



Glen Ellyn Countryside Park District

2N351 Highland Ave. Glen Ellyn, Illinois 60137

(630) 469-6010 | commissioner@gecparkdistrictil.gov | <https://gecparkdistrictil.gov>

Facility Rental Application

Name: _____
Email: _____

Phone: _____
Address: _____

Are you a resident within Glen Ellyn Countryside Park District limits? ☐ Yes ☐ No

Are you a part of a non-profit group? ☐ Yes ☐ No

Event Date: _____ Event Purpose: _____

	Start Time	End Time:	Duration: (in hours)
Event Setup:			
Main Event:			
Event Breakdown:			

Total Rental Time:			
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All rentals have a mandatory \$150 security deposit(refundable), and a \$75 cleaning service fee (non-refundable). \$125/hour for each hour past the Total Rental time (end time) detailed here which shall be no longer than six (6) hours. Hours of availability are 10am to 10pm. Total rental time including setup and breakdown must be within these hours. Setup and Breakdown times must be no longer than 30 minutes before and after the main event. The following hourly fees apply only to the main event duration.

What facility(ies) would you like to reserve?

<input type="checkbox"/> Pavilion No Capacity Limit \$30 per hour (\$80 for non-residents)	<input type="checkbox"/> Half Rec Room 25 person capacity \$30 per hour (\$60 for non-residents)	<input type="checkbox"/> Full Rec Room 50 person capacity \$60 per hour (\$120 for non-residents)	<input type="checkbox"/> Kitchenette (For use WITH half/full room) +\$15 per hour (+\$30 for non-residents)
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Process

The first step is for the applicant to fill out this form, and turn it in along with the full security deposit amount to the Glen Ellyn Countryside Park District building located at 2N351 Highland Ave Glen Ellyn, IL 60137. We will then reach out to you at the info listed above after the board has decided to accept/deny the application. If denied, the deposit will be returned promptly. Upon approval, we'll reserve the facility under your name, and let you know what the total remaining payment is. On the day of the event, the rest of the payment (check) must be made before access to the facility will be granted. After your event is over, we'll return your security deposit within five working days, assuming no damage, repairs, or the likes need to be made to our facilities, grounds, personnel, etc.

Priority

All of our facilities will have priority given to Glen Ellyn Countryside Park District events. Second will be residents of Glen Ellyn Countryside Park District and non-profit groups. Lastly all open availability will be prioritized on a first come, first served basis.

Amenities

Multiple stall restrooms are available to all rentals. **Pavilion** rentals may only access restrooms **during facility hours**. Rec Rooms have access to an audio system, microphone and projector. External device compatibility is not guaranteed. Half rooms have access to two (2) ~13' foldable tables and accompanying benches and up to (15) folding chairs. The full room has access to four (4) ~13' folding tables and accompanying benches and up to (25) folding chairs. Kitchenette has a microwave, a large 2-compartment sink with drying racks on each side, fridge with a freezer, and an industrial food heating unit. No access to a gas/electric/induction range, or an oven.

Signature of applicant acknowledges that applicant/guests agree to the above conditions, to pay any overages, and to abide by all guidelines, rules/regs applicable to this facility rental seen on this page, or other accompanying documents.

Applicant Signature: _____

Date: _____



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Glen Ellyn Countryside Park District Facility Rental Rules and Regulations

1. Applicants must be age 21 or older.
2. All fees must be paid before event start time.
3. Sufficient adult supervision shall be provided by the applicant, individual, or organization in charge of the event.
4. Groups with youths under the age of 18 must have one adult over 21 for every 10 youths.
 - a. Any group which does not have adequate supervision or fails to maintain discipline will be asked to leave without the option for a refund.
5. All equipment/materials/decorations brought by the applicant/applicant(s) guests must be removed at the end of the rental. Trash must be placed in appropriate receptacles. There is a dumpster outside the facility building.
6. Facilities must be left in the original condition they were found.
7. Any damages made to the facility as the result of use during a rental will be the responsibility of the renter/organizer.
8. Alcohol is NOT permitted on park grounds or within recreation facilities.
9. Smoking is NOT permitted indoors within recreation facilities.
 - a. Violation of the alcohol and smoking policy will result in immediate termination of Rental
10. All applications must be approved by the Park District Board.
11. Facility requests that include the use of equipment not normally available at the site must be approved by the board as part of the application acceptance process and may be subject to additional fees.
12. All conduct will be in conformance with local, state, and federal laws.
13. The renter/organizer must be present as the person of contact during the rental.
14. Main event duration must be between the hours of 10am and 10pm.
15. Applicants must show a government issued ID at the time of the rental/payment.

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Glen Ellyn Countryside Park District Facility Rental Policies

Overages:

I understand that additional costs may be incurred if the rental agreement (on any/all pages) isn't followed.

Disclaimer:

The park district will not be held liable for any claims made by organizations/applicants/individuals using any facilities/grounds, nor will it be held liable for any personal injuries that may occur to individuals on the premises. As part of the risk management policy, the Glen Ellyn Countryside Park District will require the renting organizations/applicant to sign this form after having read the Hold Harmless Agreement (see below).

Hold Harmless Agreement/Indemnify and Defense:

I further agree to indemnify, hold harmless, and defend the Glen Ellyn Countryside Park District and its employees/volunteers from any and all claims from injuries, including death, damages, and losses sustained by me, or my guest(s) in the event of any emergency. I authorize the public entity to secure from any licensed hospital, physician and/or medical personnel any treatment reasonable and necessary for me or my guest(s) and assume liability for immediate care and that I will be responsible for payment of any and all medical services rendered.

Waiver and Release of all claims:

Be aware that by renting any of the facilities and/or parkour by inviting guests you will be waiving your rights and the rights of your guest(s) to all claims for injuries you or your guest(s) might sustain arising and you will be required to indemnify, hold harmless, and defend the Glen Ellyn Country Park District for any claims arising out of the use of the any of our facilities and/or Park on the dates agreed to.

Risk of Injury:

As a renter of any of our facilities and/or park, i recognize and acknowledge that there are certain risks of physical injury, and i agree to assume the full risk of injuries, including death, damages, or loss which I, or my guest(s) may sustain as a result of participating in any and all activities associated with the rental or use of any of the facilities and/or park.

Waiver or Injury Claims:

I agree to waive and relinquish any and all claims I, or my guest(s) may have arising out of or connected with, or in any way associated with the rental of any of our facilities and/or parks.

Release from Liability:

I do hereby fully release and discharge the Glen Ellyn Countryside Park District and its employees/volunteers from any and all claims from injuries, including death, damage, or loss which I or my guest(s) may have or which may occur on account of rental of the facility and/or park.

Denial of Reservation:

A reservation may be denied for reasons including, but not limited to the following:

1. The function shall interfere with the general public's enjoyment of the facilities; 2. The function shall present a clear danger to the safety of the participants/others using the facility; 3. The function will cause physical damage to any of our facilities or their contents; 4. The function shall conflict or compete with Park District programs or services, or a previous reservation; 5. If the reservation is denied the reasons shall be stated at that time.

Waiver/Liability Coverage:

A waiver releasing the park district of any harm and damages must be signed by the applicant/user of the rental facility or park. In addition the park district may require the user to provide a certificate of insurance naming the park district as additionally insured with a minimum coverage of \$1 million dollars.

Security Deposits:

A security deposit will be required and held until the facility is checked by a representative of the park, if everything is in good order the deposit will be returned. However, the deposit may be retained to make repairs that occurred during the use. In addition, the applicant/renter of the facilities may be charged for any additional damages.

Signature of applicant acknowledges that applicant/guests agree to the above conditions, to pay any overages, and to abide by all guidelines, rules/regs applicable to this facility rental seen on this page, or other accompanying documents.

Applicant Signature:

Date: