

ELMHURST PARK DISTRICT

THE ABBEY

407 W. St. Charles Road
Elmhurst, IL 60126

INDOOR FACILITY USAGE GUIDELINES

It is the intent of the Elmhurst Park District to make our facilities available to the public on a fair and equitable basis. A person seeking facility usage shall sign the application form stating that he or she has read and understands any district rules, regulations and guidelines for use of park buildings, land property and/or any other park district facility.

ALCOHOLIC BEVERAGES ARE PROHIBITED ON PARK DISTRICT PROPERTY

1. Please be aware that the signee of the application is waiving and releasing all claims for injury for themselves and to the others of his/her group that might arise out of the facility usage. The Elmhurst Park District shall assume no responsibility for any accident, theft or loss of property. The signee of the application shall hold the Elmhurst Park District Board and staff members harmless for any costs or liability resulting from activities or programs of the signee.
2. Applications for use of park district facilities must be completed in full, signed by an adult (21 years or older) who assumes responsibility for the group and be present during the entire usage period. Inaccurate information will result in cancellation of the application.
3. Facility usage applications can be made up to 10 working days in advance to receive consideration on a first come first served basis. The park district will attempt to accommodate requests with at least 72 hours' notice, but approval of such a request depends upon facility availability.
4. Rooms/facilities may not be entered prior to the agreed upon time. Usage will be confined to the rooms/areas designated on the original application. Additional rooms/areas may not be used without prior permission or reservation. Individuals/groups are required to vacate at the time designated on the application.
5. All individuals, groups and organizations are responsible for the orderly condition of the facility upon their departure. No confetti (including plastic), glitter, color powder, silly string or non-water based paint is allowed. Damage deposit will be retained for additional clean-up.
6. The district requires a \$50 refundable damage deposit at time of booking to secure the date. If applicable, the deposit will be retained to cover excessive clean-up cost and/or damage to property or equipment. If the cost of clean-up and/or repairs/replacement of equipment exceeds the amount of the security deposit, the individual signing the application shall be responsible for the balance and will be billed accordingly.
7. Renter may arrange for additional amusement attractions (i.e. bounce house, climbing wall, DJ, face painters, balloon artists, etc.) with the approval of the Park District. Rental Company will be required to provide a certificate of insurance with minimum coverage including Commercial General Liability of \$1,000,000 per occurrence and \$2,000,000 of general aggregate insurance, as well as listing the Elmhurst Park District as additionally insured and as certificate holder
8. Facility usage will not be granted to individuals or groups charging admission or fees for the purpose of private monetary gain unless written permission is granted. No person shall sell, offer to sell or exchange property, or buy, or exchange any property, or take up any collections of any money or property of value in or on Park District facilities.
9. The posting of advertisements of any product or service for sale is prohibited unless prior approval has been received from the Elmhurst Park District.
10. To avoid consumer confusion the following verbiage must be included on any approved publicity and/or advertising - *"This is not an Elmhurst Park District sponsored event. We are not affiliated, associated, authorized, endorsed by, or in any way officially connected with the Elmhurst Park District."* A copy of the publicity/advertising must be submitted to the Elmhurst Park District prior to posting.
11. Facility usage policies are subject to change without prior notice.
12. The Elmhurst Park District reserves the right to cancel rentals due to unavoidable circumstances. All moneys will be returned in this instance.
13. The remaining rental balance is required to be paid ten (10) days prior to the event. If for any reason, renter cancels the rental less than ten days prior to the start date, all monies, including damage deposit will be forfeited.
14. **The Abbey rental fee is \$90 per hour/resident plus a \$20 set up fee; \$110 per hour/non-resident plus a \$20 set up fee.**
15. **Alcoholic beverages are prohibited on park district property – no alcohol at The Abbey.**
16. No Person shall smoke a cigarette, cigar, pipe, or any other form of tobacco or similar substance used for smoking, including smokeless tobacco, e-cigarettes, and unregulated nicotine products on or within 15 feet of District property
17. Rentals choosing to utilize amplified sound may do so, as long as City of Elmhurst ordinances are followed. If noise level is too loud, rental will receive one warning. A second warning will result in the immediate shut down of all amplified sound. Sound must be controlled by someone who is 18 years or older.

18. The Elmhurst Park District is committed to developing and using sound environmental policies, best practices, and opportunities. As such, consider the following recommendations for your rental: 1.) Create paperless invitations – easy to do with email, Facebook, Twitter, Evites, and other web-based resources (if printing is essential, use recycled paper and vegetable-based inks). 2.) Walk, bicycle, or carpool to the park or facility. 3.) Use sustainable products – reusable, recyclable, or biodegradable utensils and dishware, locally grown produce, or if catering, consider a vendor who demonstrates a commitment to sustainability. 4.) Please recycle – recycling bins are located in every park and facility.
19. The Park District periodically photographs or films persons participating in its programs and activities. All persons registering for Park District Programs/activities, or using Park District property thereby agree that any photography or videotape taken by the Park district may be used for promotional purposes, including ads, brochures, flyers, publications, and promotional videos without additional prior notice or permission, and without compensation to the participant.
20. All rules and policies of The Hub and the Elmhurst Park District must be adhered to. It is the responsibility of the renter to see that their guests follow all facility rules.

I have read, understand and agree to the above guidelines.

Signature of Applicant

Date

Print Name/Organization

**Any handwritten or unapproved changes made to this document will void the agreement in its entirety, resulting in cancelation of rental and possible forfeiture of the agreed upon date and time.*

Thank you for booking your rental with the Elmhurst Park District