

## Justice Park District Facility Rental Application



DATE OF RENTAL: \_\_\_\_\_

TIME OF RENTAL: \_\_\_\_\_ TO \_\_\_\_\_

APPROX. NUMBER OF PEOPLE: \_\_\_\_\_

TYPE OF RENTAL: \_\_\_\_\_

**\$250 SECURITY DEPOSIT (refunded back in full if no damages)**

### Facility Requested—4-hour rentals!

Small Room (\$300) \_\_\_\_\_

Large Room (\$350) \_\_\_\_\_

BOTH Rooms (\$500) \_\_\_\_\_

Full Kitchen (\$100) \_\_\_\_\_

Microwave Only (\$20) \_\_\_\_\_

Bouncy House (\$300) \_\_\_\_\_

Pavilion (\$150) \_\_\_\_\_

Alcohol Permit/Certificate of Insurance (\$150) \_\_\_\_\_

Additional ½ Hour Set Up Time (\$25) \_\_\_\_\_

Additional Hours \_\_\_\_\_ x \$50 \_\_\_\_\_ (over the 4 hour rental)

**FRIDAY RENTALS = Save 20% off above rental prices!**

**TOTAL PRICE OF EVENT:** \_\_\_\_\_

**RENTER INITIALS ACKNOWLEDGING PRICE ABOVE:** \_\_\_\_\_

Day  
Time  
Date

### FOR OFFICE USE ONLY!

**Payment in full must be received to save your rental date!**

Amount: \_\_\_\_\_

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

Approval by Staff/Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Executive Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Working Rental: \_\_\_\_\_

## **GENERAL INFORMATION FOR RENTER-**

Please complete this Facility Rental Application packet and turn it in to the Justice Park District Front Office.

Address: Justice Park District - 7747 S Oak Grove Avenue, Justice, IL 60458

Rental Phone Number: 708-546-0392

Rental Email: [rentals@justiceparkdistrict.com](mailto:rentals@justiceparkdistrict.com)

-Upon receipt of the application, full payment and security deposit, the Justice Park District will review the application and determine approval for use of the Justice Park District facility.

-**NO** applications will be accepted or approved without full payment, security deposit (credit card only) and a completed facility application packet.

-Please fill out the Hold-Harmless Indemnity Agreement.

-Read the Rules & Regulations for use and the Justice Park District will give renter a copy for their own records.

-Please let the Justice Park District know how you'd like the room to be set up. Attach a drawing using rectangles for tables and circles for chairs. The Justice Park District needs this **one week prior** to your event or renter will be responsible for putting tables and chairs up on their own.

**Name of Person Renting (21 or older):** \_\_\_\_\_

*Park District will take a copy of the I.D.*

**Address (including City, State, and Zip):**

\_\_\_\_\_  
\_\_\_\_\_

**Phone #:**

\_\_\_\_\_

**Email:**

\_\_\_\_\_

**I have read the attached rules and regulations for the use of the Justice Park Facility. I also agree to be responsible for all damages and other requirements listed in the rules and regulations.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## JUSTICE PARK DISTRICT

### RULES OF REGULATIONS FOR USE OF PARK DISTRICT FACILITIES

The Justice Park District shall permit outside organizations and citizens of Justice to use our facilities. However, authorized representatives must be aware that the utilization of those facilities is a privilege granted by the Justice Park District: Therefore, the following Rules and Regulations have been established. Applications and dates will be held unless all regulations are followed.

1. Request forms for facility use must be completed and filed with the Justice Park District.

Initial: \_\_\_\_\_

2. Organizations or individuals must provide written communication to the Justice Park District regarding any changes in the authorized representative. Initial: \_\_\_\_\_

3. The Lessee(s) shall not enter, occupy, or use this listed facility (ies) until the time(s) and date(s) specified on previous page. Initial: \_\_\_\_\_

4. The Lessee(s) shall vacate the facility (ies) at the time(s) and date(s) indicated above or be charged a pro-rata amount for every one-half (1/2) of overtime use. Initial: \_\_\_\_\_

5. The Justice Park District has the right to suspend use privileges indefinitely, for misuse or violations for immediate suspension include but are not limited to: smoking in unauthorized areas, theft or vandalism, lack of supervision, absence of authorized representative, etc.

Initial: \_\_\_\_\_

6. The Justice Park District reserves the right to terminate a permit at any time. Initial: \_\_\_\_\_

7. It shall be the responsibility of the organization using the facility to see to it that ALL in attendance confine themselves and their group to the areas for which permission was granted. If a group consists of children, renter must always exhibit control and supervision over them.

Initial: \_\_\_\_\_

8. Organizations, groups or persons using a Justice Park District facility must assume liability for any damage to the buildings or property. Also, anyone using the facilities should do so at their own risk. Initial: \_\_\_\_\_

9. The Justice Park District does not assume any liability for property lost or stolen on the Justice Park District premises, or for personal injuries sustained on the premises during the Lessee(s) use of the premises and Lessee(s) hereby agrees to assume the full risk of any injuries, damages, or loss, regardless of severity, that Lessee(s) may sustain because of this Agreement. Lessee(s) further agrees to waive and release the Justice Park District from all losses, claims, suits or judgments or damages that Lessee(s) might sustain because of all activities connected with or associated with this Agreement. Initial: \_\_\_\_\_



10. Lessee(s) shall be responsible for inspecting the facility subject to this Agreement prior to each use and shall be responsible for bringing to the Justice Park District attention any potential dangers, safety hazards or problems. Lessee(s) is solely responsible for determining whether said facility(s) is safe, appropriate, and/or compatible for Lessee's intended use. Initial: \_\_\_\_\_

11. Lessee(s) is solely responsible for always providing all supervision during Lessee(s) use of any facility, including but not limited to the leased facility, and all common areas. Further, Lessee(s) shall be responsible for ensuring that Lessee's guests and invitees comply with all applicable rules and regulations pertaining to use of Justice Park District facilities. Initial: \_\_\_\_\_

12. The authorized or approved alternate must be always present when the Justice Park District facilities are being used by their group. The security of outside doors and building will be the responsibility of the Justice Park District. Initial: \_\_\_\_\_

13. The authorized representative or approved alternate has no jurisdiction over any Justice Park District personnel. Initial: \_\_\_\_\_

14. No tables, chairs or any Park District property or equipment are to be removed from the premises without the permission of the Justice Park District Director. Initial: \_\_\_\_\_

**THE JUSTICE PARK DISTRICT DOES NOT ALLOW UNDER ANY CIRCUMSTANCES THE BELOW BULLETED ITEMS!**

- **NO CONFETTI ALLOWED.** Initial: \_\_\_\_\_
- **NO TAPE ON WALLS OR FLOORS.** Initial: \_\_\_\_\_
- **NO FOG MACHINES.** Initial: \_\_\_\_\_
- **NO MICROWAVES.** Initial: \_\_\_\_\_
- **NO BOUNCY HOUSES ALLOWED INSIDE THE BUILDING. OUTSIDE BOUNCY HOUSES ARE AVAILABLE FOR RENTAL BY JUSTICE PARK DISTRICT ONLY.** Initial: \_\_\_\_\_

15. A photo ID is required to rent the building. Initial: \_\_\_\_\_

16. Justice Park District personnel must always have access to all facilities/rooms. Initial: \_\_\_\_\_

17. Smoking is prohibited in all park district facilities and parks, and within 15 feet of any entrance. Smoking is permitted outdoors, provided that adequate precautions and supervision is being used to protect all property from smoke/fire damage. Initial: \_\_\_\_\_

18. **If Alcohol is going to be served you need to purchase the permit/Certificate of Insurance through the park district. No hard liquor is allowed. (Beer and Wine only) There is no drinking outside of the building.** Initial: \_\_\_\_\_

19. It is fully understood and agreed by the parties that the Lessee(s) guarantees to defend, indemnify, and hold harmless the Justice Park District, its officers, employees, volunteers, and agents against all liabilities, claims, damages, losses, costs, and expenses (including reasonable attorneys' fees) arising indirectly or directly in connection with or under, or because of this agreement. Initial: \_\_\_\_\_

20. Motorized vehicles and pets are not permitted inside the parks or facilities at any time. Initial: \_\_\_\_\_

21. Approval for the facility is at the discretion of the Justice Park District. Approval will not necessarily be granted on a first-come-first-served basis. Initial: \_\_\_\_\_

22. Lessee(s) shall comply with all applicable ordinances and permit procedures. Initial: \_\_\_\_\_

23. The Justice Park District will prosecute all individuals who vandalize the facility or violate local law. Initial: \_\_\_\_\_

24. This Agreement may not be assigned by Lessee(s) without the Justice Park District's prior written consent. Initial: \_\_\_\_\_

25. Capacity of the building is 80 people max. Initial: \_\_\_\_\_

26. **Renter is responsible for informing their guests about any parking restrictions and designated parking areas.** Initial: \_\_\_\_\_

27. No public Wi-Fi. Initial: \_\_\_\_\_

28. **Full Refund issued 3 weeks prior to date of rental only. Reschedule the event at no charge or 25% refund within 3 weeks before the rental date.** Initial: \_\_\_\_\_

The Justice Park District gives renters a FREE 30 minutes to set up and a FREE 30 minutes to clean up/take down. If any additional time is needed, renter must pay for the additional time. Initial: \_\_\_\_\_

Facility Rates are listed on the first page of the Justice Park District Facility Rental Application. Initial: \_\_\_\_\_

I have read the above rules and regulations and acknowledge that I will abide by them during my rental at the Justice Park District.

Signature \_\_\_\_\_

Date \_\_\_\_\_



## Credit Card Authorization and Security Deposit Form

Please complete all fields.

This credit card authorization allows **Justice Park District** to keep your card on file. This authorization will be used for possible fines due to false smoke alarms and damages occurred during your scheduled rental time. This authorization will be canceled 14 days after your scheduled rental.

A \$250 Security Deposit will be charged to your credit card and \$250 will be refunded to your card approximately 14 days after your rental.

Credit Card Information Card
Type:   MasterCard   VISA   Discover   AMEX   Other
Cardholder Name (as shown on card):
Last 4 digits of Card Number:
Expiration Date (mm/yy):
Cardholder ZIP Code (from credit card billing address):

I, \_\_\_\_\_, authorize **Justice Park District** to charge my credit card above for agreed upon purchases. I understand that my information will be saved to file for future transactions on my account. \_\_\_\_\_

\_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
Date

Rental Date:

Rental time:



Justice Park District  
Hold-Harmless Indemnity Agreement

We/I \_\_\_\_\_,

(Renter's Name)

Do hereby promise, undertake, and guarantee to hold harmless and indemnify the Justice Park District, Justice, Illinois, against all costs, expenses, loss or damage which may be now or hereafter incurred against the Justice Park District by reason of a certain suit or claims which is a result of the use of the facilities.

For the benefit of \_\_\_\_\_.

(Type of Rental)

The Justice Park District is to have exclusive use of the facility in the event of a Justice Park District sponsored activity. The group or persons using the said facility shall hold the Justice Park District harmless from any negligence, either passive or active.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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

Staff Signature: \_\_\_\_\_

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



# Checklist for Rentals Cleaning and Damage

This form is given to you ahead of time as a courtesy so that you are prepared for the day of your rental and understand what to expect. This form will be saved in the signed packet and provided to you by the Building Attendant the day of your rental.

## Reminders:

*No tape, glue, or other adhesive material may be used on the wall, floor, or ceilings.* Initial:       

*Not cleaning up after event may result in an added fee of \$300.00.*

Initial:       

Date of Rental: \_\_\_\_\_

Person Renting Room: \_\_\_\_\_

Time of Rental: \_\_\_\_\_

Room(s) Rented:

☐

Small Room

☐

Large Room

☐

Kitchen

**After the event ends, please find the Building Attendant onsite and walk through the rooms together to complete this checklist on the second page.**



☐

Clean off and wipe down tables.

☐

Remove trash from floors.

☐

Take out garbage. The staff member will be able to assist with this.

☐

Remove trash from floors in bathroom.

☐

Make sure all toilets are flushed.

☐

Sweep, wipe counters, oven and sink in kitchen (if rented kitchen).

☐

Wipe down microwave (if rented).

☐

Look for any damages and make note:

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☐

Walk through (Renter acknowledges that the Staff member walked through the site together) Initial:       

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Renter Signature

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Date

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Staff Signature

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Date