

INDOOR FACILITY RENTAL REGULATIONS

These general rules and regulations will apply to all rentals:

1. Applicants must show proof of residency to receive resident rates.
2. The renter, who must be 21 years of age or older, shall assume complete responsibility for the supervision of event participants during the entire scheduled rental period. An adult chaperone is required for every 15 minors (under age 18) attending the event.
3. A \$150 (cash or certified check) security deposit is due upon approval of the rental application. Final payment must be made 1-week prior to the date of event. Checks should be made payable to the Village of Palos Park. Security deposits will be refunded within 10 days after the scheduled event if upon inspection the building is found in a reasonable and satisfactory condition.
4. The building attendant on duty is required to complete a rental checklist concerning the usage of the facility before and after the scheduled event. The renter is responsible by the Village for any damages to the building and its facilities. Any repair and labor costs resulting from breakage or loss will be deducted from the security deposit. Costs incurred greater than the security deposit will be charged to the renter.
5. While decorations are allowed, they must not deface or damage any portion of the room.
6. Any kitchen equipment used by the rental groups must be cleaned and put back into appropriate location.
7. Refreshments are not allowed in gym area. All food and drinks must remain in the lower level.
8. Only areas and equipment specified in the rental agreement will be available for use.
9. The facility will not be available until time stated on rental agreement. If time is needed for decorating, it must be included in the scheduled time on the rental agreement.
10. Any group that violates or allows being violated the rules and regulations will be denied future rental of the facility.
11. Smoking and gambling are not permitted.
12. If necessary, traffic control may be required with costs to be reimbursed to the Village.
13. The local police are to be allowed access to all activities held in Village facilities.
14. The Village of Palos Park reserves the right to cancel the scheduled event in cases of emergency or hazardous situations.
15. The sale, service or consumption of alcoholic beverages shall be prohibited unless the proper authorization therefore is applied for and granted in accordance with the following:
 - A. Where the service or consumption of alcoholic beverages is to occur without a charge therefore, permission must be granted for said activity in accordance with Section 808.25 of the Village Code.
 - B. Where a charge is to be imposed for the alcoholic beverages that are to be served and consumed, a Class E limited or Temporary Special Event Liquor License must be obtained from the Village in accordance with Chapter 808 of the Village Code, and a Special Event Retailer's Liquor License (not for profit) [235 ILCS 5/5-1 (e)] or Special Use Permit Liquor License [235 ILCS 5/5-1 (q)], as the case may be, must be obtained from the Illinois Liquor Control Commission.