

Indoor Rental Rules & Policies

Alcohol : Alcohol is prohibited on all District property.

Attendance / Capacity: For everyone's safety and comfort, party size may not exceed the approved limit. Exceeding the approved limit may result in forfeiture of the deposit. Youth groups must be supervised at a minimum ratio of 1 adult per 10 children.

Basketball Hoops: Hoops are adjustable from 8 to 10 feet.

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

Cancellation / Rescheduling: Cancel 14+ days in advance: full refund minus a \$10 service fee OR reschedule for a \$25 fee. The Lindenhurst Park District may cancel rentals due to unforeseen safety concerns (e.g., flood, fire). In that case, renters receive a full refund.

Decorations: Allowed: Blue painter's tape or Command hooks only. Not allowed: staples, tacks, nails, pins, clear tape, confetti, glitter, or candles.

Doors / Building Temperature: Please keep doors closed to maintain heating/cooling. Thermostat is preset to 68–72°F.

Emergency Contact: In any emergency, notify the Building Attendant immediately.

First Aid / AED: A first aid kit is available at the attendant's desk. AED is located in the hallway across from the dance studio.

Rental Hours / Setup & Cleanup: Rentals include 30 minutes for setup and 15 minutes for cleanup. Events must follow the approved rental hours to avoid additional charges. No storage or deliveries outside the contracted time. All rentals must end by 10:00 PM.

Grass Grams (Birthday Sign Display) — \$59: Includes a birthday greeting with the child's name plus 2–4 characters/graphics at the Park District entrance. Do not play on or around the signs—they cannot support leaning, sitting, or climbing. Do not attach balloons (may cause damage). All signs are Park District property. Weather-related damage is not the renter's responsibility. Renters are responsible for damaged or missing pieces: \$30 per missing/damaged letter/character/graphic. Any damage to the signs may result in charges to the renter. The Lindenhurst Park District is not liable for injuries/damage caused by improper use.

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

Inflatables: Inflatables are available through the exclusive vendor Jumping Jackpot Rentals. Special discount rates may apply when reserving the gym through the Lindenhurst Park District. After securing your rental, contact Jumping Jackpot Rentals directly for pricing, availability, and options.

Organizations / Insurance: 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 at the front entrance, except for loading/unloading.

Payment Policy: Rental fees may be paid by cash, check, or major credit card. Checks must be made payable to the Lindenhurst Park District. Full payment is due 30 days prior to the rental date. All renters are required to keep a valid, unexpired credit card (not a debit card) on file. The card will only be charged if additional fees are incurred. A \$25 fee will be assessed for any returned checks or declined credit card transactions.

Pickleball: Two (2) pickleball nets are available per half gym rental.

Playground Access: The playground remains open for public use during private rentals.

Post-Rental Inspection & Fees: Following each rental, the premises will be inspected. If the facility is left in good condition—free of damage, excessive mess, or rental contract violations—the credit card on file will not be charged. If damage, excessive cleaning, or violations are identified, a minimum charge of \$100 will be applied to the credit card on file. Any additional expenses exceeding \$100 will be based on the actual costs incurred by the Park District for repairs, replacements, or cleaning services.

Renter Requirements: Renters must be at least 21 years of age. The renter must be present for the entire duration of the rental. All activities taking place on Park District property must be declared on the rental contract. The renter assumes full responsibility for the event and is solely responsible for the actions and conduct of all guests and participants.

Room Setup: Tables and chairs are provided based on the contracted guest count. Renters may not move or add furniture. Please contact the Building Attendant for assistance with any setup needs.

Supplies: Renters are responsible for bringing their own supplies. Tables, chairs, and one coat rack are provided.

Sales & Soliciting: Sales of any kind—including but not limited to admission fees, ticket sales, merchandise sales, food or beverage sales, donation requests, or order-taking—are prohibited without an approved Special Use Permit. Special Use Permits require approval from the Executive Director and the Board of Park Commissioners. Gambling in any form is strictly prohibited.

Vendors: All hired or personally provided vendors (including entertainment providers, equipment rental companies, bands, generators, tents, canopies, caterers, etc.) must be listed on the rental contract for pre-approval. Vendors are required to provide a Certificate of Insurance with a minimum of \$1,000,000 in general liability coverage, listing the Lindenhurst Park District as additionally insured. A copy of the certificate must be submitted to the Park District at least two (2) weeks prior to the event.

Volleyball Equipment: Volleyball standards are adjustable for men, women, and youth. Equipment includes serving antennae, referee stand, tabletop, and flip scoreboard.