

# GLENVIEW PARK DISTRICT FIELDHOUSE RENTAL RULES AND POLICIES

## RENTER MUST HAVE PERMIT & BE ON SITE DURING THE ENTIRE RENTAL PERIOD

**RENTAL POLICIES AND PERMIT RULES:** The following rules and regulations apply to park areas which are being used for picnics and/or fieldhouse permit use. All fieldhouses are available for rental when in use for Park District programs. The Glenview Park District reserves the right to cancel permits if the facilities are needed for program use or repair. **Renter agrees to adhere by the following rules:**

1. Permit holder must 21 years of age or older.
2. The rental facility may be used **only during the rental time as specified** on the front of agreement. **Renter may not enter the fieldhouse for any reason prior to the start or stay past the end time indicated on the permit.**
3. Permit holder **may not exceed the maximum attendance** allowed for the fieldhouse.
4. **Permit holder must be on site at all times during the entire rental and produce the permit upon request.**
5. The following are **prohibited** in Glenview Park District's fieldhouses and parks: **alcohol, portable grills, inflatable/ bounce houses, loudspeakers, public address systems or amplifiers, laser tag, paint ball, pony rides, petting zoo, exotic animal show and smoke machines.**
6. Decorations must be removed including any tape or other fastening devices. (Fasteners, which mark the surface of the building, may not be used.) **Do not remove any existing decorations (i.e. camp posters) as these items are property of the park district.**
7. Renter must leave the building and grounds in a neat and orderly condition. The floors, counters, oven and stove should be left clean and free of foodstuffs. The refrigerator/ freezer must be left empty and clean. All rooms should be clean of debris. All water and room lights must be turned off. All doors and windows must be closed and locked. All garbage and debris should be placed in garbage bags (garbage bags are provided for your use by the Park District or you may use your own). Filled garbage bags must be placed in the 90 gallon garbage can and left in front of the fieldhouse entrance. Recyclables must be placed in the 90 gallon recycle can and left in front of the fieldhouse. Should the park district staff need more than 45 minutes to clean the facility as a result of the rental, \$50.00 per additional 30 minutes will be deducted from the rental deposit.
8. Glenview Park District is not responsible for any items left on the premises.
9. Sales and or private programs are not permitted at on Park District property.
10. All sports fields, courts and playgrounds are open to the public and not included as part of a fieldhouse rental.
11. The fire pit at Sleepy Hollow is available for use only to the Boy/ Girl Scouts of America. Prior approval from the GPD Risk Manager and Fire Department is required.
12. Smoking is prohibited inside fieldhouses. In accordance with IL state law, smoking is prohibited within a minimum distance of 15 feet from entrances, exits and windows that open.

### **AMUSEMENTS/ENTERTAINMENT:**

**Inflatables, moon walks, tents, laser tag, petting zoos or exotic animal shows, are prohibited.** All vendors (caterers, clowns, magicians etc) entering Park District grounds must be approved by the Park District. If approved, certain amusements may require a certificate of insurance at the renter's expense. The penalty for violating these rules is subject to forfeiture of the entire rental deposit.

**GRILLS AND FIREPLACES:** A charcoal grill, for cooking purposes, is located near each fieldhouse and may be opened with the fieldhouse key. All used coals should be left in the bottom of the permanent charcoal grill which will be emptied by the Park District. **No portable grills may be used in the park for any purpose. Fireplaces are not available for use.**

**BUILDING EQUIPMENT:** Flick shelter is equipped only with built-in picnic tables and chairs to accommodate up to 100 people and attached restrooms. Each fieldhouse meeting room is approximately 45' x 22' and includes a stove/oven, refrigerator/freezer and a sink. The equipment at each fieldhouse includes folding chairs (per the capacity of the particular fieldhouse) and 5 six-foot long tables (8 at John's and Willow). Each fieldhouse is equipped with interior restrooms. **The fieldhouses are not equipped with air conditioning, except for Willow Park Fieldhouse.**

**DEPOSIT REFUND POLICY:** The deposit is \$260. Deposit returns are contingent upon adhering to all permit rules listed above and returning the key to Park Center, 2400 Chestnut Ave. within three days of the rental date. Disregarding any of these rules will result in forfeiture of the entire deposit. Allow up to 14 business days after returning the issued key for the refunded deposit. Your check or cash must be deposited upon receipt and a refund check will be mailed; credit card refunds will go directly back to the credit card. **For keys returned 4 or more days after the rental date, the renter will be assessed a \$10 per day late fee which will be deducted from the deposit.**

**CANCELLATION POLICY:** If cancellation is made with 30 days notice of the rental date, the full amount of the rental fee paid will be refunded less a 10% service charge (minimum \$5, maximum \$15) and the full deposit paid will also be refunded. If cancellation is made with less than 30 days notice, the Park District will retain the rental fee paid and refund the deposit paid; this includes reservations made less than 30 days from the rental date.

**CAUSE FOR VOIDING PERMIT:** Any disorderly conduct or violation of any ordinances or regulations of the Glenview Park District shall be just cause for immediately voiding the permit and may cause for future denial of a permit and arrest by an officer.

**By signing below, I acknowledge that I have read the above rules and policies. I understand and accept the conditions.**

Renter's Signature \_\_\_\_\_  
Print Name \_\_\_\_\_

Date: \_\_\_\_\_