

WASHINGTON PARK DISTRICT--INDOOR FACILITY RENTAL APPLICATION

Name of Group: _____

Name of Individual: _____

Address: _____

City: _____ State: _____ ZIP: _____

Home Phone: _____ Work Phone: _____

Email: _____

Room Requested:

Full Gym (N & S) Half Gym (N or S) Classroom Dance Studio

Lounge Conference Room Other _____

Number of people _____ Number of chairs _____ Number of tables _____

Description of activity: _____

Day	Date	Time
1	_____	_____
2	_____	_____

Groups or individuals renting the building from the Washington Park District are expected to abide by the Facility Use Agreement established by the Washington Park District. (SEE REVERSE) Any groups renting the facility are required to provide the Park District with a certificate of insurance naming the Washington Park District additionally insured.

No groups will be admitted unless the person responsible for the group is present AT ALL TIMES.

A security deposit of \$50 is required. The deposit is not included in the rental fee and is refundable upon a satisfactory inspection of the room within fifteen business days following the rental.

Lessee's Signature

Date

Driver's License Number

Office Use Only

Facilities/Service	No. of Hours		Rate	Sub-Total
		X		
		X		
TOTAL AMOUNT DUE				

	Amount Due	Date Due	Paid by	Check #	Date Paid	Staff
Deposit Due			C K V MC			
Balance Due			C K V MC			
Misc Add on			C K V MC			
TOTAL						

Approval Signature _____ Date _____

Deposit Returned: __ Yes __ No \$ _____ Date _____

Diagram of Room Set-up: ○ round tables □ long tables △ chairs
 Use symbols to draw layout of room rental set up needed.

Facility Use Agreement

Residents must show proof of residency at time of deposit (driver’s license or other photo I.D. with address on it), or resident rate will not apply. In addition, the person renting the facility must identify himself/herself to Building Supervisor at the time of rental.

1. Guests of the lessee should stay in the immediate area of the facility they are renting and common areas only. The Washington Fitness Center is strictly off limits.
2. Lessee shall not enter, occupy the facility until the time and date specified in this application
3. Lessee shall vacate the facility at the time and date indicated in the application or be charged a pro-rate amount for every one-half (1/2) hour of overtime use.
4. The lessee is responsible for and will pay for any damage to property arising out of the use of the facility. **PLEASE REPORT ANY DAMAGE** to the building or equipment to a park district representative immediately.
5. The district does not assume any liability for property loss or stolen on the premises during the lessee's use of the premises and the lessee hereby agrees to assume the full risk of any injuries, damages or loss regardless of severity, that the lessee may sustain as a result of this agreement. Lessee further agrees to waive and release the Washington Park District from any and all losses, claims, suits or judgments or damages that lessee might sustain as a result of any and all activities connected with or associated with this agreement.
6. **Certificate of Insurance:** A certificate of insurance is required for a rental by a company, business, community or non-profit organization and/or if the event is open to the public. The certificate must provide insurance coverage of at least \$1,000,000 for bodily injury/property damage. Washington Park District must be named as additional insured, and receive the insurance certificate on file 15 days prior to the event, or the rental will be cancelled.
7. The use of alcoholic beverages is prohibited on Park District property.
8. Any action that may make the rental unsafe for your guests is prohibited.
9. Lessee is solely responsible for providing any and all supervision at all times during use of any facility, including but not limited to the leased facility, and all common areas. Further, Lessee shall be responsible for ensuring that Lessee’s guests and invitees comply with all applicable rules and regulations pertaining to use of the facilities.
10. No children will be permitted to use the building unless an adult supervisor is present.
11. It is fully understood and agreed by the parties that the Lessee guarantees to defend, indemnify and hold harmless the Washington Park District, its officers, employees, volunteers and agents against any and all liabilities, claims, damages, losses, costs and expenses (including reasonable attorneys’ fees) arising indirectly or directly in connection with or under, or as a result of this Agreement.
12. Lessee must abide by occupation limits of each facility dependent upon the set up required.
13. **NO SMOKING ALLOWED IN BUILDING.**
14. Taping/tacking anything to the walls of the building and the use of glitter and/or confetti is not permitted unless permission is specifically granted by the Executive Director.

Rates	Community Organizations	Residents	Non-Residents
Meeting Room	\$5/hour	\$25/hour	\$30/hour
Half Gym (1 mini court)	\$15/hour	\$35/hour	\$45/hour
Full Gym (2 mini courts)	\$25/hour	\$40/hour	\$50/hour
Meeting Room w/Gym	\$30/hour	\$50/hour	\$60/hour
The Lounge	\$15/hour	\$25/hour	\$30/hour
Fitness Room	\$15/hour	\$25/hour	\$35/hour

Add \$15/hour for after-hours rentals except for gym only rentals.

Application Procedures

1. Applications will be processed in order of receipt.
2. Applications must be completed in full and signed by an adult, 21 years or older, who will assume responsibility for the group and be present during the rental period.
3. The facility will be reserved based on availability and payment of the deposit.
4. Refund requests made 10 days prior to the rental will receive 100% refund, less \$10 for an administrative fee.
5. The Washington Park District reserves the right to retain all or a portion of the payment if the facility is canceled within 10 days before the rental date.