



Park Facility Reservation and Agreement

Facility: Pavilion____ Baseball Field/Open Space____ Both____
Date Requested: _____ Time Requested: _____

Contact Name: _____ Organization's Name: _____
Street Address: _____ City, State, Zip: _____
Phone: _____ Email Address: _____

GUEST FEES (Resident / Non-Resident)

# of People	1-50	51-100	101-150	151-200	201-250	≥251
Deposit*	\$100	\$150	\$200	\$300	\$500	\$1,000
Pavilion (per use)	\$75/\$125	\$125/\$175	\$150/\$200	\$200/\$250	\$250/\$300	\$350/\$500
Ballfield/Open Space (per hour)	\$15/\$25	\$15/\$25	\$15/\$25	\$15/\$25	\$15/\$25	\$15/\$25

*Refundable: *Once the facility is inspected for garbage and/or damage, the deposit will be returned. Please note that refunds may take up to two weeks processing prior to refunding and a minimum cleaning fee of \$25 per quarter hour may be deducted from the maintenance deposit.*

Cancellations:

- 14 days prior to rental – no refunds
- 15-30 days prior to the date of rental – 25% of deposit refunded
- 31-60 days prior to the date of rental – 50% of deposit refunded
- 60+ days prior to the date of rental – 100% of deposit fee refunded minus a \$5 service fee

Group applications: Groups of more than 250 people must be approved in writing by the Village Administrator.

School Districts 46, 47, 155: Each must complete an application form. Certificate of Insurance is required. All other not for profits must complete application form and leave the appropriate deposit. Fee for any Facility reservation (Monday–Friday only) is \$25 per use. Certificate of Insurance is required.

Park Facility Rules and Regulations: The attached Village Park Facility Rules and Regulations are fully incorporated herein.

Indemnification: In exchange for the Village agreeing to allow use of the Facilities the undersigned, its successors and assigns, hereby 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 Facility. The undersigned understands that 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 facility.

Guest Signature and Date: _____