



Palatine  
Park  
District

## Community Center & Birchwood Recreation Center Rental Application

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

Mailing Address: Palatine Park District  
250 E. Wood Street  
Palatine, IL 60067

Fax: 847-991-2127

Email: [jludolph@palatineparks.org](mailto:jludolph@palatineparks.org)

1. Applicant Name \_\_\_\_\_
2. Organization Name \_\_\_\_\_
3. Property Management Company (If applicable) \_\_\_\_\_
4. Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_
5. E-Mail Address \_\_\_\_\_ Cell Phone \_\_\_\_\_
6. Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_
7. Activity/Purpose \_\_\_\_\_
8. Will food or beverages be served? \_\_\_\_\_ If yes what? \_\_\_\_\_
9. Facility/Room Requested \_\_\_\_\_
10. Dates(s) Requested \_\_\_\_\_
11. Start Time \_\_\_\_\_ End Time \_\_\_\_\_ Attendance Expected \_\_\_\_\_
12. List any equipment that will be brought on Park District property \_\_\_\_\_  
\_\_\_\_\_
13. Chairs Requested (#) \_\_\_\_\_ Tables Requested (#) \_\_\_\_\_ Draw Diagram of room set up below:  
  
\_\_\_\_\_

### Office Use Only

Invoice \_\_\_\_\_ Permit \_\_\_\_\_

Rental Category (Circle One)      Affiliate      Resident      Non-Resident      Non-Profit

Deposit \_\_\_\_\_ Rental Fee \_\_\_\_\_ Final Payment \_\_\_\_\_ Payment Type \_\_\_\_\_

## **PALATINE PARK DISTRICT STATEMENT OF POLICY USE OF FACILITIES**

The Board of Commissioners (of the Palatine Park District) is ever mindful that:

The facilities of the community are held in trust by the Board for the use and enjoyment by the general public; This use and enjoyment is a valuable right; The First and Fourteenth Amendments to the United States Constitution guarantee to individuals and groups of individuals an inalienable right of public assembly and expression; Historically, public facilities have been a forum for such expression; A viable society feeds on discussion rather than repression, and an orderly assembly, properly administered, is in accord with the rights of the general public, nearby park residents, and normal activities of the facility.

For these reasons, the Board intends to make the facilities available for various uses, including public assembly, and expression of opinion. Lest this statement be misconstrued, it must be understood that: The Board will not delegate to any group its duty of administering the facilities; Permission to use the facilities will be granted only where the function can be reasonably accommodated by the park system and such use will not unduly interfere with the rights of the general public, the prior use by others or park programs, and will not present a clear and present danger to the public health and safety of the community.

Permission to use the facilities by groups for a non-sponsored park function must be upon application and issuance of a permit; Any permit issued may contain conditions that will protect park property and assure orderly and proper use of the facilities.

The granting of a permit is not to be construed as an endorsement by the Board of the subject matters discussed, the opinions expressed, nor the organization sponsoring the function; Any permit granted may be revoked for misrepresentation in the application or violations of the terms and conditions of the permit, the ordinance, rules and regulations of the Park District and the laws of the State of Illinois.

## **PALATINE PARK DISTRICT RENTAL TERMS AND CONDITIONS**

1. The applicant, his/her organization and members are bound by policy of the permit/application, its' terms and conditions, regulations and ordinances pertaining to the use of the Park District property.
2. Applications must be made ten (10) days in advance, but no more than four (4) months, to be considered. Applications will be reviewed before approval the Park District reserves the right to refuse any application. Applications must be sent to: Palatine Park District, Attn: Facilities Coordinator, 250 E. Wood Street, Palatine, IL, 60067, faxed to 847-991-2127, or emailed to [jludolph@palatineparks.org](mailto:jludolph@palatineparks.org).
3. A deposit in the amount of 50% of the rental charge is due upon receipt of the application. Final payment is due three business days prior to the first scheduled date of a rental. The Park District reserves the right to revoke any permit that is not fully paid.
4. Any cancellations must be received in writing at least five (5) days prior to the reserved date and will be provided a refund less a \$10.00 processing fee. The issued permit must accompany the refund request. Failure to comply with these requirements will result in loss of the deposit.
5. The applicant submitting a request, listed as the authorized representative, must be a minimum of twenty-one (21) years of age and present during the entire rental.
6. Renter must stay until their entire party has departed. Renter is responsible for the conduct of their invited guests and for any damage and negligent breakage that occurs during the rental.
7. Adequate adult supervision, as determined by the Director of Parks and Recreation, must be provided at all times. Rental groups may be required to employ officers of the Palatine Police Department.
8. Abusive language or conduct to other park users or Park District staff will not be tolerated and will result in person or persons involved being asked to leave the Park grounds.
9. Rental times include any decorating and clean-up time needed for your rental. Room rentals include tables and chairs set up to desired layout. Rental does not include use of additional rooms, park personnel, table linens, or any electronic equipment. Renter is responsible for removing/discarding all decorations, table coverings, and food items. Park District staff will remove trash placed in receptacles as needed.

10. Rentals exceeding the agreed upon rental duration will be charged the full hourly rate for each additional half hour increment plus staff costs
11. Smoking is prohibited within 50 feet of all entrances to Park District buildings.
12. Any permit may be revoked for misrepresentation in the application or violation of terms and conditions of this application concerning policy, ordinances, rules, regulations, and laws of the State of Illinois.
13. Alcoholic beverages are NOT permitted on Park District property, except when authorized by the Park Board and when specified on the permit. A valid photo identification (ex: driver's license) is also required. Must be 25 years of age for approval.
14. The applicant, his/her organization and members agree to release the Park District from all liability in connection with the use of Palatine Park District property and/or facilities.
15. Organizations and businesses shall provide a certificate of insurance that includes the following: "Elected and appointed officials, employees and agents of the Palatine Park District as additional insured". The amount of general liability coverage must be at least \$1,000,000 per occurrence.
16. The Park District will not assume responsibility for lost or damaged property.
17. Permits for rental groups that expect more than 100 participants shall be issued only with the specific approval of the Director of Parks and Recreation.
18. Use of sound amplification systems is prohibited, except when specifically authorized on the permit. In addition to Park District approval, applicant must obtain permission from the Village of Palatine for sound amplification.
19. Only Park District sponsored organizations may use a park building as a mailing address.
20. The applicant, his/her organization and members agree that the Palatine Park District does not sponsor their rental and shall not publicize their rental to the contrary.
21. Any electrical, motorized equipment or temporary storage structures brought onto Park District property must be authorized on the permit.
22. All user groups of the Palatine Park District must comply with the intent of the American Disabilities Act, and not discriminate in any way.

#### FACILITY RENTAL AGREEMENT

We/I \_\_\_\_\_ (Name or Organization):

Agree to hold harmless the Palatine Park District, Cook County, Illinois, The Park Board, its' members and employees: and to assume responsibility for, and defend at our/my own expense all claims for damage to property and persons, including medical expense, for injuries incurred and arising incidental to the use of the facility involved. It being further understood and agreed that the Palatine Park District assumes no obligation or responsibility in connection with said use of facility. We/I further agree to assume all cost of damage to the facilities and/or contents. We/I further agree to adhere to the statement of policy and the rental terms and conditions.

**CANCELLATION CLAUSE:** Applicant cancellations must be received in writing at least five days prior to the reserved time. Failure to comply with this requirement will result in loss of the deposit. A \$10 processing fee will be charges to all cancellations. The Palatine Park District reserves the right to cancel this permit within 48 hours of rental when deemed necessary.

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Authorized Signature

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Date