



PARK FACILITY RESERVATION POLICY

Adopted October 21, 2014

Effective January 1, 2015

SCOPE AND PURPOSE

These Rules and Regulations apply to all persons (“Guests”) reserving the Village’s pavilion, baseball field and related open space (“Facilities”).

The purpose of these Rules is to provide for the fair and equitable treatment of all persons interested in reserving the Facilities, to provide guidelines for maintaining the Facilities and provide a safe environment for recreation in the Village. The Village Board, at its sole discretion, reserves the right to improve or change, from time to time and without notice, any terms or provisions of these Rules and Regulations.

RESERVATIONS

Reservations of the Facilities are available as follows:

| <u>Facilities</u> | <u>Availability</u> | <u>Time Restrictions</u> |
|------------------------------|---------------------|--------------------------|
| Village Hall Park Pavilion | Year Round | 9:00am until Dusk |
| Village Hall Park Open Space | Year Round | 9:00am until Dusk |
| Village Hall Baseball Field | May 1 – November 1 | 9:00am until Dusk |

SCHEDULING

The Facilities are available for use by the general public on a first come, first serve basis. Scheduling for all Facilities is subject to the discretion of the Village Administrator or designee. Priority in scheduling the Pavilion and Baseball Field shall be as follows:

1. Village related use for sponsored events, meetings and/or scheduled programs.
2. Not for Profit Community Organizations (Guests must be a Village resident and present at the activity or event).
3. Residents of the Village.
4. Non-Residents.

ELIGIBILITY

Persons making a reservation for use of the Facilities must be at least 18 years of age and be present at the activity or event.

INSURANCE REQUIREMENTS

All groups of Guests of more than 100 people shall provide a certificate of insurance in an amount not less than \$1 million general liability per occurrence and \$2 million aggregate per year. If the Guests cannot provide insurance they may purchase it from the Village's Insurance provider.

Beer and wine is allowed by permit only. Alcohol shall not be sold. Family picnics over 100 people are required to provide host liquor liability insurance naming the Village as additional insured.

All companies and organizations, for groups of more than 100 people, are required to provide a certificate of Special Event Insurance, with an additional endorsement naming the Village as additional insured. If beer and wine is being served, host liquor liability insurance is required naming the Village as additional insured.

MAINTENANCE

1. Facilities are to be left in an acceptable, clean, and orderly condition. The Guests bear the responsibility of removing all personal items and materials from the Facilities.
2. All accumulated trash in the bathrooms, pavilion and perimeter park areas is to be disposed of in available trash receptacles or dumpsters.
3. Picnic tables are to be properly cleaned and kept in the pavilion at all times.
4. Theft of Village property from a facility is prohibited and shall be prosecuted to the fullest extent of the law.
5. Guests must comply with all regulations and ordinances of the Village.

RULES AND REGULATIONS

1. The Village has the authority to deny or revoke the use of the Facilities for violation of these rules, Village ordinance or State law.
2. Failure to comply with the following rules and regulations will result in forfeiture of the maintenance deposit.
3. No activity within the Facilities shall be permitted which discriminates degrades or portrays disrespect toward any individual or organization and/or creates a negative impact to the community.
4. No activity within the Facilities shall be permitted relating to the solicitation or collection of money without prior authorization from the Village Board of Trustees.
5. Reservation of the Facilities may be made up to, but not more than one year prior to the event.
6. Unless in conjunction with a Village sponsored event, the following are not allowed:
 - a. Dunk tanks, moon walks, pony rides, petting zoos, or similar use;
 - b. Bands or DJs;
 - c. Sound amplifying devices;

- d. Nails or other fastening devices used to attach decorations, signs, posters or affix tablecloths which may cause permanent damage.
7. Advertising or public promotion of an event or activity must have prior approval of the Village.
8. No advertising, soliciting or sale of any item is allowed on park property.
9. No hitting golf balls.
10. Pets must be kept on a leash at all times. Owner is responsible for cleaning up pet waste.
11. Smoking tobacco products are prohibited.
12. Use of grills are permitted; however, coals and/or embers must be extinguished prior to the end of event/activity and placed in labeled coal waste container in pavilion.
13. Only untreated wood that does not extend beyond the interior of the firebox is permitted to be burned in fireplace and all fires must be extinguished prior to the end of event/activity.
14. Any abnormal incidents (i.e. property damage, injury to user, conflict/argument between users, etc.) should be immediately reported to the Village Administration (815-455-1411) or Police Department (9-1-1 for emergencies and 815-338-2144 for non-emergency incidents when the Village Hall is closed).
15. A Facility reservation permit will be issued upon approval of application; a copy of which must be on site during the rental period.
16. The Village will not be liable for any claims for injury, illness or damages resulting from or arising out of the use of the Facilities. The Guests agree to indemnify the Village and hold it harmless against any and all such claims, damages, losses, and expenses, including incidents arising out of the consumption, preparation or disposal of food at the facility. If requested by the Village, the Guests shall carry insurance against such claims and furnish the Village with a certificate of insurance evidencing the same.

INDEMNIFICATION

All Guests agree to hold harmless, indemnify and reimburse the Village, its officials, employees, successors and assigns, for any and all liabilities, obligations, claims, damages, penalties, costs and expenses (including reasonable attorney's fees) arising directly or indirectly from its use of the Facilities. The Village assumes no responsibility or liability for any damage or injury of any sort arising or alleged to have arisen from the use of the Facilities.