

Urbana Park District Rental Rules & Regulations

Behavior:

Initial: _____

- ❑ Please be considerate of other patrons and minimize noise or other disturbances during your rental.
- ❑ There is NO smoking in any indoor Urbana Park District Facility.
- ❑ Candles or other open flame are not permitted without prior approval.
- ❑ Admission fees will not be charged without prior approval and will result in a higher rental rate.
- ❑ Groups will vacate the building at the time designated on the Rental Request Form. If you exceed your approved rental time, you will be charged an additional amount at 1.5 times the regular hourly rate.
- ❑ Groups are responsible for making sure that all activities are properly controlled and supervised. Adequate adult chaperones must be provided for group members less than 18 years of age. Generally, one chaperone must be provided for every 5 – 15 minor participants.

Payments:

Initial: _____

- ❑ All payments are to be made to The Urbana Park District
- ❑ There will be a \$25 service charge on all returned payments.
- ❑ Any party that stays over their scheduled time will be charged an additional amount at 1.5 times the hourly rate. Early arrivals cannot be accommodated.
- ❑ Cancellations must be made at least four weeks prior to the rental in order to receive a full refund of fees and deposit minus a \$5 scheduling charge. Any cancellations made less than four weeks before the rental will be refunded according to the following schedule:

| Date of Cancellation: | Renter Receives: |
|------------------------------|---|
| More than 4 weeks in advance | 100% of rental fee + deposit minus \$5 processing fee |
| 27-21 days in advance | 75% of rental fee + deposit |
| 20-14 days in advance | 50% of rental fee + deposit |
| 13-7 days in advance | 25% of rental fee + deposit |
| Less than 7 days in advance | Entire rental fee is forfeited; deposit is returned |

Food and drink:

Initial: _____

- ❑ Food and drink allowed in designated areas only.
- ❑ Use of alcoholic beverages is prohibited unless an alcohol permit is applied for and approved and a certificate of insurance naming the Urbana Park District as additionally insured for \$1,000,000 is provided 2 weeks prior to the rental. If a permit is approved, only beer and wine are allowed and they must remain within the rental area. The use of other intoxicants is prohibited at all times.
- ❑ You will need to provide your own caterer, utensils, cups, etc (unless you purchase refreshments from the Urbana Park District). The Urbana Park District encourages the use of reusable or compostable mugs, plates, and silverware in place of Styrofoam and plastic. Recycling is encouraged.

Setup and cleanup:

Initial: _____

- ❑ Furniture and equipment are not to be moved without prior approval. Some items are permanent fixtures and cannot be removed.
- ❑ No furniture or equipment is to be loaned or rented out for use outside of the facility unless approved by the Program Manager.
- ❑ There are no provisions for renters to store any items prior to or after any rental without approval.
- ❑ The use of tape of any kind, thumb tacks, staples, nails, or other forms of fasteners to hang pictures and decorations by direct attachment to painted wood, walls, or ceiling tile is prohibited. Silly string and glitter are not permitted.
- ❑ Renter is responsible for leaving the facility in the same condition it was found. All trash is to be picked up, bagged, and taken to the appropriate containers. All decorations must be removed (streamers, signs, balloons, etc.), tables and chairs must be wiped down, floor must be swept, and any other necessary cleaning must be done within the scheduled rental time.

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- ❑ If staff must remove any helium balloons from the ceiling of a rented room, a \$25 fee will be taken from the damage deposit.
- ❑ After your facility rental you are required, in cooperation with the Building Attendant, to complete and sign a facility checklist. This completed and approved checklist will ensure your deposits return.

Liability:

Initial: _____

- ❑ The Urbana Park District reserves the right to have staff present at any meetings or events held in its facilities.
- ❑ The Urbana Park District assumes no responsibility for personal property brought into the facility.
- ❑ Indoor rentals require an employee be present at all times. Keys will never be issued to any other person or group.
- ❑ Groups requesting use of any facility shall be known to the Urbana Park District. Any group or organization not known shall be asked to present a written statement of its purpose, the reason for the meeting and the names of its officers or leaders.
- ❑ Use of the facility does not imply endorsement or sponsorship of the event by the Urbana Park District. Publicity should be designed to identify clearly and accurately the name of the sponsoring group.
- ❑ It is understood that individuals, groups or organizations using this facility will comply with the laws of the State of Illinois, the City of Urbana and the Urbana Park District
- ❑ The applicant or group representative will assume liability for any injury or damage done to the building, equipment, participants, or staff during their scheduled rental.
- ❑ The Park Board, the Executive Director, the City of Urbana Police or other authorized personnel may revoke any permit granted, at any time, if it is determined that the application for permit contained any misrepresentation or false statement, or that any condition set forth in the policies governing the permit requested is not being complied with, or that safety of the participants in the activities of the applicant or other visitors to the park/facility is endangered by the continuation of such activity or that the permit needs to be revoked to protect the park/facility or to protect the right of the general public to use the park/facility.
- ❑ By signing the Application Permit Request form you and your group have agreed to follow all Park District rental rules and regulations. Furthermore, you agree to compensate for damage, loss or expenses that occur, hold harmless and defend the District, its officers, agents, servants and employees from any and all claims resulting from injuries, damages and/or losses sustained by yourself or your group as a result of the use of this facility and its adjoining property.
- ❑ Urbana Park District will not be liable for any claims for injury or damages resulting from or arising out of the use of the District's facility or premises and the permit holder agrees to indemnify the Park District and hold harmless against any and all such claims, damages, losses and expenses except to the extent the Park District caused the injury. If requested by the District, the permit holder shall carry insurance against such claims and furnish the District with a certificate of insurance evidencing same.

I have read all the Rules and Conditions of Use attached. I understand and agree to them as a condition of my use of Urbana Park District parks/facilities. I further understand that noncompliance with these conditions may result in loss of permit, additional fees and charges or any other applicable consequences under the ordinances of the Urbana Park District or under the law.

Signature: _____ Date: _____