

1/10

**COMMUNITY PARK DISTRICT OF LAGRANGE PARK
RECREATION CENTER**

1501 Barnsdale Road, LaGrange Park, Il 60526

Phone: 708-354-4580 Fax: 708-354-4577

FACILITY RESERVATION FORM

Date requested: _____ **Number in group:** _____

Person in charge: _____

Address: _____ **City:** _____

Daytime phone: _____ **Evening phone:** _____

Hours of use: from _____ to _____ (Rental time includes decoration set-up and personal clean-up. Facility must be returned to its original condition)

Your rental time begins at _____ and ends at _____. _____
Initial

**MULTI-PURPOSE ROOM: Resident \$50.00/hour, 80 people or less
(Room Capacity is 200) \$60.00/hour, 81 people or more
Non-Resident \$60.00/hour, 80 people or less
\$70.00/hour, 81 people or more**

**CONFERENCE ROOM: Resident \$25.00/hour - Non-resident \$35.00/hour
(Room Capacity is 30)**

*** Rental fee includes usage of tables and chairs, custodian on duty for table/chair set-up and take down, and cleaning materials, as needed. Optional services with additional fees are listed on the following page.**

DISCLAIMER: The Park District will not be held liable for any claims made by organizations or individuals using the facility, nor will it be held liable for any personal injuries that may occur to individuals on the premises. As part of its risk management policy, the Community Park District of LaGrange Park will require the renting party to sign the RESERVATION FORM after having read the HOLD HARMLESS AGREEMENT.

Signature of renter: _____

Rental hours fee: _____ **Optional services fee:** _____

Deposit made: \$ _____ **Date:** _____

Balance due date: _____ **Balance due:** _____ **Paid:** _____
Date: _____

Set up instructions:

Community Park District of LaGrange Park – Hold Harmless Agreement

WAIVER AND RELEASE OF ALL CLAIMS

Please read this carefully and be aware that by renting the facility and/or park or by inviting guests you will be waiving your rights and the rights of your guest to all claims for injuries you or your guests might sustain arising and you will be required to indemnify, hold harmless and defend the Community Park District for any claims arising out of the use of the facility and/or park on the date(s) listed.

RISK OF INJURY

As a renter of the facility and/or park, I recognize and acknowledge that there are certain risks of physical injury, and I agree to assume the full risk of injuries, including death, damages, or loss which I or my guests may sustain as a result of participating in any and all activities associated with the rental of the facility and/or park.

WAIVER OF INJURY CLAIMS

I agree to waive and relinquish any and all claims I, or my guest may have arising out of or connected with, or in any way associated with the rental of the facility and/or park.

RELEASE FROM LIABILITY

I do hereby fully release and discharge the Community Park District and its employees from any and all claims from injuries, including death, damage, or loss which I or my guests may have or which may occur on account of rental of the facility and/or park.

INDEMNIFY AND DEFENSE

I further agree to indemnify, hold harmless and defend the Community Park District and its employees from any and all claims from injuries, including death, damages and losses sustained by me, or my guests in the event of any emergency. I authorize the public entity to secure from any licensed hospital, physician and/or medical personnel any treatment reasonable and necessary for me or my guest and assume liability for immediate care and agree that I will be responsible for payment of any and all medical services rendered.

I have read and fully understand and agree to the above stated conditions of participation.

Signature of Renter

Date

RENTER MUST INITIAL EACH ITEM AFTER IT HAS BEEN DISCUSSED. ANY VARIATIONS MUST BE INITIALED BY THE PARK DISTRICT AND THE RENTOR.

1. Your set up and clean up time must be included in your total rental time. _____
2. Final payment is due 14 days prior to the date of the event. _____
3. The Community Park District is not liable for damage to or loss of any merchandise displayed or left anywhere on the premises. _____
4. All decorations for the function of the facility shall be limited to table decorations only. Helium balloons are allowed. _____
5. The Community Park District reserves the right to enforce its standings concerning dress and decorum at the function as well as use of alcohol. _____
6. The Community Park District reserves the right to request any person under the influence of alcohol or any other controlled substance to leave the premises. _____
7. The Community Park District reserves the right to re-assign rooms in order to provide the most efficient seating and revenue opportunity for the facility. _____
8. Smoking inside the building is prohibited. _____
9. Alcoholic beverages may be served only with proof of Liquor Liability Insurance _____
10. Overdue charges for room usage will be assessed to the nearest 15 minute interval at the normal hourly rate. _____
11. You rent the room, not the building, therefore your party must be contained in the room. _____
12. You are responsible for the conduct of the people attending the party. _____
13. The Community Park District requires that all tables containing food or drink must have a table covering. _____
14. Use of the kitchen means countertops, sink, oven etc. are clean prior to your departure. _____

OPTIONAL SERVICES:

YES NO

Use of Kitchen	\$10.00	_____	_____
100 Cup Coffee Maker	10.00	_____	_____
Vases for tables	15.00	_____	_____
Liquor Liability Ins.	190.00	_____	_____

Total Optional Services _____