

**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>	<u>RESIDENTS</u>	<u>NON-RESIDENTS</u>
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 their 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