

## Indoor Rental Rule and Regulations

**Alcohol:** Alcohol is prohibited on District property.

**Attendance:** To ensure the safety and comfort of all guests, the party size must not exceed the approved limit, as exceeding this limit may result in the forfeiture of the deposit. For youth groups, proper supervision is required, with a minimum ratio of one adult for every 10 children.

**Basketball Hoops:** Adjustable from 8 to 10 feet.

**Building Attendant:** A \$16/hour fee applies for rentals outside normal hours.

**Cancellation/Rescheduling Policy:** Cancellations made at least 14 days in advance receive a full refund minus a \$10 service fee or may be rescheduled for a \$25 fee. The Lindenhurst Park District may cancel rentals due to unforeseen safety concerns (e.g., flood, fire), in which case renters receive a full refund.

**Decorations:** Only blue painter's tape or Command hooks allowed. No staples, tacks, nails, pins, clear tape, confetti, glitter, or candles.

**Doors:** Keep doors closed for proper heating/cooling (68-72°F preset).

**Emergency Contact:** Notify the Building Attendant in emergencies.

**First Aid:** A first aid kit is at the attendant's desk. AEDs are in the hallway across from the dance studio and outside the gym entrance.

**Hours:** Rentals include 30 minutes for setup and 15 minutes for cleanup. Events must follow approved hours to avoid extra charges. No storage or deliveries outside the contracted time. All rentals end by 10p

**Grass Grams:** For \$59, display a birthday greeting with the child's name along with 2-4 characters/graphics at the entrance of the Park District. Any damage to the signs will result in charges to the renter. For safety reasons, no one is allowed to play on or around the sign displays. The signs cannot support the weight of a person leaning, sitting, or playing on them. The Lindenhurst Park District is not liable for injuries or damage caused by improper use. Do not attach balloons to the display, as they can cause damage. All signs are property of the Park District. Weather-related damage is not the renter's responsibility, but renters are responsible for damaged or missing signs, with a cost of \$30 per missing or damaged letter/character/graphic.

**Gymnasium Policy:** Rentals are limited to 50 people, including court and stands. Only bottled water is allowed. Gym shoes are required on the court. Permitted sports: basketball, volleyball, pickleball, and floor hockey. Renters must provide their own equipment.

**Inflatables:** Upgrade your rental experience with an inflatable from our exclusive vendor, Jumping Jackpot Rentals! Enjoy special discount rates when you reserve the gym through the Lindenhurst Park District. Be sure to contact Jumping Jackpot Rentals directly after securing your rental for pricing, availability and options.

**Organizations:** Organizations must provide a \$1,000,000 Certificate of Liability Insurance naming Lindenhurst Park District as additionally insured at the time of reservation.

**Parking:** No standing or parking is allowed at the front entrance except for loading and unloading.

**Payment Policy:** Rental fees may be paid by cash, check, or all major credit cards. Checks must be made payable to Lindenhurst Park District, and full payment is required 30 days before the rental. All renters are required to have a valid, unexpired credit card (not a debit card) on file, which will only be charged if additional fees apply. A \$25 fee will be charged for any returned checks or declined cards.

**Playground:** Available for public use during private rentals.

**Post Rental Inspection & Fees:** Following your rental, the premises will be inspected. If the space is left in good condition—free of damage, or violations of the rental contract—the card on file will not be charged. However, if any damage, excessive mess, or contract violations are found, a minimum fee of \$100 will be charged to the credit card on file. Any additional costs beyond \$100 will be based on the actual expenses incurred by the Park District for repairs, replacements, or cleaning.

**Renter Requirements:** Renters must be at least 21 years of age and in attendance for the duration of the rental. Renter must declare on the contract all activities which will take place on Park District property. Renter will assume full responsibility for the rental and is solely responsible for the actions of any member of their group.

**Room Setup:** Tables and chairs provided based on guest count. Renters cannot move or add furniture—see the Building Attendant for assistance.

**Supplies:** Renters must bring their own supplies; only tables, chairs, and a coat rack are provided.

**Sales/Soliciting:** Sales of any kind, including, but not limited to: soliciting donations, ticket sales, admission sales, merchandise sales, food/beverage sales, accepting orders, etc., are prohibited without an approved Special Use Permit. Special Use Permits require Executive Director and Board of Park Commissioners approval. Gambling in any form is prohibited.

**Vendors:** Entertainment providers, equipment rentals, and service providers (bands, generators, tents, canopies, caterers, etc.) hired from a rental company and/or personally owned must be listed for pre-approval and will require a **Certificate of Insurance** with a \$1,000,000.00 general liability coverage policy listing the Lindenhurst Park District as additionally insured. A copy must be provided to the Park District two weeks prior to the event.

**Volleyball Standards:** Adjustable for men, women, and youth. Includes serving antenna, referee stand, tabletop, and flip scoreboard.