



ROOM RENTAL RULES & REGULATIONS

Rules are applicable to ALL renters and their service providers.

1. Cancellations not made 30 days prior to the scheduled rental will result in forfeiture of the security deposits.
2. Cancellations incur a \$25.00 fee and will be deducted from any payments made. If cancelling less than 30 days from event then the deposit plus a \$25.00 fee will be charged.
3. Cancellations and time changes must be made in writing to the Park District and approved by the Facilities Supervisor.
4. Balance due on rental of facilities must be paid no less than 2 weeks prior to rental date or event will be cancelled.
5. The person whose signature appears on the Facility Usage Application MUST check in with the Facility Attendant before doors will be opened. In addition, they 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.
6. Additional security fee will be charged for teen parties (maximum of 60 teens allowed) and parties of 120 or more.
7. All caterers, DJ's, 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.
8. 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.
9. 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.
10. Caterer must visit the site and review set-up with Park District personnel at least one month prior to rental date.
11. 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.
12. No drive-up deliveries. All items must be unloaded or loaded and walked in from parking lot. Flower planters must NOT be moved.
13. Pedestrian walkways must not be blocked with equipment or vehicles.
14. After unloading, all catering / staff vehicles must be parked in designated parking areas only.
15. Catering staff is to utilize hard surface walkways in lieu of walking through shrub, groundcover or grass areas.
16. All food preparation equipment is to be kept within the kitchen unless otherwise approved with Park District staff one month prior to the rental.
17. All hallways must be kept completely clear of equipment.
18. Loft is not available for usage, unless approved by Olympia Fields Park District.
19. 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. Coals must be distinguished with water.
20. No open flame cooking (excluding sterno) may be done inside facility or near the facility exterior.
21. Lucite trivets must be used under hot pans, dishes and sterno. Trivets are the responsibility of the renter.
22. A 30-cup coffee maker is available upon request. Request must be made no later than 2 weeks prior to the rental date.
23. 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, chair and tables must be cleaned of food and paper. All garbage is to be bagged and placed outside in the dumpster by the renter or caterer. NO LIQUIDS are to be placed in garbage bags. Please empty all liquids from containers before throwing them in the garbage. The dumpster key can be obtained from the Facility Attendant. All garbage cans are to be returned to the inside of the facility.
24. Kitchen counter sinks and appliances must be cleared of all food and equipment wiped down.
25. Entire facility is SMOKE FREE, including the restrooms.
26. Use of candles is prohibited unless written approval from the Park District is received prior to the event.
27. Decoration reminders: Use masking tape ONLY (no packaging tapes, scotch tape, staples, thumb tacks, etc.)
28. NO Mylar balloons or silly string allowed – if used you will loose your security deposit.
29. The Facility Attendant is in charge of the facility and is there to assist with any questions that may arise. Only the Facility Attendant can operate the sound system and thermostats.
30. No smoke or fog machines are allowed in the facility due to the sensitivity of the smoke / fire alarm. Use of smoke or fog machines may result in the loss of your security deposit.
31. If floors, chairs or tables are stained due to food / drink spills you will loose your security deposit.
32. If floors, chairs, tables, walls, equipment are damaged or require maintenance extra time to clean you will loose your security deposit.
33. Electronically amplified sound is prohibited on grounds outside the Barn/Silo/Cull House unless special written permission is secured by Facility Mgr or Park Director.
34. RENTER WILL FORFEIT SECURITY DEPOSIT AND WILL BE RESPONSIBLE FOR ALL DAMAGE AND COSTS IF FACILITY RULES & REGULATIONS ARE NOT STRICTLY ADHERED TO.
35. Any refunds for event will be paid within 30 days from the date of your event. Checks to be picked up in our office.
36. 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.
36. 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 (Renter) _____ Date _____

✕ Print Name _____