

INDOOR RENTAL 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.

Balloons: Enhance your indoor rental with balloon bouquets! Choose from a variety of balloon colors to fit your theme and celebration! Each bouquet includes 5 balloons tied to a coordinating balloon weight. Balloons are yours to keep at the end of your event. Balloon Weights are the property of Lindenhurst Park District and are not included in the add-on fee.

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 \$16 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.

Damage/Excessive Mess/Extended Usage Fees: After your rental the room/property will be inspected to ensure compliance with rules and regulations and to assess any damages. If there is damage to the room or property, a fee of no less than \$100 will be charged. Additional fees will apply if the damage exceeds \$100 to repair, replace or clean affected areas. Renters who show up early or extend their rental beyond the contracted time will be responsible for the advertised hourly rate plus a \$100 fee. All fees will be added to the user account and charged to the credit card on file.

Decorations: Decorations may be affixed using blue painter's tape or Command Brand hooks ONLY. **Use of staples, tacks, screws, nails, pins or other types of clear adhesive tape are NOT permitted. Confetti, glitter and candles** are prohibited.

Doors: All doors should remain closed for the heating and cooling systems to function properly. Temperature is auto set between 68-72 degrees.

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

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

Grass Grams: Our lettered celebrations are exclusive to Community Center rentals and must be added at time of reservation. Any damage to signs will result in charges to the renter. For the safety of everyone, especially children, no one is allowed to play on/around sign displays. Signs will not support the weight of a person leaning, sitting or playing on it. The Lindenhurst Park District is not liable for injuries or damage due to improper usage to yard signs. Do not attach balloons to any part of the display. Balloons are unpredictable in the wind and can cause damage to our signs. All signs are property of the Lindenhurst Park District. Damage or loss of signs due to weather related events is not your responsibility. However, you are otherwise responsible for any damaged or missing signs. The cost for missing or damaged letters/characters is \$30 each.

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: Add an inflatable* to your rental. Our exclusive inflatables vendor offers our renters a generous discount! Call for pricing and availability. *Any/all inflatables for park district indoor/outdoor rentals must be secured through the Lindenhurst Park District - outside inflatable vendors are not allowed.

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: All major credit cards, 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 prior to 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 at your party. 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, chairs and coat rack only.

Tickets/Fees: The renter may not charge 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, Referee Stand and Tabletop and Flip Score Board available for use.

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