

**Village of University Park
Parks and Recreation Department
PARK RENTAL AGREEMENT PERMIT**

Rental Date: _____ Have you been here before? Yes ___ No ___
Name of Park: _____
Organization Name: _____
Name of Applicant (Responsible Party): _____
Address: _____
City: _____ State: _____ Zip Code: _____
Phone # Daytime: _____ Evening: _____ Emergency: _____
Email Address: _____
Type of Activity: _____
Time Required: From _____ To _____ Day of the Week: _____
Additional Request: _____

_____ **Open Area 15 + People** **Non-Refundable Deposit:** _____
Rental Fee (Non Residents): _____ **Total Rental Amount:** _____

I have read the reverse side of this form and understand the deposit and cancellation policies and the rules and regulations set forth. As the applicant, I further accept responsibility for informing all persons in attendance of the rules and regulations and their compliance. I also understand that upon completion of the rental, a deposit refund will be mailed within 6 to 8 weeks only to the person signing this agreement form. **Proof of residency I.D. must accompany this form for residency rates to apply.**

Applicant's Signature _____ **Date**

Authorized Signature _____ **Date**

FOR OFFICE USE ONLY

Total Due: _____ **Deposit:** _____ **Receipt #** _____ **Current Balance:** _____

Cash: _____ **Check #** _____ **Date Paid:** _____ **Amount Paid:** _____

Received by: _____ **Date:** _____

**REVISED
1/12/2015**

UNIVERSITY PARK-PARK RENTAL PERMITS

| <u>Open Area Spaces</u> | RESIDENTS | NON-RESIDENTS |
|-------------------------|------------------|----------------------|
| Groups of 15 or more | \$100.00 | \$150.00 |
| DEPOSIT | \$150.00 | \$200.00 |

***Groups of 15 or more must have a permit. Larger groups may need to bring additional tables/chairs.**

DEPOSIT AND CANCELLATION POLICIES

1. Deposit is due at the time of reservation. Reservation dates are not secure without the full deposit amount.
2. The balance is due two (2) weeks prior to the event date.
3. All security deposits are **non-refundable** in case of improper cancellation or less than a ten (10) day notice is given, **NO EXCEPTIONS**. Refunds will be given for acts of nature cancellations. After the rental, if the facility is returned to pre-rental condition, the deposit will be mailed to you within 6 to 8 weeks from the **Village of University Park**.
4. If there is damage to the site, or if clean up is required by our staff, the deposit will be kept by the Parks and Recreation Department. Additionally, you will be charged \$35.00 an hour if necessary clean-up takes longer than 30 minutes.
5. Additional fees will be assessed if damage exceeds the deposit amount.
6. **Failure to follow rules will result in the forfeiture of the deposit.**

RULES AND REGULATIONS

1. Alcoholic beverages are prohibited on our grounds. For any other rentals of tents, inflatable Jumping Equipment, a copy of the insurance license policy must be given to us from your rental company two (2) weeks prior to events. Inspection of tents must be conducted by **University Park Fire Department** at (708) 534-0914.
2. Pets are **NOT** allowed on the grounds.
3. **NO** glass containers allowed.
4. Clean up the facility upon completion of your function. Garbage receptacles must be used. If trash is left on grounds, or in the washrooms, your deposit will be forfeited. Charcoal grills are allowed in picnic areas only. Ground fires are **NOT** allowed.
5. Motor vehicles are prohibited from parking beyond the parking spaces provided.
6. Portable Washrooms/outdoor water faucets are at the Parks.
7. **The Parks are always open to the public to use the following:
Basketball/Baseball/Tennis Courts/Football Field and Playground area,
unless a schedule game is reserved.**
8. Music must be kept at a reasonable noise level. We will determine what is reasonable.
9. The University Park Police Department will be doing security checks periodically. If you are experience any problems, let them know.
10. Please keep a copy of your signed permit and receipts to show proof of a valid rental.

CREDIT CARDS OR CASH PAYMENT IF LESS THAN TEN (10) DAYS PRIOR TO RENTAL Mail or make payments payable to: **Village of University Park**, 698 Burnham Drive, University Park, Illinois 60484. For further information, please call (708) 534-6456 or (708) 534-4837.

General Ledger Account # 100.000.000.328.003

**Village of University Park
Parks and Recreation Department
PINE LAKE RENTAL AGREEMENT PERMIT**

Rental Date: _____ Have you been here before? Yes ___ No ___

Organization Name: _____

Name of Applicant (Responsible Party): _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone # Daytime: _____ Evening: _____ Emergency: _____

Email Address: _____

Type of Activity: _____

Time Required: From _____ To _____ Day of the Week: _____

Additional Request: _____

____ Open Area 15-49 People

____ Open Area 50 + People

____ East Shelter

____ West Shelter

____ Both East/West Shelters

Non-Refundable Deposit: _____

Rental Fee: _____

Total Rental Amount: _____

I have read the reverse side of this form and understand the deposit and cancellation policies and the rules and regulations set forth. As the applicant, I further accept responsibility for informing all persons in attendance of the rules and regulations and their compliance. I also understand that upon completion of the rental, a deposit refund will be mailed within 6 to 8 weeks only to the person signing this agreement form. **Proof of residency I.D. must accompany this form for residency rates to apply.**

Applicant's Signature

Date

Authorized Signature

Date

FOR OFFICE USE ONLY

Total Due: _____ Deposit: _____ Receipt # _____ Current Balance: _____

Cash: _____ Check # _____ Date Paid: _____ Amount Paid: _____

Received by: _____ Date: _____

PINE LAKE PERMIT FEES

| <u>Open Area Spaces</u> | <u>Residents</u> | <u>Non-Residents</u> |
|-----------------------------------|----------------------|----------------------|
| *Groups of 15 or more | \$50.00 | \$75.00 |
| Shelter Rentals (East/West/Both) | \$125.00 per shelter | \$150.00 per shelter |
| Deposit (Needed to secure rental) | \$125.00 | \$150.00 |

*Groups of 15 or more must have a permit. Shelter rental fees reflect rental of one shelter. Participants may rent East or West, or both if available. Each shelter holds approximately 60 people. Larger groups may bring additional tables.

DEPOSIT AND CANCELLATION POLICIES

1. **NO REFUNDS** - Refunds are not given by this department. We allow 72 hours to Reschedule events, if there are reschedule dates available.
2. All security deposits are **Non-refundable** in case of improper cancellations. Refunds will be given for acts of nature cancellations. After the rental, if the facility is returned to pre-rental condition, the deposit will be mailed to you within 6 to 8 weeks from the **Village of University Park**.
3. If there is damage to the site, or if clean up is required by our staff, the deposit will be kept by the Parks and Recreation Department. Additionally, you will be charged \$35.00 an hour if necessary clean-up takes longer than 30 minutes.
4. Additional fees will be assessed if damage exceeds the deposit amount.
5. Failure to follow the rules and regulations of this agreement will result in the forfeiture of the deposit.

RULES AND REGULATIONS

1. Alcoholic beverages are prohibited on our grounds. For any other rentals of tents, inflatable Jumping Equipment, a copy of the insurance license policy must be given to us from your Rental Company (2) two weeks prior to events. Inspection of tents must be conducted by **University Park Fire Department** at (708) 534-0914.
2. Pets are **NOT** allowed on the grounds.
3. Swimming and wading are prohibited.
4. Garbage receptacles must be used. If trash is left on ground, or in the washrooms, your deposit will be forfeited.
5. Charcoal grills are allowed in the picnic areas only. Ground fires are **NOT** allowed.
6. Motor vehicles are prohibited from parking beyond the parking spaces provided.
7. Animal and plant life must remain undisturbed.
8. Remove any signs posted in or around the lake, especially those denoting directions to the lake.
9. Music must be kept at a reasonable noise level. We will determine what is reasonable.
10. The **Village of University Park Police Department** will be doing security checks periodically. If you are experiencing any problems, let them know.
11. **NO** glass containers allowed.
12. Please keep a copy of your signed permit and receipts to show proof of a valid rental.

CREDIT CARDS OR CASH PAYMENT WILL BE REQUIRED IF LESS THAN TEN (10) DAYS PRIOR TO RENTAL. Mail or make payments payable to: **Village of University Park**, 698 Burnham Drive, University Park, Illinois 60484. For further information, please call (708) 534-6456 or (708) 534-4837.

General Ledger Account # 100.000.000.328.002

Revised 1/12/2015

**Village of University Park
Parks and Recreation Department
RIEGEL MINI FARM BIRTHDAY TOUR RENTAL AGREEMENT**

Rental Date: _____ Have you been here before? Yes ___ No ___

Organization Name: _____

Name of Applicant (Responsible Party): _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone # Daytime: _____ Evening: _____ Emergency: _____

Email Address: _____

Type of Activity: _____

Time Required: From _____ To _____ Day of the Week: _____

Additional Request: _____

Non-Refundable Deposit: _____

Maximum # attending: _____

Fee per person: _____

Kitchen Rental Fee: _____

Total Rental Amount: _____

Picnic: _____

Outside Porch: _____

Baseball Field: _____

Playground: _____

Koelling Room: _____

I have read the reverse side of this form and understand the deposit and cancellation policies and the rules and regulations set forth. As the applicant, I further accept responsibility for informing all persons in attendance of the rules and regulations and their compliance. I also understand that upon completion of the rental, a deposit refund will be mailed within 6 to 8 weeks only to the person signing this agreement form. **Proof of residency I.D. must accompany this form for residency rates to apply.**

Applicant's Signature

Date

Authorized Signature

Date

FOR OFFICE USE ONLY

Total Due: _____ **Deposit:** _____ **Receipt #** _____ **Current Balance:** _____

Cash: _____ **Check #** _____ **Date Paid:** _____ **Amount Paid:** _____

Received by: _____ **Date:** _____

RIEGEL MINI FARM BIRTHDAY TOUR RENTAL PRICING

BIRTHDAY PARTIES INCLUDES:

| | |
|--------------------------|-------------------|
| \$10.99 per person | \$50.00 Deposit |
| Goodie Bags; Cowboy hats | Basic Table Cloth |
| Tour of animals | Playground |
| Pony/ Horse rides | Picnic Area |

*Farm Tours for Pony/Horse rides need to be scheduled between 10:00a.m. - 3:00p.m.

DEPOSIT AND CANCELLATION POLICIES

1. Deposit is due at the time of reservation. Reservation dates are not secure without the full deposit amount.
2. The balance is due two (2) weeks prior to the event date.
3. All security deposits are **non-refundable** in case of improper cancellation or less than a ten (10) day notice is given, **NO EXCEPTIONS**. Refunds will be given for acts of nature cancellations. After the rental, if the facility is returned to pre-rental condition, the deposit will be mailed to you within 6 to 8 weeks from the **Village of University Park**.
4. If there is damage to the site, or if clean up is required by our staff, the deposit will be kept by the Parks and Recreation Department. Additionally, you will be charged \$35.00 an hour if necessary clean-up takes longer than 30 minutes.
5. Additional fees will be assessed if damage exceeds the deposit amount.
6. **Failure to follow rules will result in the forfeiture of the deposit.**

RULES AND REGULATIONS

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2. Pets are **NOT** allowed on the grounds.
3. **NO** glass containers allowed.
4. Clean up the facility upon completion of your function. Garbage receptacles must be used. If trash is left on grounds, or in the washrooms, your deposit will be forfeited. Charcoal grills are allowed in picnic areas only. Ground fires are **NOT** allowed.
5. Motor vehicles are prohibited from parking beyond the parking spaces provided.
6. Washrooms in the barn may be used until closing time of the barn. Washrooms in the main building will **NOT** be available.
7. Outdoor water is available upon request.
8. Music must be kept at a reasonable noise level. We will determine what is reasonable.
9. The University Park Police Department will be doing security checks periodically. If you experience any problems, let them know.
10. Please keep a copy of your signed permit and receipts to show proof of a valid rental.

CREDIT CARDS OR CASH PAYMENT IF LESS THAN TEN (10) DAYS PRIOR TO RENTAL Mail or make payments payable to: **Village of University Park**, 698 Burnham Drive, University Park, Illinois 60484. For further information, please call (708) 534-6456 or (708) 534-4837.

General Ledger Account # 100.000.000.328.003

Revised 1/12/2015

**Village of University Park
Parks and Recreation Department
RIEGEL MINI FARM FACILITY RENTAL AGREEMENT**

Rental Date: _____ Have you been here before? Yes ___ No ___

Organization Name: _____

Name of Applicant (Responsible Party): _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone # Daytime: _____ Evening: _____ Emergency: _____

Email Address: _____

Type of Activity: _____

Time Required: From _____ To _____ Day of the Week: _____

Additional Request: _____

Non-Refundable Deposit: _____

Maximum # attending: _____

Facility Rental Fee: _____

Kitchen Rental Fee: _____

Total Rental Amount: _____

Picnic: _____

Outside Porch: _____

Baseball Field: _____

Tennis Court: _____

Koelling Room: _____

Playground: _____

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Applicant's Signature

Date

Authorized Signature

Date

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Received by: _____ Date: _____

RIEGEL MINI FARM FACILITY RENTAL PRICING

| <u>KOELLING ROOM (Only)</u> (NO ANIMAL TOURS) | RESIDENTS | NON-RESIDENTS |
|--|-----------|---------------|
| DEPOSIT | \$75.00 | \$100.00 |
| HOURLY RATE | \$40.00 | \$50.00 |

| <u>*RIEGEL FARM FACILITY</u> | RESIDENTS | NON-RESIDENTS |
|------------------------------|-----------|---------------|
| DEPOSIT | \$125.00 | \$175.00 |
| 8 HOUR RENTAL | \$250.00 | \$300.00 |
| EACH ADDITIONAL HOUR | \$50.00 | \$60.00 |
| KITCHEN USAGE | \$50.00 | \$50.00 |

***Farm tour will need to be scheduled in advance.**

DEPOSIT AND CANCELLATION POLICIES

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4. If there is damage to the site, or if clean up is required by our staff, the deposit will be kept by the Parks and Recreation Department. Additionally, you will be charged \$35.00 an hour if necessary clean-up takes longer than 30 minutes.
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RULES AND REGULATIONS

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2. Pets are **NOT** allowed on the grounds.
3. **NO** glass containers allowed.
4. Clean up the facility upon completion of your function. Garbage receptacles must Be used. If trash is left on grounds, or in the washrooms, your deposit will be forfeited. Charcoal grills are allowed in picnic areas only. Ground fires are **NOT** allowed.
5. Motor vehicles are prohibited from parking beyond the parking spaces provided.
6. Washrooms in the barn may be used until closing time of the barn. Washrooms in the main building will **NOT** be available.
7. Outdoor water is available upon request.
8. Music must be kept at a reasonable noise level. We will determine what is reasonable.
9. The University Park Police Department will be doing security checks periodically. If you are experience any problems, let them know.
10. Please keep a copy of your signed permit and receipts to show proof of a valid rental.

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General Ledger Account # 100.000.000.328.003

Revised 1/12/2015

**Village of University Park
Parks and Recreation Department
RIEGEL MINI FARM TOUR (ONLY) RENTAL AGREEMENT**

Rental Date: _____ Have you been here before? Yes ___ No ___
Organization Name: _____
Name of Applicant (Responsible Party): _____
Address: _____
City: _____ State: _____ Zip Code: _____
Phone # Daytime: _____ Evening: _____ Emergency: _____
Email Address: _____
Type of Activity: _____
Time Required: From _____ To _____ Day of the Week: _____
Additional Request: _____

| | |
|--------------------------------------|------------------------------|
| Non-Refundable Deposit: _____ | Picnic: _____ |
| Facility Rental Fee: _____ | Porch: _____ |
| Kitchen Rental Fee: _____ | Koelling Room: _____ |
| Total Rental Amount: _____ | Tennis Courts: _____ |
| | Baseball Field: _____ |

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Applicant's Signature _____
Date

Authorized Signature _____
Date

FOR OFFICE USE ONLY

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Received by: _____ **Date:** _____

RIEGEL MINI FARM TOUR (ONLY) RENTAL PRICING

| | | |
|------------------------|-------------------------|-----------------|
| TOURS INCLUDES: | \$10.00 per person | \$50.00 Deposit |
| | Guided Animal Tour | Picnic Area |
| | Tour of Learning Center | Playground |

DEPOSIT AND CANCELLATION POLICIES

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6. Washrooms in the barn may be used until closing time of the barn. Washrooms in the main building will **NOT** be available.
7. Outdoor water is available upon request.
8. Music must be kept at a reasonable noise level. We will determine what is reasonable.
9. The University Park Police Department will be doing security checks periodically. If you are experience any problems, let them know.
10. Please keep a copy of your signed permit and receipts to show proof of a valid rental.

CREDIT CARDS OR CASH PAYMENT IF LESS THAN TEN (10) DAYS PRIOR TO RENTAL

Mail or make payments payable to: **Village of University Park**, 698 Burnham Drive, University Park, Illinois 60484. For further information, please call (708) 534-6456 or (708) 534-4837.

General Ledger Account # 100.000.000.328.003