



**Lindenhurst Park District**  
**2021 Indoor Facility Rental Application**  
**2200 E. Grass Lake Rd., Lindenhurst, IL 60046**  
**847-356-6011 LindenhurstParks.org**

Invoice # \_\_\_\_\_

Rental Date Requested: \_\_\_\_\_ Room Requested: \_\_\_\_\_

Event Type: \_\_\_\_\_ Expected Attendance: \_\_\_\_\_

Rental Hours: \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm (15 minutes allowed before and after rental for set up/clean up)

Renter Name: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Reservation must be placed in person and will require a \$100 security deposit at the time of booking along with all rental fees. Lindenhurst Park District reserves the right to reassign space without notice. District programs have priority in scheduling. Fees are subject to change. All rentals have a 2 hour minimum.**

	Resident	Non Resident
<b>Senior Scene Room</b> - Max seated 24		
Features: 4 - 6' rectangular tables, 4 card tables, 24 chairs, refrigerator, microwave, sink and coffee pot.		
Hourly Rental Fee	\$ 50	\$ 63
<b>Multipurpose Room</b> - Max seated 48		
Features: 8- 6' rectangular tables, 4 card tables, 48 chairs, refrigerator, microwave, sink and coffee pot.		
Hourly Rental Fee	\$ 65	\$ 82
<b>Dance Studio</b> - Max seated 24		
Features: Wood floor, mirrored walls, dance barre		
Hourly Rental Fee	\$ 30	\$ 38
<b>Gymnasium</b> – Max attendance 50 per side		
Amenities: 6 adjustable nets, room divider and bleachers. Equipment for basketball, volleyball, floor hockey		
Hourly Rental Fee		
Half Gym	\$ 45	\$ 57
Full Gym	\$ 75	\$ 95

For more information, contact Lori ~ Phone: 847-356-6011 Ext. 100 ~ Fax: 847-356-6063 ~ [LFriedl@LindenhurstParks.Org](mailto:LFriedl@LindenhurstParks.Org)

Security Deposit	\$ 100
Rental Fee	\$ _____
Attendant Fee \$12/Hr	\$ _____
Total	\$ _____

Outside Vendors: _____
Certificate of Insurance: _____

## RENTER RULES AND REGULATIONS

**Alcohol:** No alcoholic beverages shall be sold, brought within, given away, delivered or consumed on District property.

**Attendance:** To ensure the safety of your guests, the total number of your party may not exceed max attendance listed on the approved application. If the actual attendance is larger than the number stated on this application, the deposit may be forfeited.

**Behavior:** All activities must be conducted in an orderly manner. Foul or abusive language, attempted/physical confrontation is not permitted and will result in immediate expulsion from the facility.

**Building Attendant:** A \$12 per hour fee will be assigned to cover the cost of a building attendant for any rentals outside of normal business hours.

**Cancellation Policy:** Must be made at least 14 days prior to a reserved date to receive a full refund of deposits and rental fees. Cancellations made less than fourteen days prior are eligible for a 50% refund of rental fees and a full refund of the deposit. Lindenhurst Park District reserves the right to cancel any rental due to unforeseen circumstances that would prevent the renter from safely utilizing or reaching the rental facility (i.e. flood, fire etc.). In the case of a cancellation by Lindenhurst Park District, the renter shall receive a full refund of all rental fees including deposit.

**Clean Up:** Lindenhurst Park District property and equipment must be restored to its original condition and all decorations must be removed by the renter following the event. Building staff will empty garbage and remove tables and chairs. Insufficient cleanup will affect the refund of the renter's deposit.

**Decorations:** Decorations may be affixed using painters tape, string or Command hooks. No staples, tacks, screws, nails, pins or other types of adhesives are permitted. Confetti and glitter are prohibited.

**Deposit Refunds:** The security deposit is due at the time of registration and is not included in the rental fees. After the event, an inspection of the premises will be completed. The deposit will be refunded in full if the renter complies with all rules and regulations on the rental application. It is further agreed to reimburse the Park District in full for any costs for repair, replacement or cleaning of the premises or equipment which exceed the amount of the deposit. All refunds are processed in the form of initial deposit payment. Upon approvals, refunds will be issued within 5-7 days following the rental.

**Emergency Contact:** In the event of an emergency, please consult the Building Attendant on shift or call 847-812-3738.

**First Aid:** A first aid kit is available at the building attendant desk. An AED is located in the hallway across from the dance studio, as well as downstairs on the wall outside of the gymnasium entrance.

**Gymnasium:** A maximum of 50 people total, including court and stands combined, will be permitted for a rental. Refreshments (other than bottled water) are not permitted in the gym. Gym Shoes must be worn on the court. The gym may only be used for basketball, volleyball or floor hockey.

**Hours:** All events must start and end per the hours listed on the approved rental application to avoid an additional charge or loss of your deposit. No items can be stored at or delivered to the facility before or after your contracted time on the approved application.

**Inflatables:** Outdoor inflatables are not permitted for Community Center rentals.

**Parking:** No standing or parked cars are permitted in the front entrance of the building except for loading and unloading. No grass parking permitted.

**Payment:** Payments can be made using cash, check or credit card (Visa, MasterCard or Discover). Checks should be made payable to Lindenhurst Park District. All fees are to be paid in full at the time of reservation. Any check returned for NSF will result in an additional \$25 charge.

**Playground:** The playground may be used by renters, but is also considered available for public use during private rentals.

**Rental Companies:** Any entertainment, supplies or equipment brought in from a rental company or personally owned must be listed for pre-approval and may require a Certificate of Insurance with a one-million dollar general liability coverage policy listing Lindenhurst Park District as additionally insured through TheEventHelper.com. A copy must be provided to the Park District 7 days prior to the event.

**Renter:** A renter must be at least 21 years of age or older and in attendance for the duration of the event. *The renter must declare on the application all activities which will take place on Park District property.* The renter will assume full responsibility for the rental and is solely responsible for the actions of any member of their group. The renter and guests are limited using only the requested and approved rooms on the application. Use of additional rooms/outlying spaces will result in additional charges. The renter must be the last person to checkout with the Building Attendant before leaving.

**Rescheduling:** Dates are subject to availability – call for information.

**Room Set Up:** Tables and chairs will be set up according to the layout you have chosen before the start of your event. Renters are not permitted to retrieve any additional tables, chairs or equipment. See Building Attendant for any additional assistance as needed.

**Supplies:** Renters are responsible for bringing any supplies they will need for their rental. The District will provide tables and chairs only.

**Tickets/Fees:** The renter may not charge an admission, sell tickets or solicit donations on Park District property without the written consent of the Park District Director and Board of Commissioners. This includes selling any articles or accepting orders for articles. Gambling in any form is prohibited.

Initial \_\_\_\_\_

**FACILITY RENTAL WAIVER, RELEASE, INDEMNITY AND HOLD HARMLESS AGREEMENT**

As used in this Agreement, the terms “I”, “me” and “my” refer to the undersigned and all of my participants, guests and spectators and each and all of their successors, heirs, executors, trustees and assigns. The terms “you” or “your” refer to the Park District.

The terms “facility” or “premises” means any and all real property, machinery, equipment and apparatus, and any other fixtures and appurtenances contained thereon.

The term “equipment” means any and all personal property, including but not limited to sporting goods and equipment, rented to me in relation to the use of the Park District premises.

In consideration for the Park District permitting me to rent, lease and/or reserve all or any portion of the premises and equipment described herein, and as a condition of such rental, lease or reservation, I agree that I:

- Have read, fully understand and will comply with all facility and equipment rules;
- Knowingly and voluntarily assume the risk of participating in any and all activities on the premises;
- Recognize that my use of the premises or certain equipment may require strenuous exertion, carry the potential for bodily contact or may be characterized as ‘hazardous recreational activity’ and carries with it certain inherent risks of injury, (including exposure to a communicable disease), death and damage to real or personal property;
- Have inspected the premises and equipment and have found it to be in a safe condition for the activities which I intend to conduct thereon;
- Knowingly and voluntarily waive, release and discharge the Park District and its officers, agents, employees, volunteers and independent contractors (collectively the ‘Released Parties’) from any and all claims for injuries, damages, or loss of any kind or severity whatsoever, which I might sustain as a result of participating in any and all activities on the premises by reason of the nature of such activities or the physical condition of the premises; and
- Shall indemnify, defend and hold harmless the Released Parties from any and all claims for injuries, damages or loss, of any kind of severity whatsoever, which might be sustained as a result of my participation in any and all activities on the premises by reason of the nature of such activities, the physical condition of the premises or the nature or lack of supervision.

I understand that digital images/video may be taken on Park District property and I give my permission to use such images in print or digital media, including internet, to promote the Park District.

I have read and fully understand the above important information, assumption of risk, waiver, facility rules and regulations and release of all claims and indemnification. I further understand that any advisements or warnings of the particular risks of the subject premises or the facilities thereon are incorporated by reference into and become a part of this agreement.

***The Lindenhurst Park District is not responsible for lost, stolen or damaged personal items or personally rented equipment.***

APPLICANT: \_\_\_\_\_  
(Print name)

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_