



**FIELDHOUSE RENTAL AGREEMENT AND PERMIT**

Park Center, a facility of the Glenview Park District, 2400 Chestnut Ave, Glenview, IL 60026  
Park Center Front Desk Hours: M-F, 9:00am-7:30pm, Sat & Sun, 9:00am-3:00pm Phone: 847-724-5670

**After above hours: 224-521-2567 Non-Emergency Police: 847-729-5000 Emergency: 911**

Applicant's Name: \_\_\_\_\_ Org or Company: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Rental Purpose: \_\_\_\_\_ Anticipated Attendance: \_\_\_\_\_

**Check one of the following:**

- I am personally hosting and responsible for this rental and will be present during the entire rental period.
- I am making this reservation for an organization or company function and will be present during the entire rental period. **A letter on company/organization letterhead approving rental request signed by an authorized official must be attached.**

**Single rental:**

- Cole       Crowley    Cunliff    Diederich       Flick Fieldhouse    Flick Shelter    Indian Trail    Johns
- Ladendorf    Manor    Rugen    Sleepy Hollow    Swenson       Roosevelt       Richardson    Willow

Date of Rental \_\_\_\_/\_\_\_\_/\_\_\_\_ Time of Rental: \_\_\_\_ to \_\_\_\_ **(must include set up and clean up)**

**Multiple Rentals:**

**(Must include set up and clean up)**

- |                         |                 |                              |
|-------------------------|-----------------|------------------------------|
| 1. Date: ____/____/____ | Location: _____ | Time of Rental: ____ to ____ |
| 2. Date: ____/____/____ | Location: _____ | Time of Rental: ____ to ____ |
| 3. Date: ____/____/____ | Location: _____ | Time of Rental: ____ to ____ |
| 4. Date: ____/____/____ | Location: _____ | Time of Rental: ____ to ____ |
| 5. Date: ____/____/____ | Location: _____ | Time of Rental: ____ to ____ |

"In consideration of granting this permit, it is expressly agreed as follows: Smoking is not allowed within any Glenview Park District facility. No alcoholic beverages shall be served or consumed on park property. This special permit is issued subject to all applicable ordinances, rules and regulations of the Park District and all laws, regulations or other requirements of any other governmental authority having jurisdiction over the premises. The signing permittee, his or her organization, officers and members thereof and all guests, invitees and persons claiming through t permittee assume full and sole responsibility for their conduct and waive and release any and all claims against the Park District, its commissioners, officers, employees and agents. The aforementioned persons and entities also agree to hold the District, its officers, employees and agents harmless from and against all claims, for death injury and other loss to persons or property arising out of their use or occupancy of the facility in question. Permittee shall be responsible to leave the premises in a clean condition after use and assume the cost of all damages to Park District property that occurs while the permit is in effect. No activity in or use of property under this special permit is sponsored or supervised by the Glenview Park District. Permittee shall be responsible for examining the condition of the premises prior to use and accepts the premises "as is." The permit is expressly made subject to terms aforesaid and signer acknowledges that he/she has read all of the same and in consideration of issuance of the permit agrees individually and on behalf of any organization named and its officers and members, guests and invitees, to abide by the same. Nothing herein contained shall be construed as a waiver of any immunity afforded Glenview Park District by law. This permit is not assignable."

**BY SIGNING BELOW, I ACKNOWLEDGE THAT I HAVE READ THE ABOVE AS WELL AS THE RULES PROVIDED. I UNDERSTAND AND ACCEPT THE CONDITIONS STATED.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date of Application

**OFFICE USE ONLY**

Total Rental Fee Paid: \$ \_\_\_\_\_ Total Deposit Paid: \$ \_\_\_\_\_

Method of Payment:  Cash    Check; Check # \_\_\_\_\_   Credit Card:  Visa    Mastercard    Discover    American Express

Credit Card #: \_\_\_\_\_      Expiration Date: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_      Date: \_\_\_\_\_



## GLENVIEW PARK DISTRICT FIELDHOUSE RENTAL AND PERMIT RULES

If a serious problem arises during your rental, call Park Center at 847-724-5670, Mon – Fri, 9:00am-7:30pm, Sat & Sun, 9:00am-3:00pm. After above hours: 224-521-2567/Non-Emergency Police: 847-729-5000. For an Emergency dial 911.

**RENTER MUST HAVE THEIR COPY OF THE PERMIT ON SITE AT ALL TIMES.**

The following rules and regulations apply to fieldhouse or shelter permit use. All fieldhouses and shelters are not available for rental when in use for Park District programs. The Glenview Park District reserves the right to cancel permits if the facilities are needed for program use or repair.

### RENTER AGREES TO ADHERE BY THE FOLLOWING RULES:

- \_\_\_\_\_ **The rental facility may ONLY be used on the rental day and time as specified on the agreement. Renter may not enter the fieldhouse for any reason prior to the start or stay past the end time indicated on the permit.**
- \_\_\_\_\_ **Permit holder acknowledges the key must be picked up on the date of the rental. Key cannot be retrieved earlier than the rental date.**
- \_\_\_\_\_ **Renter understands items may not be left in the fieldhouse to retrieve at a later date.**
- \_\_\_\_\_ **Renter understands any items left over in a fieldhouse after a rental ends, will be cleaned up and disposed.**
- \_\_\_\_\_ **Renter must ensure the rental facility is left clean the same day of the rental.**  
This includes:
  - a. Floors, counters, oven and stove should be left clean and free of foodstuffs.
  - b. All decorations must be removed including any tape or other fastening devices. Fasteners which mark the surface of the building may not be used. Do not remove any existing decorations (i.e. camp posters) as these are property of the park district.
  - c. Refrigerator/freezer must be left empty and clean.
  - d. Rooms should be clean of debris.
  - e. All water and room lights must be turned off.
  - f. All doors and windows must be closed and locked.
  - g. All garbage and debris should be placed in garbage bags (provided in the fieldhouse or your own). Filled garbage bags must be placed in the 90-gallon garbage tote and recyclables must be placed in the 90-gallon recycle tote in front of the fieldhouse.

**Staff requiring more than 45 minutes to clean the facility as a result of the rental will have \$50 per additional 30 minutes deducted from the rental deposit.**

- \_\_\_\_\_ **Renter acknowledges the bullet points below.**
  - Permit holder must be 21 years of age or older.
  - Permit holder may not exceed the maximum attendance allowed for the fieldhouse.
  - Permit holder must be on site at all times during the entire rental and produce the permit upon request.
  - The following are prohibited in Glenview Park District fieldhouses and parks: caterers, food trucks, alcohol, portable grills, inflatable/bounce houses, loudspeakers, public address systems or amplifiers, laser tag, paint ball, pony rides, petting zoo, exotic animal show, smoke machines and drones.
  - Glenview Park District is not responsible for any items left on the premises.
  - Sales and or private programs are not permitted on Park District property.
  - All sports fields, courts and playgrounds are open to the public and not included as part of a fieldhouse rental.
  - Fire pit at Sleepy Hollow is available for use only to Boy/Girls Scouts of America. Prior approval from the Glenview Park District Risk Manager and Fire Department is required.
  - Smoking is prohibited inside fieldhouses. In accordance with IL state law, smoking is prohibited within a minimum distance of 15 feet from entrances, exits and windows that open.



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\_\_\_\_\_ **AMUSEMENTS/ENTERTAINMENT:** All vendors (clowns, magicians, etc) entering Park District grounds must be approved by the Park District. If approved, certificate of insurance may be required, at the renter's expense.

\_\_\_\_\_ **GRILLS and FIREPLACES:** A charcoal grill, for cooking purposes, is located near each fieldhouse and may be opened with the fieldhouse key. All used coals should be left in the bottom of the permanent charcoal grill which will be emptied by the Park District. No portable grills may be used in the park for any purpose. Fireplaces are not available for use.

\_\_\_\_\_ **BUILDING EQUIPMENT:** Flick shelter is equipped only with built-in picnic tables and chairs to accommodate up to 100 people and attached restrooms. Each fieldhouse meeting room is approximately 45' x 22" and includes a stove/oven, refrigerator/freezer and sink. The equipment at each fieldhouse includes folding chairs (per the capacity of the particular fieldhouse) and 5 six-foot long tables. Each fieldhouse is equipped with interior restrooms. The fieldhouses are not equipped with air conditioning, except Willow Park Fieldhouse. Willow and Johns Park will have 8 six-foot tables.

\_\_\_\_\_ **DEPOSIT/REFUND POLICY:** The deposit is \$260. Deposit returns are contingent upon adhering to all permit rules listed above and returning the key to Park Center, 2400 Chestnut Ave, within three days of the rental date. Disregarding any of these rules will result in forfeiture of the entire deposit. Allow up to 14 business days after returning the issued key for the refunded deposit. Your check or cash must be deposited upon receipt and a refund check will be mailed; credit card refunds will go directly back to the credit card. For keys returned 4 or more days after the rental date, the renter will be assessed a \$10 per day late fee which will be deducted from the deposit.

\_\_\_\_\_ **CANCELLATION POLICY:** If cancellation is made with 30 days' notice of the rental date, the full amount of the rental fee paid will be refunded less a 10% service charge (minimum \$5, maximum \$15) and the full deposit paid will also be refunded. If cancellation is made with less than 30 days' notice, the Park District will retain the rental fee paid and refunded the deposit paid; this includes reservations made less than 30 days from the rental date.

\_\_\_\_\_ **TIME/DATE CHANGE:** Date and time changes must be requested 7 days in advance and are subject to availability.

\_\_\_\_\_ **CAUSE FOR VOIDING PERMIT:** Any disorderly conduct or violation of any ordinances or regulations of the Glenview Park District shall be just cause for immediately voiding the permit and may cause for future denial of a permit and arrest by an officer. The penalty for violating any of these rules is subject to the forfeiture of the entire rental deposit.

By signing I acknowledge I have read the above rules and policies and accept the conditions.

Renter's Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_