

**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: _____

____ Groups of 15-49 People

____ Groups of 50+ People

____ East Shelter

____ West Shelter

____ Both East/West Shelters

Non-Refundable Deposit: _____

Shelter Rental Fee: _____

Groups 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>Pine Lake Rental Permit Fees</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 pay all the above permit fees that includes the following:**

Group fee and the Shelter rental fees, which reflects the rental for (1) one shelter. Participants may rent East or West or, both, if available, **for additional cost**. Each Shelter holds approximately 60 people. Larger groups may bring their additional tables/chairs. Deposit fee payment will secure rental date.

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 7/24/2015