

INDOOR FACILITY RENTAL REGULATIONS

1. Applicants must show proof of residency to receive resident or unincorporated Palos Park rates. This applicant must make payments for the rental and is held directly responsible, by the Village, for supervision of the event participants during the rental period.
2. The signor of the rental form, who must be 21 years of age or older, is held directly responsible by the Village for the supervision of the event participants during the rental period.
3. A \$200 refundable security deposit is required upon receipt of rental form.
 - a. Cash or check issued security deposits will be refunded within 3-4 weeks after the scheduled event.
 - b. Credit Card issued deposits will be refunded within 2-3 days after the scheduled event.
 - c. Both forms of refunds are contingent upon inspection and the building is found in a reasonable and satisfactory condition.
 - a. Unsatisfactory conditions could include:
 - i. Building not left in same condition it was found.
 - ii. Additional cleaning needed following rental.
 - iii. Serving of alcohol without the proper paperwork.
 - iv. Items brought into the rental not on the rental form.
 - v. Failure to adhere to times listed on rental form.
 - d. The building attendant on duty is required to complete a rental checklist concerning the usage of the facility before and after the scheduled event.
 - e. The renter is responsible to 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.
4. Final payment is due two weeks prior to the date of event by cash, credit card or checks made to the Village of Palos Park.
5. Cancellation Policy – There is a \$50 cancellation fee. Any cancellations less than 2 weeks prior to the rental date will incur a cancellation fee of 50% of monies collected to date. The Village of Palos Park reserves the right to cancel the scheduled event in cases of emergency or hazardous situations without penalty.
6. All outside vendors need to supply the Village of Palos Park a certificate of insurance citing **Village of Palos Park, its officials, employees and volunteers as additional insured**. Document needs to accompany the final payment. (e.g. DJ's, attractions, entertainment and caterers.)
7. While decorations are allowed, the following items are not allowed confetti, glitter. Product not allowed to hold said decorations (Duct tape, masking tape, staples, nails,) The product chosen must not deface or damage any portion of the room. All decorations and the items holding the decorations in place must be removed.
8. A Holiday fee of 50% over the stated rental fee will be implemented to rental requests based on staffing availability.
9. Any kitchen equipment used by the rental groups must be cleaned and put back in appropriate locations.
10. Refreshments are not allowed in gym area. All food and drinks must remain in the lower level.
11. Only areas and equipment specified on the rental form will be available for use.



RECREATION DEPARTMENT

INDOOR FACILITY RENTAL REGULATIONS cont.

12. **Any group that violates or allows violations of the rules and regulations will forfeit security deposit and be denied future rentals of the facility.**
13. Smoking and gambling prohibited.
14. If necessary, traffic control may be required with costs to be reimbursed to the Village.
15. The local police are to be allowed access to all activities held in Village facilities. Certain events of 100 participants or more require the presence of Uniformed Police officer. This arrangement will be part of the Rental Agreement.
16. Private Parties that serve alcohol to their guests are required to have general liability insurance that includes **host liquor liability** coverage naming the Village of Palos Park, its officials, employees and volunteers as additional insured. Coverage can be found through the Village of Palos Park's intergovernmental risk pool IRMA (Intergovernmental Risk Management Agency) at <http://www.irmarisk.org/Coverage/TULIP.aspx> Proof of insurance and additional insured status needs to accompany final payment two weeks prior rental. **Glass containers prohibited.**
17. 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 Section from the Palos Park Village Code: Glass containers are prohibited.
 - A. 808.25 SERVICE ON VILLAGE PROPERTY
The Mayor, as the local Liquor Control Commissioner, is hereby authorized to permit the service of alcoholic beverages on Village property upon the following conditions:
 - a. The organization requesting the permission is a civic, charitable, fraternal or other type of organization and not a commercial or business organization.
 - b. Statutory dram shop insurance is obtained and a temporary liquor license is obtained.
 - c. Supervision is adequately provided to assure compliance with State liquor laws.
 - d. The Police Department has complete access to the event or function and authority to terminate said function if any violation of State or Village laws is evident. (Ord. 1993-31. Passed 8-23-93.)
 - 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.
18. Please dial 708-259-1136 for assistance from the Building Attendant on duty during your rental.