failure to pay by the designated deadline may result in cancellation. All rentals reserved within two weeks of rental date outside of regular business hours of facility, must be approved by Facility Manager and paid in full, including deposit. Credit cards, cash or money orders are acceptable.
- The person requesting the facility via permit must be 21 years of age and is responsible for conduct of the group and any damages incurred during the rental. The individual requesting use of the permit must be present throughout the entire rental period.
- Requests for equipment such as tables, chairs, or audio/visual equipment must be made at the time of the facility request (*should items be available at that location*). Additional fees may apply.
- Time used by the renter beyond their specific reservation will be assessed at one and a half times the hourly room rate and charge by the quarter hour.
- If a renter does not show on the day of rental it will constitute a forfeiture of the rental fee; the deposit will be returned.
- Current Resident ID is required in order to receive the resident rate.
- Rentals requested outside of operating hours will need Facility Manager approval and be assessed a supervisory charge in addition to the room charge.
- A full refund will be issued when a "refund request form" is submitted 10-business days prior to the rental date.
- Public Liability Insurance may be required, and a certificate of such insurance naming the Park District as additionally insured with sufficient coverage to protect the Park District. Proof of liability insurance shall be submitted at the time of final payment. The Park District does not waive any rights to coverage if proof of insurance is not provided.

Application for permit to use park district facilities can be **submitted / processed** on a seasonal basis as follows:

Winter (<i>January to March</i>)	submitted on/after November 1	processed 3rd Monday in November
Spring (<i>April/May</i>)	submitted on/after February 1	processed 3rd Monday in February
Summer (<i>June to August</i>)	submitted on/after April 1	processed 3rd Monday in April
Fall (<i>September to December</i>)	submitted on/after July 1	processed 3rd Monday in July

SCHEDULING PRIORITIES:

The following is the list of priorities for the purpose of scheduling:

1. Bolingbrook Park District programs
2. Bolingbrook Athletic Council scheduled activities
3. Valley View School District
4. Bolingbrook Municipality Organizations/Plainfield School District programs
5. Contracted Rentals (*Multi-week rentals*)
6. Recognized Community not for profit athletic programs. (*at least 70% residents*)
7. Civic or charitable not-for-profit organizations based within the Bolingbrook Park District boundaries
8. Private or public groups

QUALIFICATIONS FOR FREE/REDUCED FEE:

Groups must meet **ALL** of the following requirements for free/reduced fee use of a Park district facility: Only applicable at Annerino Community Center and Bolingbrook Recreation and Aquatic Complex. Hidden Oaks Nature Center is not permitted for free/reduced fee usage.

- Free/reduced fee requests need to be approved by Facility Manager at facility requested.
- Membership is principally (*70% or more*) Bolingbrook residents.
- The facility is used with the purpose of providing recreation, cultural benefits or community service to residents of the Park District. (*Intended for one-time rentals*)
- No admission or event charge is made, no fundraising conducted and no donations solicited on the premises without prior written Park District approval.

FREE Usage cannot be used during "peak hours" as defined as:

M-F	4:00-8:00 pm
SA	Open to Close
SU	Open to Close

If any group which qualifies for free/reduced fee use under the above requirements requests the use of a facility during the hours the facility is closed, the group will be charged the regular room rental rates, including set-up and clean-up time, in addition to any applicable staff fees.