



PARK DISTRICT
20712 Western Avenue - Olympia Fields, Illinois 60461
(708) 481-7313 FAX: (708) 481-8735

PARK RENTAL RULES & REGULATIONS

Rules are applicable to ALL renters and their service providers.

1. If exclusive use of a picnic area is desired by a group or if the group size is larger than 25, a picnic permit shall be required. Groups larger than 100 must put your usage request in writing to the Park District.
2. Cancellations not made 30 days prior to the scheduled rental will result in forfeiture of the security deposits.
3. Cancellations and time changes must be made in writing to the Park District and approved by the Office/Facilities Manager.
4. Cancellation fee is \$10.00.
5. A park permit application must be submitted with applicable fees. The approved application must be available at the time of usage for presentation to other park users, Park staff or the police if requested.
6. Permit holders have priority over groups without a permit. If a group is using your designated area, show your permit and politely ask that they vacate the area. If a problem occurs, contact the police (708) 503-8110.
7. The person whose signature appears on the Facility Usage Application MUST be in attendance during the duration of the rental or the security deposit will be forfeited and future use of the facility will not be allowed.
8. Additional security fee will be charged for teen parties (maximum of 60 teens allowed) and parties of 120 or more.
9. All caterers, rental companies and entertainers must provide the Park District with a certificate of insurance naming the Olympia Fields Park District as additional insured. This must be secured no later than 2 weeks prior to rental date.
10. All tent / awning companies must meet with Park District staff one month prior to the rental to verify approved location and installation procedures. In addition they must provide the Park District with a certificate of insurance naming the Olympia Fields Park District as additional insured. Certificate of insurance must be secured no later than 2 weeks prior to rental date.
11. Alcoholic beverages may not be served, consumed or brought on park property unless an alcohol consumption permit and insurance have been secured at least 30 business days prior to your event. Alcohol permits are NOT REFUNDABLE if event is cancelled less than 30 days prior to scheduled rental date.
12. All equipment delivery and pick up must be coordinated with the renter during rental hours. Pick up and returning of caterers items is the responsibility of the renter.
13. Parking and driving is permitted only on designated roadways and parking areas.
14. **No drive-up deliveries.** All items must be unloaded or loaded and walked in from parking lot.
15. Pedestrian walkways must not be blocked with equipment or vehicles.
16. After unloading, all catering / staff vehicles must be parked in designated parking areas only.
17. Catering staff is to utilize hard surface walkways in lieu of walking through shrub, groundcover or grass areas.
18. All outdoor barbequing or food preparation on site must be coordinated and approved by Park District staff a minimum of one month prior to rental.
19. Charcoal fires are permitted only in picnic grills. Wood fires are prohibited in District grills. Renter MUST extinguish fire/coins with water and dispose of coals in proper containers before leaving premises.
20. Overall cleanup after utilization of the facility is the responsibility of the renter. Facility must be completely cleared of all food, paper, decoration, linens and equipment. All facility floors / grounds, chair and tables must be cleaned of food and paper. All garbage is to be bagged and placed in a garbage can. Please empty all liquids from containers before throwing them in the garbage.
21. Use of candles is prohibited unless written approval from the Park District is received prior to the event.
22. Electronically amplified sound is prohibited in District parks unless special written permission is secured.
23. Decoration reminders: Use masking tape ONLY (no packaging tapes, scotch tape, staples, thumb tacks, etc.)
24. NO silly string allowed - if used you will lose your security deposit.
25. If floors / ground, chairs or tables are stained due to food / drink spills you will lose your security deposit.
26. Parks close at dusk.
27. **RENTER WILL FORFEIT SECURITY DEPOSIT AND WILL BE RESPONSIBLE FOR ALL DAMAGE AND COSTS IF FACILITY RULES & REGULATIONS ARE NOT STRICTLY ADHERED TO.**
28. **Any refunds due Contractee will be paid within 30 days of event. Checks can be picked up in the Park District office.**
29. **BY SIGNING THIS AGREEMENT YOU AGREE TO** pay to the District all costs incurred by the district, including but not limited to legal fee and costs incurred by the District in enforcing any provisions of this agreement.
30. Renters acknowledge that this agreement is for facility usage only and that any permitted use of other park property, such as CD Player, Microwave, Radio, Microphone, Coffee Maker, Refrigerator, grill, water fountain, volley ball net is allowed as a courtesy only and the non-functioning of such items does not affect enforcement of Renter's obligations to pay or otherwise.

The renter is responsible for any damages to park property encumbered during the rental of our facility. The Park District asks that your group utilize the park facilities safely. The District requests that your group be carefully supervised, so that your day is safe and enjoyable for your entire group. If you have any questions please call the Park District office at (708) 481-7313.

➤ **Please sign below stating that you have received and read the community Center Rental Policy and Procedures and will comply with the rules and regulations stated.**

✕ Sign Name _____ Date _____
(Renter)

✕ Print Name _____