

# Washington Park District Outdoor Facility Rental Application

Name of Group: \_\_\_\_\_

Name of Individual: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

### Picnic Shelters

- Wenger Shelter (Washington)     Rotary Shelter (Washington)     Grange Shelter (Washington)  
 Kiwanis Shelter (Meadow Valley)     George Jirgis Shelter (Meadow Valley)     Jaycee Shelter (Meadow Valley)  
 Ron Gregg Shelter (Oak Ridge)     Civic Shelter (Bowen Lake)  
 Harry LaHood Shelter     Candlewood Shelter     Swietzer Shelter     Westgate Shelter

### Baseball/Softball (Lighted Fields)

- Washington 3 (Jan Smith Field-SB)     Washington 5 (George Curtis Field)

### Baseball/Softball Fields Requested

- Lincoln 1     Lincoln 2-BB     Washington 4     Washington 6  
 Central 3     Central 4     Central 5     Central 6  
 Oak Ridge 1     Oak Ridge 2     Oak Ridge 3

### Soccer Fields

- Oak Ridge 1     Oak Ridge 2     Oak Ridge 3     Oak Ridge 4  
 Oak Ridge 5     Oak Ridge 6     Oak Ridge 7     Oak Ridge 8  
 Oak Ridge 9     Oak Ridge 10     Oak Ridge 11     Oak Ridge 12

### Football Fields

- Oak Ridge 1 (Horton-Radcliffe Field)     Oak Ridge 2

| Option                | Day | Date | Time |
|-----------------------|-----|------|------|
| <input type="radio"/> |     |      |      |
| <input type="radio"/> |     |      |      |

All groups renting facilities from the Washington Park District agree to abide by the rules and regulations established by the Washington Park District on the opposite side of this application.

\_\_\_\_\_  
Representative's Signature

\_\_\_\_\_  
Date

### Office Use Only

| Facilities/Service      | No. of Hours |   | Rate | Sub-Total |
|-------------------------|--------------|---|------|-----------|
|                         |              | x |      |           |
|                         |              | x |      |           |
| <b>Total Amount Due</b> |              |   |      |           |

|   |  |
|---|--|
| <input type="radio"/> Approved by:<br>Signature _____ | <input type="radio"/> CC: Supt. of Parks<br>Date _____ |
|---|--|

|              | Amount Due | Date Due | Paid by: | Check # | Date Paid | Staff |
|--------------|------------|----------|----------|---------|-----------|-------|
| Deposit Due  |            |          | C K V MC |         |           |       |
| Balance Due  |            |          | C K V MC |         |           |       |
| Misc. Add on |            |          | C K V MC |         |           |       |
| Total        |            |          |          |         |           |       |

### Application Procedures

1. Applications will be processed in order of receipt.
2. Applications must be completed in full and signed by an adult, 21 years or older, who will assume responsibility for the group and be present during the rental period.
3. The facility will not be reserved until payment is received.
4. Refund requests made 10 days prior to the rental will receive a 100% refund, less \$5 for an administrative fee.
5. The Washington Park District reserves the right to retain all or a portion of the payment if the facility rental is canceled within 10 days before the rental date.

### Rental Rules and Regulations

1. The Washington Park District shall assume no responsibility for any accident, injury or loss of property. The renter shall hold the Washington Park District Board and staff members harmless for any costs or liability resulting from activities or programs of the renter. Please be aware that by signing the application, the signee is waiving and releasing all claims for injury and/or damages for themselves and to the others of his/her group that might arise out of the rental.
2. All functions at Washington Park District facilities must be in accordance with Park District standards and, therefore, not in violation of any Park District regulation or ordinance.
3. Facility use may be terminated by the Park District in the event of an emergency, breach of the rental agreement or in the event that the facility is required for any Park District program. It is the prerogative of the Park District Administrator to cancel any standing permit if deemed in the best interest of the Park District. Disorder among patrons may be cause for cancellation of a permit, and may cause for denial of future permits.
4. The closing hour for outdoor facilities is ½ hour after sunset for non-lighted facilities and 11:00 PM for lighted facilities.
5. Alcoholic beverages and illegal drug use is not allowed on Washington Park District property.
6. Motor vehicles should be operated and remain on designated roadways and parking areas only.
7. The renter is responsible for returning the facility to the same condition as it was before the rental. The renter should pick up any waste and place in the proper receptacles.
8. Grills are allowed although charcoal should be disposed of in the proper manner.
9. Please report any damage immediately to a park district employee.
10. The Washington Park District is not responsible for any clothing, equipment or other articles left at the facility.
11. Applications will not be accepted for individuals or groups charging admission or fees with purpose of private monetary gain unless permission is granted from a Park District Administrator.
12. Posting of advertisements of any product or service for sale is not permitted.

### Rates

|                         | Baseball/Softball Fields | Lights         | Soccer Fields | Picnic Shelters |
|-------------------------|--------------------------|----------------|---------------|-----------------|
| Community Organizations | No Charge                | \$15/hr + \$15 | \$20/hr.      | 0               |
| Residents               | \$15/hr (min. 3 hours)   | \$15/hr + \$15 | \$40/hr.      | \$15/\$25*      |
| Non-Residents           | \$15/hr (min. 3 hours)   | \$15/hr + \$15 | \$60/hr.      | \$25/\$35*      |

\*Wenger Shelter & Harry LaHood Park Shelter runs \$25R/\$35NR.