

## INDOOR RENTALS - 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.

**Basketball Hoops:** Basketball hoops can be adjusted from 8 to 10 feet.

**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 \$15 per hour fee will be assigned to cover the cost of a building attendant for any rentals outside of normal business hours.

**Cancellation/Rescheduling Policy:** Must be made at least 14 days prior to a reserved date to receive a full refund, less a \$10 service fee. Cancellations made less than 14 days prior are eligible for a 50% refund of rental fees. 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.

**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 be taken out 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, glitter and candles are prohibited.

**Emergency Contact:** In the event of an emergency, please consult the Building Attendant on shift.

**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. Sports are limited to basketball, volleyball, pickleball or floor hockey. All equipment must be brought in by the renter.

**Hours:** Indoor room rentals provide 30 minutes prior and 15 minutes after the scheduled rental time for set-up and clean-up. All events must start and end per the hours listed on the approved rental contract to avoid an additional charge. No items can be stored at or delivered to the facility before or after your contracted time on the approved contract. Rentals must end at 10pm.

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

**Organizations:** If you are an organization, using any Park District facility, you will be required to provide us with a \$1,000,000.00 Certificate of Liability Insurance, naming the Lindenhurst Park District as additionally insured. A copy must be provided to the Park District at time of reservation.

**Outside Providers:** 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 \$1,000,000.00 general liability coverage policy listing Lindenhurst Park District as additionally insured. A copy must be provided to the Park District 7 days prior to the event.

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

**Payment:** MasterCard, VISA, Discover, cash and checks are accepted. Checks should be made payable to the Lindenhurst Park District. All fees are to be paid in full 30 days before your rental. NSF checks or declined credit cards 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.

**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 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 to using only the requested and approved rooms on the contract. Use of additional rooms/outlying spaces will result in additional charges.

**Room Set Up:** Tables and chairs will be set up according to the number of guests in your party. Renters are not permitted to retrieve any additional tables, chairs or equipment. See Building Attendant for any additional assistance as needed.

**Security Deposit:** The security deposit is not included in the rental fees. After the event, an inspection of the premises will be completed. If the renter complies with all rules and regulations in the rental contract the credit card on file will not be charged. 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.

**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.

**Volleyball Standards:** Height settings for men, women and youth. Serving antenna available.

**Youth Groups:** Must have a ratio of 1 adult per 10 children.